

**REGIONAL CADET SUPPORT UNIT (PACIFIC)**

**CADET TRAINING CENTRE**

**JOINING INSTRUCTIONS 2019**



**COURSE & STAFF CADETS**



## Table of Contents

|   |    |
|---|----|
| NOTE TO PARENTS.....  | 1  |
| GENERAL.....  | 2  |
| CODE OF CONDUCT.....  | 3  |
| SPECIAL INSTRUCTIONS FOR STAFF CADETS.....  | 3  |
| TRANSPORTATION - GENERAL.....   | 3  |
| BAGGAGE.....  | 4  |
| IN-ROUTINE.....   | 5  |
| KIT REQUIRED.....   | 6  |
| ADMINISTRATION AND PAY.....   | 7  |
| ACCOMMODATION, MEALS AND RELIGIOUS SERVICES.....  | 8  |
| MEDICAL AND DENTAL.....   | 9  |
| CELLULAR PHONES.....  | 11 |
| PERSONAL APPEARANCE.....  | 12 |
| DISCIPLINE.....   | 12 |
| SMOKING, ALCOHOL AND DRUGS.....   | 12 |
| RETURN TO UNIT (RTU).....   | 12 |
| GRADUATION AND RETURNING HOME.....  | 13 |
| CTC CONTACT INFORMATION.....  | 13 |
| DUKE OF EDINBURGH.....  | 14 |
| SOCIAL MEDIA, PHOTOS.....   | 14 |
| Annex A – HMCS QUADRA CADET TRAINING CENTRE.....  | 16 |
| Annex B – VERNON CADET TRAINING CENTRE.....   | 20 |
| Annex C – ALBERT HEAD CADET TRAINING CENTRE.....  | 23 |
| Annex D – COMOX CADET FLYING TRAINING CENTRE.....   | 27 |
| Annex E - OVER THE COUNTER (OTC) / PRESCRIBED MEDICATION ADMINISTRATION.....  | 31 |
| Annex F - NATL CJCR SP GP STAFF CADET / CADET / JCR CODE OF CONDUCT.....  | 33 |
| Annex G – RECORD OF VALUABLE ITEMS.....   | 36 |
| Annex H – REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS.....   | 37 |
| Annex I – PARENTAL CONSENT FORM – CADET DAY / OVERNIGHT / WEEKEND PASS<br>PACIFIC REGION CADET TRAINING CENTRE..... | 39 |
| Annex J – MEDICAL CARE FOR CADETS.....  | 40 |
| Annex K - GENERAL KIT REQUIREMENTS – ALL CADETS.....  | 42 |

## **NOTE TO PARENTS**

We are pleased that your cadet has been selected to attend a training course at one of our Cadet Training Centres (CTC) located in British Columbia. We hope that you are proud of their selection for this opportunity to learn valuable new skills along with over 3500 other Sea, Army and Air Cadets.

The enclosed Joining Instructions contain very important information to help you and your cadet prepare for their upcoming course. Please ensure that you read through these instructions in their entirety. It is important that you review the forms at annexes E through J.

The form at annex I is only required if the pick up or drop off point differs from the pickup or drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the Offer and Participation Training Activities form. If a cadet is being picked up, it will be necessary for the adult who is picking them up to provide identification. This is done as a precaution to protect cadets.

Please be sure to check through the kit list enclosed carefully and help your cadet ensure that they have packed everything that they need for their course and that they are leaving extra items at home. It is important that all items brought to the CTC are properly labelled with the cadet's last name and first initial. Past experiences have proven that eyeglasses and running shoes are the most frequent casualties of kit, so please ensure that these extensively used articles are in good condition before your cadet leaves for the CTC.

Cadets sometimes experience symptoms of homesickness. We encourage cadets to stay in touch with their families through phone calls home so sending them with the knowledge of how to make a collect/calling card call will provide them with some reassurance. When your cadet calls home feeling homesick, ask them about their friends at the CTC and encourage them to keep themselves busy. Help them to remember all of the highlights of the time they have spent here and give them some encouragement to keep going. Usually, these feelings pass when they stick it out.

The staff at the CTC are here to look after your cadet's well-being and we do our very best to help them along their way. Our first priority is the safety of the cadets and then we want to make sure that they have an enjoyable experience as they learn and practice new skills. If you have any concerns, you are encouraged to contact the CTC through the numbers provided in the Joining Instructions.

Sometimes, a cadet is unable to complete the training course for various reasons. If it is necessary for your cadet to be returned home for any reason, we will contact you first to make arrangements.

In order to successfully pass their training course, cadets are required to complete the entire syllabus of training. This means that they must be present for the entire period of training. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult (the adult must be authorized by the parent/guardian); however, this may only occur as the training schedule permits or in emergency situations. We appreciate your understanding and cooperation in this.

We look forward to having your cadet at one of our CTCs this summer. If you have any questions after reading this package, please check with the officers at your cadet's home corps/squadro

## GENERAL

1. Congratulations on being selected to attend one of British Columbia's Cadet Training Centres (CTCs). Summer training courses provide opportunities to gain new experiences while you develop skills that will be useful in the Cadet Program and throughout your life. Our courses are built around leadership, discipline, and academic and physical endeavour. You will find your course challenging and you should also find it to be an extremely rewarding experience.
2. These Joining Instructions provide you with information you need to prepare for your CTC experience and it is important that you and your parent/guardian read through these instructions entirely.
3. All cadets will participate in a physical fitness program that will include calisthenics, running, swimming and a variety of sports.
4. Cadets attending a CTC are considered undergoing training. Parents are reminded that training occurs seven days a week commencing as early as 0600 hrs daily and concluding at 2200 hrs following a varied and active training day.
5. Cadet Training Centre specific daily routine and training schedules will be published at the CTC.
6. Cadets and Staff Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult. The adult(s) must be authorized by the parent/guardian and noted on the parental consent form found at annex J. Completed forms are to be brought to the CTC by the cadet. Leave authorization is dependent on training requirements or in emergency situations. Leave passes are generally not available to cadets attending two-week courses.
7. Staff Cadets may have the opportunity to take day outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example. Authority must be authorized by the parent/guardian and noted on the parental consent form found in annex J. Completed forms are to be brought to the CTC by the staff cadet.
8. 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, the Training Centre requires notice in writing, either by mail, by fax or by email.
9. Leave periods vary according to the training requirements at each CTC and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.
10. All cadets will be responsible for any training missed.

## **CODE OF CONDUCT**

11. All staff and cadets involved in any aspect of the Canadian Cadet Organizations are expected to support and foster a workplace and a training environment that is harassment free, respectful, and safe for everyone. To that end, all staff and cadets working at or attending training at a CTC will be expected to read, understand and implement all aspects of the applicable Code of Conduct. Parents are encouraged to review the applicable Code of Conduct with their cadet and discuss the points included.

12. Cadets / Staff Cadets are to bring a signed copy of the Code of Conduct with them to the CTC. Note that the Code of conduct must be signed by the cadet and the parent/guardian. Course Cadets and Staff Cadets will use Annex F - Natl CJCR Sp Gp Staff Cadet / Cadet / Jcr Code Of Conduct.

## **SPECIAL INSTRUCTIONS FOR STAFF CADETS**

13. All staff cadets will undergo a multi-day Staff Cadet Selection and Professional Development (SCSPD) process. Staff Cadets must be aware that part of the SCSPD Staff Cadet may be tasked to:

- a. Teach a 10-15 minute drill lesson. Attention, Stand at Ease, and Stand Easy is not eligible. A more complex drill movement must be taught;
- b. Lead a group of peers through a leadership scenario relating to the CTC; and
- c. Teach a 10-15 minute knowledge or skills lesson relating to the course or department they intend or wish to be employed in during the summer.

14. Delivery of these lessons / taskings will be assessed and used as a selection tool to examine the qualities of leadership and instruction such as Command & Control; Poise; Discipline; Deportment; Communications; Coaching, and Presence. Although all cadets should strive to deliver a properly structured lesson/leadership assignment, the competent delivery of an activity is not the only requirement to get a positive review. SCSPD staff will be observing skills and abilities, subject matter knowledge, and leadership more than the actual content or outcome. Staff Cadets are not required to prepare any material prior to arriving at the CTC, all assignments will be given at the beginning of the SCSPD.

15. These classes along with many other factors will aid the CTC leadership in determining the placement of the cadets for the summer. In the event cadets do not intend to be a part of a training division, platoon or flight, they are still required to prepare and deliver their lessons. The overall results of these assessments will aid in developing a Professional Development plan for the summer and focus on the areas of greatest need.

## **TRANSPORTATION - GENERAL**

16. The Regional Cadet Support Unit (RCSU) Movements staff arranges all transportation for cadets to and from CTC. Details will be forwarded to the Corps/Squadron who will provide cadets with the necessary instructions and/or documents. Cadets traveling in groups are

normally escorted and movements staff will meet cadets who must change aircraft, busses, etc. during their journey. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (Pac) Movements Office is: 1-866-668-8388.

17. **Cadets are required to travel in accordance with the instructions found in the movement orders.** It is permissible for cadets to be dropped off and/or picked up by a parent or guardian, but this decision must be communicated to the RCSU J4 Movements Officer through the corps/squadron staff.

18. Cadets shall travel to and from the CTC in Service Dress (C3 (Sea) or C2 (Army and Air)). The dress and deportment of all cadets shall be above reproach at all times.

19. Cadets aged 12 – 15 must have either **1 piece of government issued photo identification (Passport, BC ID) OR 2 pieces of government issued non-photo identification (Birth Certificate, Care Card).**

20. Cadets aged 16 and over **MUST** have **1 piece of government issued photo identification (Passport, BC ID, BC Drivers Licence)** and their provincial medical card in their possession while travelling.

21. The name on the photo ID must exactly match the name on the travel orders. If the name does not match exactly, you may not be permitted to board commercial aircraft. The cadet must have the above ID with them no matter the method of transportation. School identification or corps/squadron ID cards are not accepted.

22. Cadets are not authorized to bring private motor vehicles of any type to a CTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the RCSU (Pac) Movements staff through the Corps/Squadron Commanding Officer/summer contact. **If a parental/guardian pick up is to be made at the end of the course, the Request for Parental/Guardian Pick Up/Drop Off of Cadets form (annex I) must be completed and signed by a parent/guardian.** Only the person authorized to pick up a cadet on this form will be permitted to transport the cadet away from the CTC. The person picking up a cadet will need to ensure that the proper out routine is done prior to taking the cadet from the CTC. Photo identification will be requested from the person picking up the cadet. This is for the safety and security of all involved.

## **BAGGAGE**

23. Baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. baggage must be tagged with identification tags, displaying your name, address, telephone number and corps/squadron number;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. do not take ironing boards to training centres with you;

- d. do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged; and
- e. all aerosol cans should be placed in your checked luggage. Some airlines do not allow any aerosol cans on board (checked or carry on) without a pressure release valve.

24. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc), it is the travelling individual's responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. RCSU (Pac) shall assist in locating the lost baggage and failing that, shall assist in the initial reporting to the carrier. Subsequent dealings with the carrier are the responsibility of the traveler.

25. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CTC. It is highly recommended that cadets arrive with a list of make, model and serial number for any electronic devices brought.

26. Always have your Travel Orders and identification available.

27. Meals appropriate to the time of day are normally provided enroute if a cadet's travel extends over a meal period.

## **IN-ROUTINE**

28. All cadets are processed through an in-routine upon arrival at the CTC. Cadets will be required to provide the following:

- a. course attending;
- b. Provincial Health card;
- c. eyeglass and other prescriptions (if applicable);
- d. signed copy of 'Offer and Participation Training and Activities' form;
- e. Parental Consent Form – Day/Overnight/Weekend Pass (Cdt #161) (if applicable); and
- f. any travel documents/tickets.

29. For cadet safety and hygiene and because of the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property upon arrival and at other times during the training session. The main objective of such inspections is to ensure that each cadet has the necessary clothing and equipment required for his or her use during the CTC program, as per CATO 12-50, Searches and Inspections of Cadets.

30. A list of items that are prohibited or restricted by law or unauthorized by Canadian Armed Forces (CAF) policy can be found below.

31. Prohibited and restricted items shall be handed to the applicable police agency (military or civilian) except for the following which shall be discarded:

- a. tobacco products;
- b. alcoholic beverages; and
- c. pornographic material.

32. Unauthorized items shall either be confiscated for the duration of the training or activity or sent back to the cadet's home at the parents' expense, whichever is more practical and economical, except for companion animals which shall be sent back.

| <b>PROHIBITED &amp; RESTRICTED ITEMS</b>   | <b>UNAUTHORIZED ITEMS</b>  |
|--|--|
| alcoholic beverages  | altered ankle/parade boots   |
| controlled substances (i.e. illicit drug or prescription medication not in the cadet's name) | cutlass or sword   |
|  | knife or dagger  |
|  | laser pointer  |
| explosive substance and ammunition   | lighter, combustible product and fire starting product or equipment      |
| pornographic material  |  |
| weapons (i.e. firearm, knife, brass knuckles, ninja stars, nun chucks, etc. and handcuffs)   | machete, axe or saw  |
|  | motor vehicle (any type)   |
| tobacco products   | any animals  |
|  | electronic cigarette, including a cartridge containing nicotine solution |
|  | reusable razor blades normally used in safety or straight blade razors   |

### **KIT REQUIRED**

33. All course cadets will be issued a course T-shirt. Military and civilian clothing and equipment requirements are detailed below. All items should be clearly marked with the cadet's name and initials in permanent ink.

34. Cadets MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at the CTCs. Any necessary clothing exchanges must be completed at the local corps/squadron.

35. There are very few opportunities, if any, for cadets under training to wear civilian clothing while at a CTC, therefore cadets are encouraged to bring minimal civilian clothes. If civilian clothing is authorized, it must not be defaced, cut, ripped, or have drawings, lettering or



other adornment on them that is offensive in nature. It should be noted that all clothing requirements not provided by the cadet corps/squadron is the responsibility of the cadet.

36. A formal mess dinner may be held for Staff Cadets prior to departure, depending on the CTC. Cadets will normally wear the applicable elemental Mess Dress to such events.

37. Personal storage space within CTC accommodations is limited. Cadets are thus discouraged from bringing any items not specifically included in the relevant Kit List. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Forces accepts no responsibility for personal property. All personal items should be documented on a Record of Valuable Items form (annex H) which should accompany the cadet to the CTC.

38. To ensure a certain level of uniformity and standard of dress, all cadets are to bring at least two pair of shorts to be worn during physical activities and at other times as designated in the CTC orders. The shorts are to be dark blue, black or grey in colour, fit comfortably while not being too tight and extend from mid-thigh to the knees.

39. Civilian "hoodies" and/or jackets shall not be worn over uniforms. If you do not have a Cadet All-Weather Jacket with fleece liner, please speak with your Corps/Squadron.

40. A general kit list is attached Annex L.

## **ADMINISTRATION AND PAY**

41. Our CTCs provide an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days spending.

42. There are no ATMs (commercial banks' Automated Teller Machines) located within most of the Training Centres. The exception being Comox CFTC. ATM's are located in the lobby of the combined mess as well as at the Canex. Cadets holding their own personal banking or ATM cards may be provided periodic opportunities to access an ATM at nearby commercial or on-base locations.

43. Course cadets qualify for a training bonus of ten dollars (\$10.00) per day starting on the first day of training and not to exceed sixty dollars (\$60.00) per week up to a maximum of three-hundred and sixty dollars (\$360.00) per training course. The bonus is paid in instalments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim instalments are paid in cash and the final instalment is paid by cheque.

44. Where a cadet is unable to finish their training course for any reason and is returned home, entitlement for the training bonus shall be determined on a per-diem basis for each day of attendance. Travel days do not count as training days.

45. Staff cadets will receive an advanced training allocation. The advanced training allocation is paid on the 15<sup>th</sup> and 31<sup>st</sup> of each month via direct deposit. Direct deposit should be

set up in advance of arrival at the CTC to ensure pay will be deposited in a timely manner. This will be done by providing bank account information to the J1 Staffing cell at RCSU (Pac). A debit card is required to withdraw any portion of pay received.

46. Cadets may wish to purchase such items as caps, shirts, fleece jackets, soft drinks or confectionary items that are available at the cadet canteen. They are responsible for purchasing personal hygiene materials including soap, shampoo and haircuts.

47. Pay phones are available within most of the CTCs for personal calls.

## **ACCOMMODATION, MEALS AND RELIGIOUS SERVICES**

48. Cadet accommodations are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Bed linen is exchanged weekly, and additional linen is available if required between linen exchanges. Security for cadets' personal belongings is provided by "barracks boxes" or steel lockers similar to those in school. Cadets are expected to bring their own padlocks. Combination padlocks are recommended and cadets may provide the combinations to staff during intake in case forgotten, staff can then provide the combinations to the cadet.

49. Ablution (washroom) facilities are not located in all of the quarters; however, separate gender ablution facilities are located close by. Cadets are required to bring appropriate clothing for the outdoor walk to the ablution facilities.

50. A free laundry service is available to all cadets at our CTCs. This service operates under a claim check system. As a large capacity of clothing is cleaned at any one time, all clothing is to be marked in permanent ink or labels with the cadets' last name. Course cadets are not to bring laundry soap. Comox CFTC is the exception where cadets are provided access to washers and dryers to launder their clothing as required.

51. Meals are prepared by qualified staff and served cafeteria style. Cadets are provided three meals a day plus snacks throughout. All meals are supervised. The menu is pre-planned to provide a well-balanced diet and menu items vary allowing cadets a choice of dishes.

52. CAF 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, and 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.

53. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. It may be possible for TC Operations to hold a small amount of food items for a cadet if facilities exist for storage. The food items must be consumed in a designated area away from the living quarters.

54. Not all the CTCs have chapels or religious facilities. Where onsite facilities do not exist, arrangements may be made for cadets who wish to attend religious services at local places of worship upon request and if the CTC is able to accommodate. CTC Chaplains will be available

for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested.

55. Some CTCs also employ additional cadet support personnel who will be available to provide youth counselling support upon request. This can include issues such as homesickness, anxiety, or any concerns about adapting to the CTC routine and lifestyle

## **MEDICAL AND DENTAL**

56. Cadets must be medically fit to attend summer training courses. It is extremely important that parents/guardians provide complete information on all medical conditions to the local corps/squadron staff prior to departure. If a new medical condition occurs prior to CTC training, that was not reported on the Detailed Health Questionnaire (DHQ) submitted in the fall at the Corps/Squadron, parents/guardians must notify the Corps/Squadron Commanding Officer who will liaise with the Regional Medical Liaison Officer (RMLO). Examples of a new medical condition include a new cast, recent surgery, admission to hospital, or a diagnosis requiring treatment. **If your cadet has a cast on or is on crutches (even if your family doctor states they are OK to attend), they are not allowed at the CTC and they should not be sent as they will be returned home shortly after arrival.**

57. All pre-existing medical conditions, medications being taken and special circumstances (including diet) must already have been disclosed on the DHQ submitted earlier in the training year. These health questionnaires are reviewed during the year by the RMLO to provide corps/squadron/CTC staff with continual precautionary or permanent medical limitations assessments on training possibilities.

58. Each CTC is staffed with medical personnel, including a physician, nurses and medical technicians who are available during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions related to cadet training. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment. The appropriate Provincial Medical Plan will pay for treatment received from civilian medical providers; therefore, **cadets will be required to have their Provincial Health Plan card in their possession (a copy is adequate).**

59. On arrival, the medical staff will screen and question each cadet to ensure that they are fit and to establish whether adequate treatment for controllable medical conditions can be provided during their stay. If after arrival at the CTC the cadet is considered unfit for training because of non-disclosure of new injuries, illness or special medical needs that would require excessive visits to the Medical clinic, they may be sent home after the parent/guardian has been notified.

60. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC. This medication must **NOT be expired** and must be in the Cadet's name only. Medications will be logged in and retained by CTC medical staff, together with dispensing instructions and provided to the cadet at appropriate intervals. Although proper dosages and frequency are supervised by CTC staff, cadets are expected to be aware of, and understand, their own medication requirements. To ensure that the correct dose of medication is given in a timely manner, it is recommended that medications be brought in a seven-day "blister pack" available

through local pharmacies. All medication must be in original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet's name, dosing information and expiry date and must be accompanied with the completed Over the Counter (OTC) / Prescribed Medication and Administration form found at annex E. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. The Cadet Medical Clinic will not pay for refilling prescriptions that are used on a regular basis, they will pay for medications and care related to cadet duties at the camp only.

61. If a cadet takes allergy medication or some other over the counter medication on a regular basis for a chronic condition, parents are to ensure that they have completed and signed the Over the Counter (OTC) / Prescribed Medication and Administration form found at annex E which must be hand carried by the cadet to the medical staff for their intake parade.

62. **DO NOT send non-prescription medications** such as an aspirin or cough medicine to the CTC. If such medication is required, it will be provided through the Sick Bay / MIR at no cost to the cadet.

63. Cadets will not be allowed to take any medication or supplements that arrive at the training centre in packaging that is not from the manufacturer or having a legal pharmacy label on it. These labels must be in one of the official Canadian languages (French or English).

64. Cadets allergic to insect stings or who may be prone to severe allergic reactions/ anaphylaxis must bring their **TWO** of their prescribed **NOT EXPIRED** Epi Pens with them. Parents must also ensure that the Epi Pens will **NOT EXPIRE** while the cadet is at summer training.

65. Cadets with known medical conditions (diabetes, allergies, etc.) **must wear a Medic-Alert** bracelet/necklace while attending training. Cadets with diabetes will be given close attention at camp and have limitations placed on them to ensure that they are safe and well. There have been instances where the cadet falsifies their blood sugar levels. If this is discovered, consideration will be given to returning the cadet home as soon as possible for their own safety and the safety of those around them. The limitations are outlined below but not limited to:

- a. Cadet requires follow up at the CTC MIR every one, two or three days. This will be established during the in-routine screening;
- b. Cadet must be directed to the MIR if they become sick (headache, nausea, or vomiting, or complain of any other medical symptoms); If this occurs after hours the cadet is to be assessed by a civilian Health care provider/ER;
- c. Cadet requires regular meals, access to snacks, water and rest;
- d. Cadet requires the opportunity to monitor his condition;
- e. Cadet requires medication on a regular basis and is self-regulating; and
- f. Cadet requires closer supervision.

66. The clinic is open daily for those cadets who require a medical consultation.
67. Eyeglasses, lenses and frames are the personal property of the cadet. Cadets are responsible for the safety of their spectacles and to safeguard them against damage or loss. If the cadet has taken proper measures to safeguard the spectacles (i.e. using a retaining strap during adventure training), and they are broken or lost during training, DND may assist in repairing or replacing them as per CATO 16-07. It is strongly encouraged that parents have insurance coverage for the repair/replacement of eyeglasses and that the cadet should have in their possession two pairs of eyeglasses and a copy of the prescription.
68. Cadets who suffer injury or illness, which would make them unable to continue their training and/or requires more than two or three visits for the same condition to the MIR may be returned home. In these cases, the Medical Officer or Senior Medical Authority will provide the parent/guardian such information as is permitted by law and regulation.
69. **PARADE BOOT ISSUE** - A frequent medical issue for cadets at CTCs is foot blisters and ingrown toe nails. These generally are a result of ill-fitting parade boots. With cadets growing rapidly in their teen years, often the cadet parade boot sizing is overlooked. Parents are encouraged to take a close look at these boots prior to sending their cadet to the CTC. If new boots are required that will need to be arranged through your home Corp/Squadron as replacements are not available at the CTC.
70. Emergency dental care is available in the event of accident or injury related to duty or approved activities. Dental care is limited to restoring a state of oral health comparable to that which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.
71. Information on the medical and dental care can be found at Annex K and:  
[http://cadets.ca/assets/Cadets/docs/en/National/medical\\_care\\_cdts\\_jcr.pdf](http://cadets.ca/assets/Cadets/docs/en/National/medical_care_cdts_jcr.pdf)

## CELLULAR PHONES

72. Cadets are authorized to bring cellular telephones to the CTC. RCSU (Pac) and the CTCs will not be held liable for the loss/damage or long distance, roaming, or data charges associated with its use. Each CTC will advise cadets on the policy for securing and use of cellular telephones. If the cadet is unable to comply with the appropriate restrictions after two warnings, the cell phone will be sent home at the expense of the parent/guardian. Parents/Guardians are encouraged to discuss appropriate use of cell phones and social media with their cadet prior to departure. Cadets who do bring a cellular phone to the CTC will be subject to the following restrictions for its use:
- a. may only be used or possessed during non-training hours;
  - b. use in washrooms and cadet quarters for photography, recording, or video function is strictly prohibited; and,

- c. any use of a cell phone must conform with the expectations detailed in the CTC Course/Staff Cadet Code of Conduct.

73. Note, due to the geographical location of AH CTC specifically, it's common for cellular service from the US to be stronger than the closest Canadian towers. Cell phones should be set up to connect to the specific carrier to avoid roaming charges.

## **PERSONAL APPEARANCE**

74. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating in training.

## **DISCIPLINE**

75. 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 cadets. When regulations are ignored, it causes unreasonable hardship for both cadets and staff, and must be addressed through remedial or disciplinary action.

76. Upon arrival at the CTC, cadets are required to sign a Cadet Code of Conduct / Staff Cadet Code of Conduct declaration found at Annex F and G respectively in which they acknowledge the standards of conduct and behaviour expected of them while participating in training. Parents/guardians should review this Code of Conduct with their cadet prior to departure to the CTC.

## **SMOKING, ALCOHOL AND DRUGS**

77. CTCs have a NO SMOKING policy for all cadets. Smoking includes the use of tobacco and cannabis products as well as e-cigarettes. Course cadets and staff cadets are not permitted to smoke tobacco / cannabis or consume alcohol either on or off the CTC property. If a cadet attends a training centre with a tobacco smoking addiction, parents are expected to provide their cadet with tobacco smoking cessation products.

78. Drugs, other than prescription medication, are forbidden at the CTC. This includes any substance known to competent medical authorities as an intoxicant, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

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

79. Return to unit (RTU) should be considered a measure of last recourse. As per CATO 13-26, cadets and staff cadets may be returned to unit under the following circumstances:

- a. medical reasons;
- b. does not meet age prerequisites;

- c. unable to meet the course prerequisites or standard;
- d. compassionate reasons;
- e. parents/guardians or the cadet request;
- f. misbehaviour;
- g. unsatisfactory performance; or
- h. any other action violating the Course/Staff cadet Code of Conduct.

## **GRADUATION AND RETURNING HOME**

80. Our CTCs conduct a full ceremonial review Graduation Parade at the conclusion of each two-, three- and six-week training serial. Parents and friends are welcome, and encouraged, to attend. Details are located in the applicable CTC annexes.

81. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained. Parents/guardians expecting to pick up their cadet on the final Friday of their course, should expect that they will not be free to depart until after 1500 hrs typically, or, a minimum of two (2) hours after the conclusion of the graduation parade. Each CTC will communicate their exhaust schedule for parental pick-ups (PPUs).

82. It is imperative that parents desiring an early departure with their cadet advise the applicable CTC. In order to expedite the process and in an attempt to reduce lengthy delays, parents/guardians are obliged to complete the Parental Pick-up Form found at annex I. Completed forms must be sent to RCSU Movements staff through the Corps/Squadron Commanding Officer/summer contact as soon as possible. If circumstances change, a substitute form may be sent by email, fax or mailed to the CTC, or arrangements may be made by telephone.

83. Parents, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person to indicate that they are indeed the parent or individual identified on the cadet's Parental Pick-up Form. CTC 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.

## **CTC CONTACT INFORMATION**

84. Postage deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their cadet or to a Training Centre should refer to CTC contact information below. All mail should be annotated with the cadets' course, or simply annotated "Staff Cadet".

85. When contacting a CTC, it's important to know that staff cadets are tasked in various capacities. In many cases, the first person you speak with may be a cadet versus a member of the adult staff. Please be respectful at all times when contacting a CTC. When requesting to speak with a member of the staff, please be aware that they may not be readily available by telephone. Staff will take a message and pass it along to a member who will return the call as soon as possible. In the event of an emergency, Training Centre staff will take all necessary action to contact the member.

86. Contact information is contained in the CTC specific annex.

## **DUKE OF EDINBURGH**

87. The Duke of Edinburgh's International Award program will be actively supported by the CTCs. Many of the activities that are completed at the CTC can be directly applied to the four majors of the Duke of Ed, service, skill development, physical recreation and adventurous journey. If you are already enrolled in the program please talk to your CTC staff to see what can be applied. If you are interested in joining the Duke of Ed program please look at their web page: <https://www.dukeofed.org/>

## **SOCIAL MEDIA, PHOTOS**

88. Social Media updates on training centre activities will be available on the CTC Facebook and Twitter accounts, as well as the regional social media accounts. Families and cadets who use social media are encouraged to Like and follow these accounts. Please note that we will not be able to accommodate requests to see individual cadets on the social media streams.

a. Facebook Pages:

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

b. Twitter Feeds:

- (1) National: @Cadetsca
- (2) BC Sea Army Air Cadets: @BCCadets



- (3) Albert Head Cadet Training Centre: @AlbertheadCdts
- (4) Vernon Cadet Training Centre: @VernonCadets
- (5) HMCS Quadra Cadet Training Centre: @HMCSQuadraCdts
- (6) Comox Cadet Flying Training Centre: @ComoxCadets

c. Instagram: @cadetsca

## **Annex A – HMCS QUADRA CADET TRAINING CENTRE**

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

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

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

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

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

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

| <u>DATE</u>    | <u>TIME</u> | <u>COURSE</u>  |
|----------------|-------------|--|
| 19 July 2019   | 1000 hours  | General Training 1 <sup>st</sup> Intake  |
| 26 July 2019   | 1000 hours  | Basic Courses 1 <sup>st</sup> Intake   |
| 2 August 2019  | 1000 hours  | General Training 2 <sup>nd</sup> Intake  |
| 4 August 2018  | 1930 hours  | Ceremony of the Flags<br>BC Legislative Lawn, Victoria                           |
| 6 August 2018  | 2000 hours  | Ceremony of the Flags<br>Marina Park, Comox                                      |
| 15 August 2019 | 1330 hours  | Final Graduation Parade (Basic<br>Courses 2 <sup>nd</sup> Intake & 6 wk courses) |
| 16 August 2019 | 1000 hours  | General Training 3 <sup>rd</sup> Intake  |

6. Mailing Address.

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

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

**HMCS QUADRA**  
COMOX, BC

MAP OF CADET FACILITIES

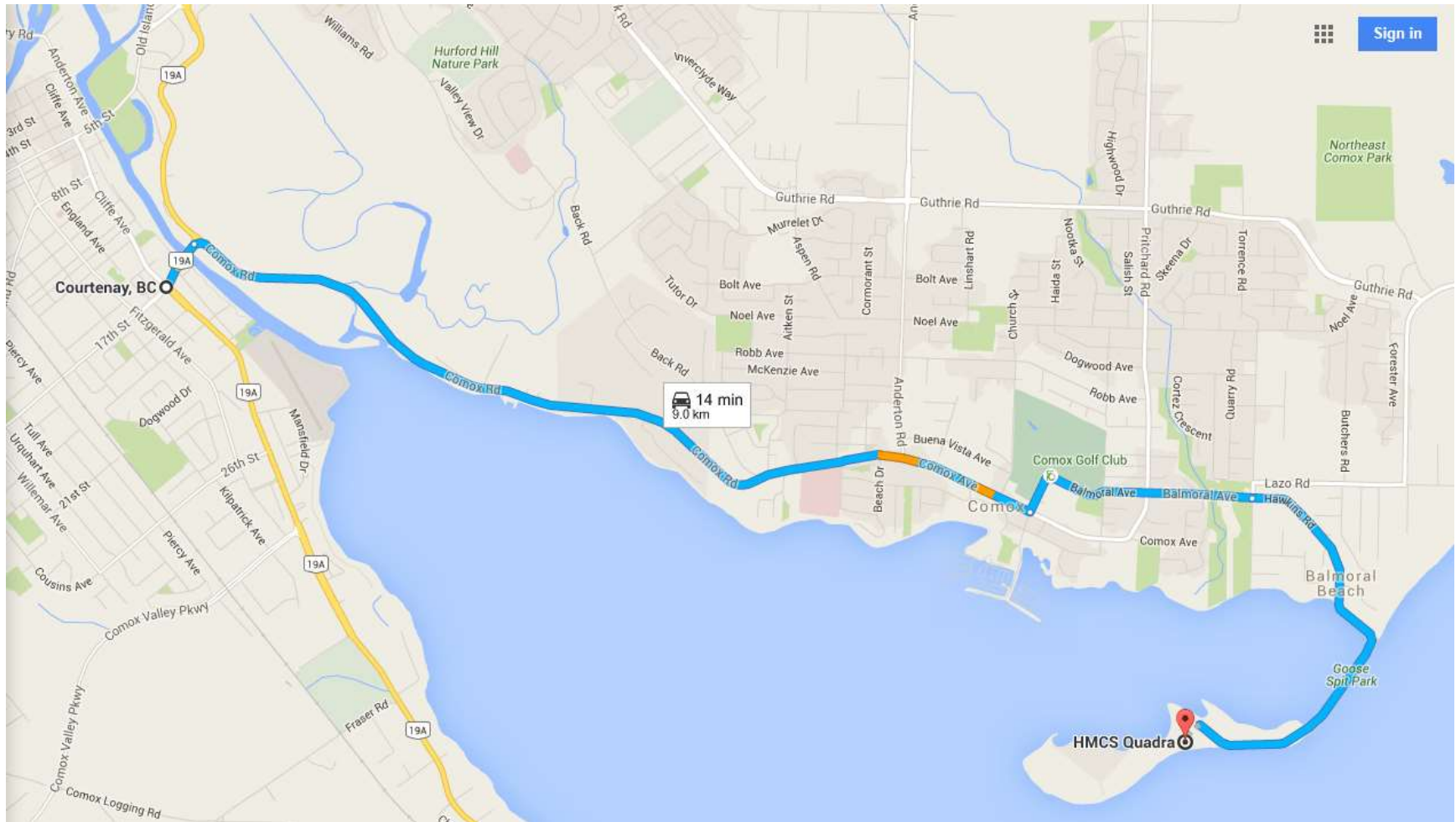


| BLDG # | BUILDING                                    |
|--------|---|
| Q20    | Operations                                  |
| Q22    | Breezeway                                   |
| Q33    | Female Cadet Barracks                       |
| Q34    | Male Cadet Barracks                         |
|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



# HMCS QUADRA

Goose Spit (end of Hawkins Rd)



## **Annex B – VERNON CADET TRAINING CENTRE**

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

| <b><u>DATE</u></b> | <b><u>TIME</u></b> | <b><u>COURSE</u></b>                    |
|--------------------|--------------------|---|
| 19 July 2019       | 0815 hours         | General Training 1 <sup>st</sup> Intake |
| 26 July 2019       | 0815 hours         | Basic Courses 1 <sup>st</sup> Intake    |

| <u>DATE</u>    | <u>TIME</u> | <u>COURSE</u>   |
|----------------|-------------|---|
| 2 August 2019  | 0815 hours  | General Training 2 <sup>nd</sup> Intake   |
| 15 August 2019 | 1830 hours  | Sunset Parade / Final Graduation Parade Basic courses 2 <sup>nd</sup> Intake and 6 Week courses |
| 16 August 2019 | 0815 hours  | General Training 3 <sup>rd</sup> Intake   |

5. Adequate hotel and motel accommodation is available in Vernon; however, due to several major events conducted in Vernon during the summer, it is recommended that reservations be made in advance.

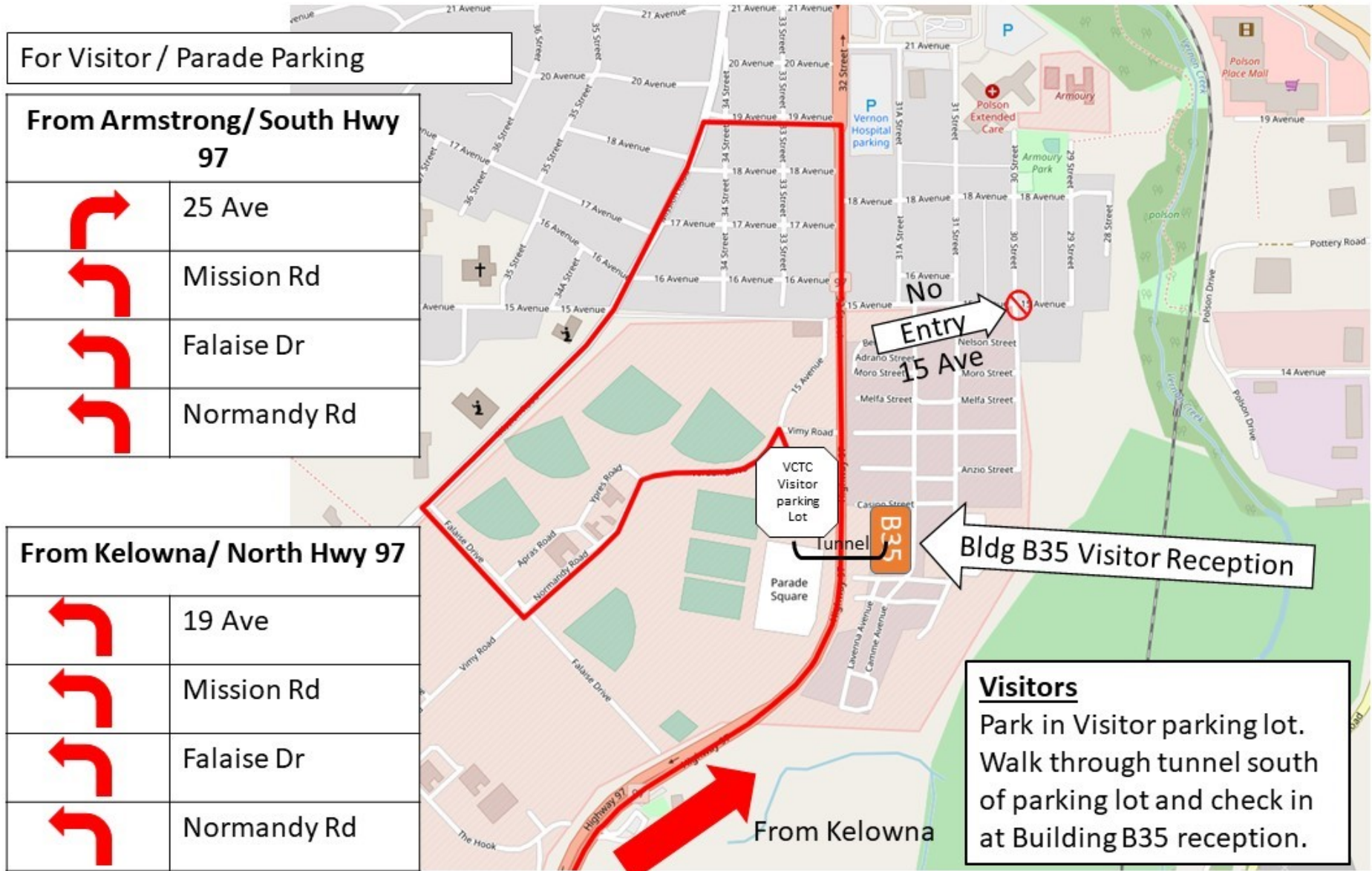
6. Access for visitors will be on foot only, through the tunnel. Parking will be available in the lot located west of highway 97 and south of 15th Avenue. Lot can be found via Google maps by searching, "VCTC Parking Lot, Vernon, BC". Guests are directed to the reception centre located immediately to the right in building B35. Guests will NOT be permitted vehicle access.

7. Mailing Address.

Vernon Cadet Training Centre  
RANK, FULL NAME, INITIAL  
3100 15<sup>th</sup> Ave, Bldg B3  
Vernon, BC V1T 0A6

8. Phone Number. The telephone number to contact staff at Vernon is 1-888-530-2288 or (250) 549-5800 or email [vernon@cadets.gc.ca](mailto:vernon@cadets.gc.ca).

# Vernon





**Annex C – ALBERT HEAD CADET TRAINING CENTRE**

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

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

- a. General Training;
- b. Basic Aviation Technology and Aerospace;
- c. Basic Survival;
- d. Military Band – Intermediate Musician;
- e. Military Band – Advanced Musician; and
- f. Fitness and Sports Instructor for Sea, Army and Air Cadets.

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

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

| <u>DATE</u>    | <u>TIME</u> | <u>COURSE</u>   |
|----------------|-------------|---|
| 19 July 2019   | 1000 hours  | General Training 1 <sup>st</sup> Intake               |
| 26 July 2019   | 1000 hours  | Basic Courses 1 <sup>st</sup> Intake                  |
| 2 August 2019  | 1000 hours  | General Training 2 <sup>nd</sup> Intake               |
| 15 August 2019 | 1000 hours  | General Training 3 <sup>rd</sup> Intake               |
| 16 August 2019 | 1000 hours  | Basic Courses 2 <sup>nd</sup> Intake & 6 week courses |

9. Mailing Address.

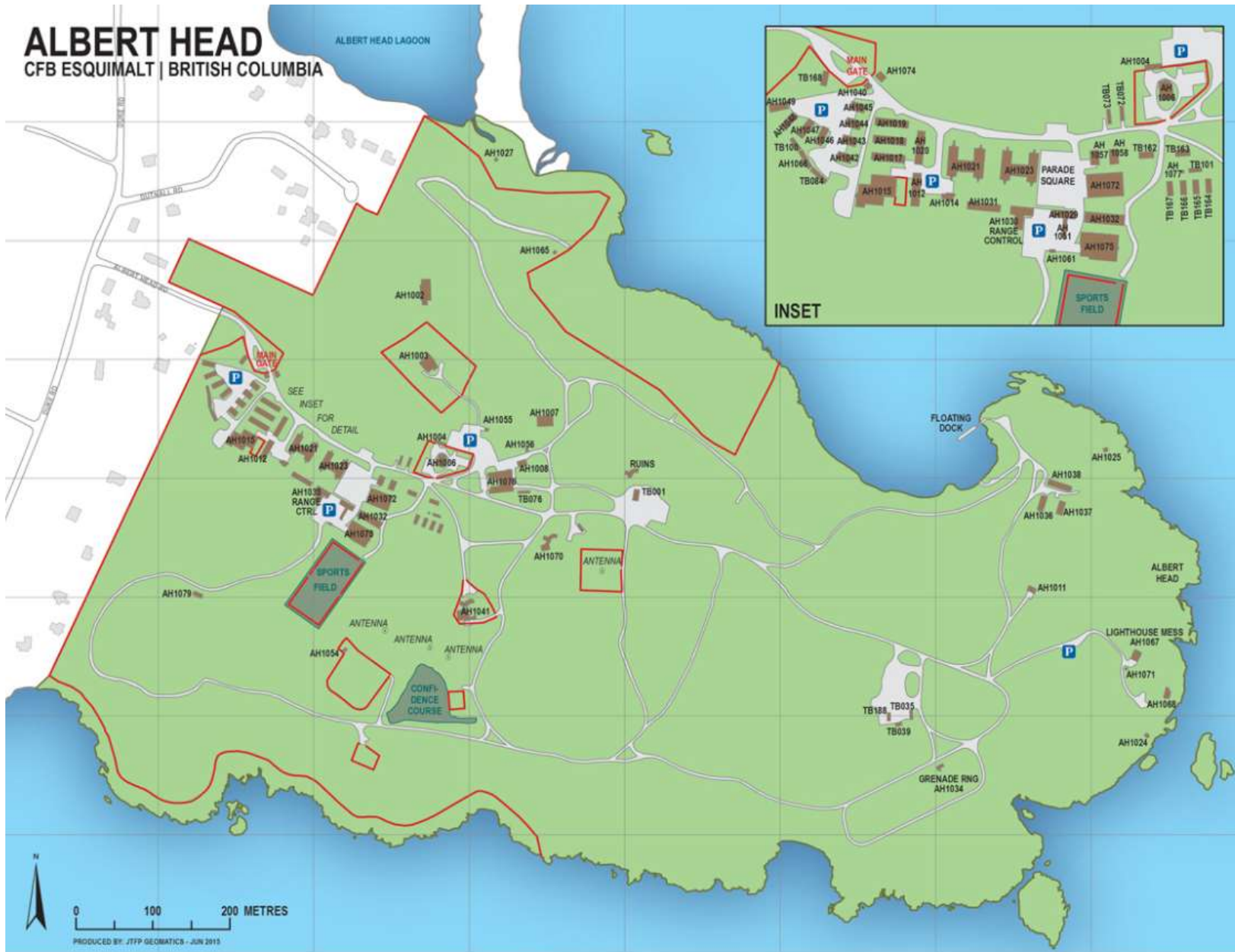
Albert Head Cadet Training Centre  
RANK, FULL NAME, INITIAL  
PO Box 27045  
Victoria, BC V9B 5S4

10. Physical Address. Exact address via Google Maps for Albert Head CTC is, “100 Albert Head Rd Metchosin, BC”.

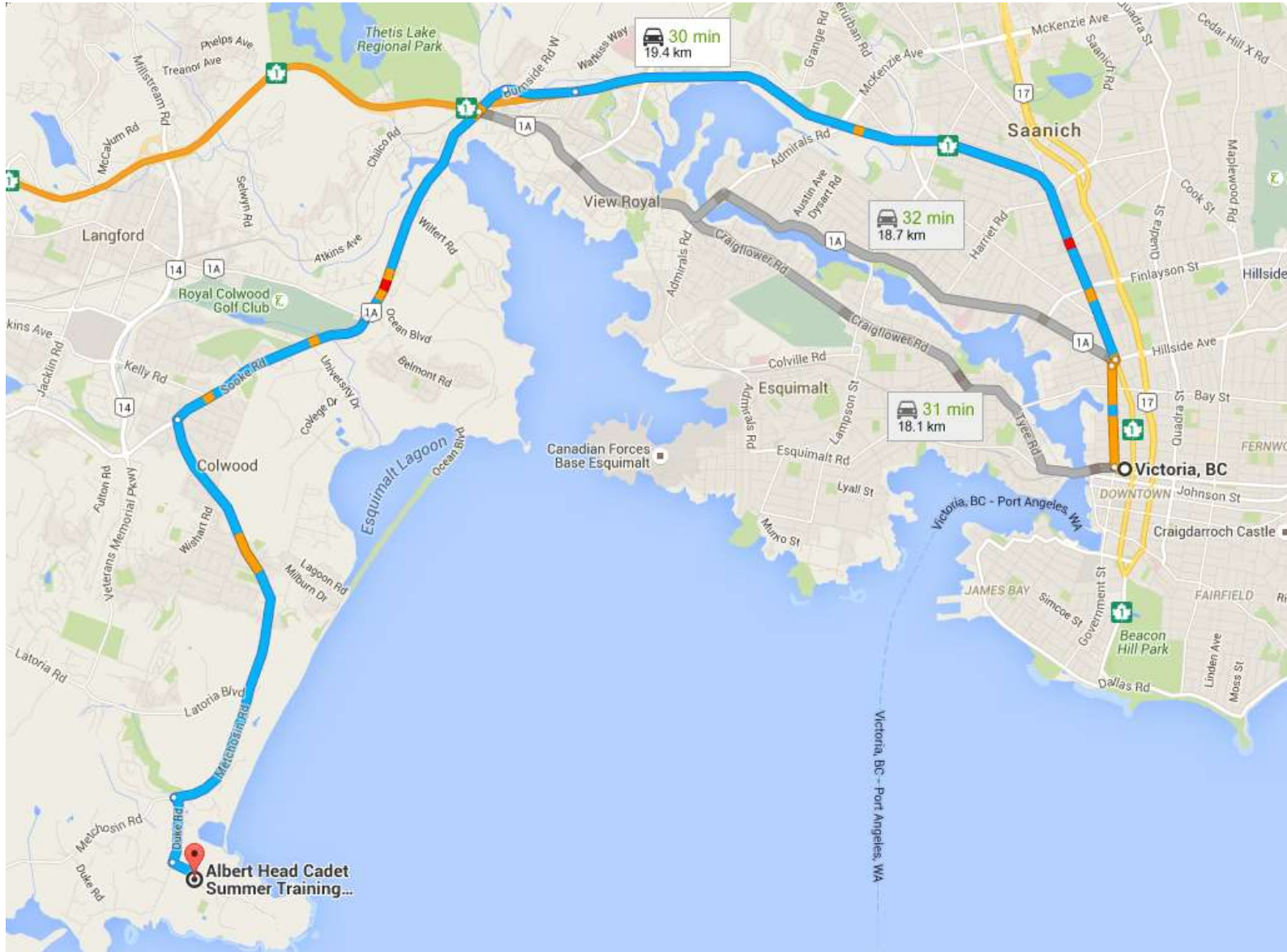
11. Phone number. The AHCTC Orderly Room may be contacted at (250) 391-4104 or 1-866-391-4104 or email [alberthead@cadets.gc.ca](mailto:alberthead@cadets.gc.ca).

# ALBERT HEAD

CFB ESQUIMALT | BRITISH COLUMBIA



# Albert Head



## **Annex D – COMOX CADET FLYING TRAINING CENTRE**

1. Comox Cadet Flying Training Centre (Comox CFTC) also issues supplemental Joining Instructions due to the complexities of communicating pilot licencing requirements. All cadets selected for Glider Pilot Scholarship and Power Pilot Scholarship should also have these supplemental Joining Instructions issued. Advanced Aviation Course cadets do not require the supplemental Joining Instructions.
2. The Comox Cadet Flying Training Centre, is located at 19 Wing Comox and cadets are on an active Air Force Base. Many cadets will have the opportunity to see many of the military aircraft and will have opportunity to have some interactions with members of the Regular Force including a Search and Rescue Squadron. Comox is approximately 230 kilometres north of Victoria on Vancouver Island.
3. During the summer months, 165 air cadets from Northwest and Pacific Regions attend Comox CFTC. Based on age, experience and personal choice of subject matter focus cadets participate in training courses of 3, 6 or 7 weeks in length. The following training courses are provided during its summer operation:
  - a. Advanced Aviation Course;
  - b. Glider Pilot Scholarship; and
  - c. Power Pilot Scholarship.
4. In addition to the 165 cadets, Comox CFTC staff includes 95 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.
5. Relatives and friends of cadets are invited to attend the following Graduation Parades. Guests should arrive at least half an hour prior to the scheduled start time for each parade as seating is limited.
6. Guests interested in attending these parades, must advise the Comox CFTC with the names of each member. This information is to be completed and can be faxed to 250-339-8137 or e-mailed to [19WRCAOps@forces.gc.ca](mailto:19WRCAOps@forces.gc.ca) in Comox. Guest lists must reach the training centre **NO LATER THAN 3 FULL WORKING DAYS PRIOR TO THE PARADE**. As the parades take place within a secure military facility, guest names are subject to security screening, and a minimum of 3 complete working days is required to screen all potential guests.

7. The Graduation Parades will be held at 19 Wing Comox at RGS (Pac) and Boundary Bay Airport:

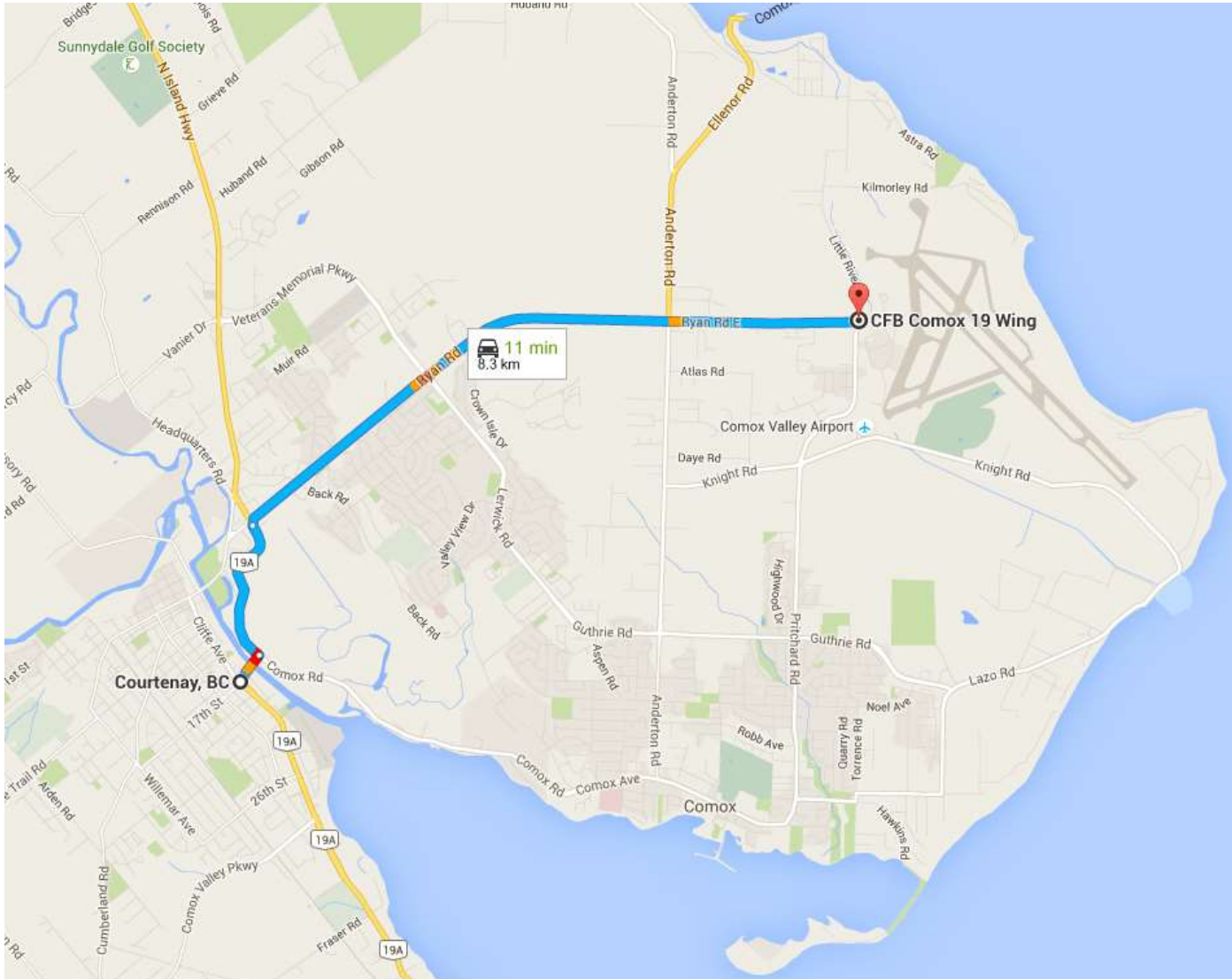
| <u>DATE</u>    | <u>TIME</u> | <u>COURSE</u>   |
|----------------|-------------|---|
| 19 July 2019   | 1300 hours  | Advanced Aviation 1st Intake<br>Location Comox                                |
| 16 August 2019 | 1000 hours  | Power Pilot Scholarship<br>(Boundary Bay / Kamloops)<br>Location Boundary Bay |
| 16 August 2019 | 1800 hours  | Power Pilot Scholarship<br>(Comox / Campbell River)<br>Location Comox         |
| 16 August 2019 | 1800 hours  | Glider Pilot Scholarship<br>Advanced Aviation 2nd<br>Intake<br>Location Comox |

8. Mailing Address.

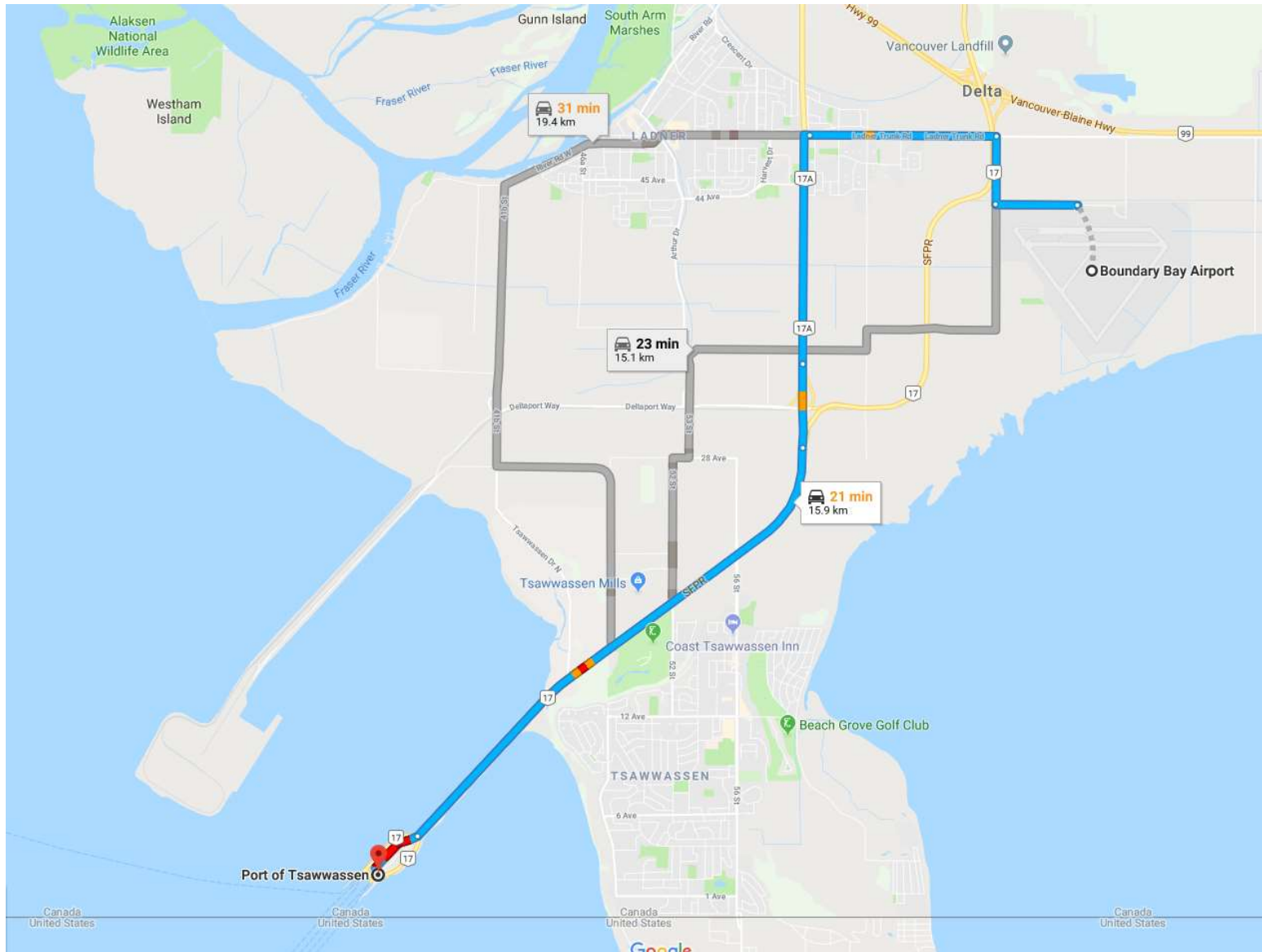
Comox Cadet Flying Training Centre  
RANK, FULL NAME, INITIAL  
Canadian Forces Base Comox  
PO Box 1000 Station Main  
Lazo, BC V0R 2K0

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

# CFB COMOX



# BOUNDARY BAY AIRPORT





**Annex E - OVER THE COUNTER (OTC) / PRESCRIBED MEDICATION  
ADMINISTRATION (MUST BE FILLED PRIOR TO CTC)**

**OTC (OVER THE COUNTER) /  
PRESCRIBED MEDICATION  
ADMINISTRATION (MUST BE FILLED  
PRIOR TO CTC)**

**ADMINISTRATION DE MÉDICAMENTS  
EN VENTE LIBRE /PRESCRIPTION  
(REEMPLIR AVANT LE CIEC)**

Identification of cadet:

Identification du cadet :

\_\_\_\_\_

\_\_\_\_\_

(Full name and initials, unit and date of birth)

(Nom complet, initiales, unité et date de naissance)

I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

Je, (père/mère/tuteur/médecin), consent à la consommation par ce cadet, de médicaments en vente libre ou prescription visant des états connus.

I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

Je comprends que le superviseur ainsi que le personnel médical va sécuriser et distribuer les médicaments au cadet au temps prescrit et sera disponible pour répondre aux questions ou aux préoccupations du cadet quant à ses médicaments.

Medication and quantity brought by the cadet :

Médicaments et quantités conservés par le cadet :

a. Name of drug \_\_\_\_\_

a. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Total quantity \_\_\_\_\_

Quantité totale \_\_\_\_\_

b. Name of drug \_\_\_\_\_

b. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Total quantity \_\_\_\_\_

Quantité totale \_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

\_\_\_\_\_  
(Père/mère/tuteur/médecin – signature et date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Identification of cadet:

\_\_\_\_\_

\_\_\_\_\_ (Full name and initials, unit and date of birth)

c. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

d. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

e. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Nota: Les médicaments doivent être dans leur emballage original ou sous plaquettes thermoformées si possible.

Identification du cadet :

\_\_\_\_\_

\_\_\_\_\_ (Nom complet, initiales, unité et date de naissance)

c. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

d. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

e. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

\_\_\_\_\_  
(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous plaquettes thermoformées si possible.

**Annex F - NATL CJCR SP GP STAFF CADET / CADET / JCR CODE OF CONDUCT**

|           |           |            |      |
|-----------|-----------|------------|------|
| Last Name |           | First Name |      |
| Course    | Home Unit |            | Year |

1. The National Cadet and Junior Canadian Rangers Support Group (Natl CJCR Sp Gp) is committed to providing a safe, respectful, and supportive environment where employees such as Cadet Instructor Cadre officers (CIC officers) or volunteers, adults, cadets and Junior Canadian Rangers (JCRs) can develop to their maximum potential. While every cadet or JCR is valued and unique, we come together as an organization in the best interests of the ones we support. The safety, respect, rights, and well-being of the cadets/JCRs we support are at the core of our daily operations. We facilitate supportive relationships with cadets/JCRs within appropriate boundaries. For these reasons, the Natl CJCR Sp Gp has developed the following Code of Conduct for all cadets/JCRs, including staff cadets. Please note that the expectations detailed below are in effect at all times (e.g., corps/squadron training, regionally directed activities, nationally directed activities and cadet training centre, community level training for JCR Patrols, Enhanced Training Sessions, etc.).

2. As a cadet/JCR in the Canadian Cadet Organizations (CCO), I understand that I must adhere to the cadet/JCR Code of Conduct. I acknowledge that I will:

- a. familiarize myself with and abide by all orders, regulations and directions in relation to my role and responsibilities as a cadet/JCR (specified in the Positive Social Relations for Youth lessons for cadets, and the Preventing Harassment and Abuse through Successful Education for JCRs);
- b. upon seeing any wrongdoing and/or inappropriate actions, stop the interaction (when/where safely able to so) and report the incident immediately to my supervisor;
- c. report any suspicion or knowledge of abuse of a cadet/JCR to my supervisor;
- d. ensure that safety is incorporated in all aspects of my role and responsibilities as a cadet/JCR and ensure the safety and well-being of others;
- e. strive to set a good example of dress, deportment and conduct;
- f. show respect to my subordinates, peers and superiors;
- g. be honest in my actions and communications with others. I will not lie, cheat or make a false declaration;
- h. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;

- i. not use profanity, vulgarity, or harassing language;
- j. take care of and be responsible for all clothing, materials and equipment that is loaned to me and intervene or report others who are not doing the same;
- k. respect the environment and my surroundings;
- l. not steal, and I will respect the personal property and privacy of others;
- m. not abuse my authority or inflict any physical or emotional abuse, which includes, but is not limited to, striking, humiliating, ridiculing, or making degrading comments;
- n. request the presence of an adult staff member<sup>1</sup> when a circumstance is beyond my authority or ability;
- o. not make 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, gender identity or expression, or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications and social media;
- p. 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;
- q. in order to respect others, maintain appropriate physical boundaries at all times, and I will not touch cadets without their permission except when absolutely necessary in an emergency situation;
- r. not engage in fighting, shouting, bullying, or cyberbullying (email, instant messaging, chatting, social networking, sharing inappropriate photos, inappropriate comments on social media, etc.);
- s. ensure that use of social media sites, even on personal time, does not reflect negatively on the CCO and/or the CAF and that online communications (email, instant messaging, chatting, social networking, social media, etc.) will follow the principles of respect, responsibility and consideration of others;
- t. not disclose any personal information related to any other person by any means, which includes verbally or in writing as well as via electronic communications (email, instant messaging, chatting, social networking, social media, etc.); except when it could affect the health and well-being of the person or the corps/squadron;
- u. not purchase, possess or consume alcohol at any time;

- v. not use, distribute or possess illegal drugs or non-prescription drugs that would alter my behaviour. I will also not share my personal prescription drugs with anyone else;
- w. not use, purchase, have in my possession or sell tobacco, cannabis products or e-cigarettes products;
- x. not have knives, guns, or weapons in my possession other than those issued when authorized for approved training activities or required in the performance of my duties;
- y. stay out of the opposite gender’s quarters unless specifically authorized for duty purposes;
- z. not engage in intimate relationships, romantic or sexual conversations with adult staff members;
- aa. maintain appropriate boundaries of behaviour during cadet activities regarding romantic relationships with other cadets; and
- bb. not have pornographic materials in my possession.

3. I acknowledge that any failure to comply with this Code of Conduct may result in corrective action and may lead to disciplinary measure. This may include but not limited to termination of membership in the CCO, administrative action, or legal action, and may include involvement of the military or civilian police.

4. I am aware that I may speak with a NCM/CI/Officer/CR/volunteer at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.

5. I have read the above and by signing below I am agreeing to adhere to this Code of Conduct. This Code of Conduct will be reviewed and signed every year/CTC course, and registered in Fortress (cadets) and held on records (JCRs).

|  |   |
|--|---|
|  |   |
| Date   | Cadet/JCR Signature (Print Name and Sign)                   |
| <input type="checkbox"/> I acknowledge the above |   |
|  |   |
| Date   | Cadet/JCR’s parent/guardian Signature (Print Name and Sign) |
|  |   |
| Date   | Supervisor Signature (Print Name & Sign)                    |

**Annex G – RECORD OF VALUABLE ITEMS**

Department / Course: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

I have brought the following items to \_\_\_\_\_ CTC:

| Item | Serial # | Description (i.e. Make, Model, Colour) |
|------|----------|--|
|      |          |  |
|      |          |  |
|      |          |  |
|      |          |  |
|      |          |  |
|      |          |  |
|      |          |  |
|      |          |  |

Unless serial numbers and descriptions of personal items are properly recorded, it is almost impossible to identify items reported as lost, found or stolen. All cadets are required to record their names on their personal belongings and to record serial numbers and a description of their valuables.

I fully understand the responsibility of safeguarding my own private property and will assume responsibility for the loss of these items should they be lost, stolen, or damaged. Recording the description and serial numbers does not shift responsibility to Cadet Training Centre or the Canadian Cadet Organization.

If these items are lost, I will report their loss through my Chain of Command immediately. The Military Police will not become involved unless there is obvious Break-and-Enter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature



## Annex H – REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS DEMANDE D'EMBARQUEMENT/DÉBARQUEMENT DE CADETS PAR UN PARENT OU TUTEUR

| SECTION "A" - CADET PERSONAL DATA - RENSEIGNEMENTS PERSONNELS DU CADET   |               |                      |  |                                 |                    |
|--|---------------|----------------------|--|---------------------------------|--------------------|
| CADET CORP/SQUADRON NO & NAME<br>NO ET NOM DU CORPS/ESCADRON DE CADETS   |               |                      | LOCALITY (CITY) - LOCALITÉ (VILLE)   |                                 |                    |
| RANK - GRADE   | SURNAME - NOM | FIRST NAME - PRÉNOMS | SEX - SEXE   | TELEPHONE - TÉLÉPHONE<br>(    ) |                    |
| ADDRESS - ADRESSE  |               | CITY - VILLE         |  | PROV.                           | POSTAL CODE POSTAL |
| SECTION "B" - CADET ACTIVITY - OCCUPATION DU CADET   |               |                      |  |                                 |                    |
| EMPLOYMENT - COURSE - EXCHANGE - OTHERS<br>EMPLOI - COURS - ÉCHANGE - AUTRES   |               |                      | CTC - COUNTRY OF EXCHANGE - OTHERS<br>CIEC - PAYS D'ÉCHANGE - AUTRES                     |                                 |                    |
| SECTION "C" PICK UP/DROP OFF POINT - LIEU DE DÉBARQUEMENT/EMBARQUEMENT   |               |                      |  |                                 |                    |
| DROP OFF POINT - LIEU DE DÉBARQUEMENT  |               |                      | TIME AND DATE - HEURE ET DATE  |                                 |                    |
| PICK UP POINT - LIEU D'EMBARQUEMENT  |               |                      | TIME AND DATE - HEURE ET DATE  |                                 |                    |
| SECTION "D" AUTHORIZED PERSON - PERSONNE AUTORISÉE   |               |                      |  |                                 |                    |
| NAME OF PERSON AUTHORIZED TO PICK-UP THE CADET<br>NOM DE LA PERSONNE AUTORISÉE À RAMASSER LE CADET<br><br>_____                    |               |                      | TELEPHONE - TÉLÉPHONE<br>HOME-DOMICILE: (    )<br>WORK-TRAVAIL: (    )                   |                                 |                    |
| (PRINT/LETTRES MOUILLÉES)  |               |                      |  |                                 |                    |
| NAME OF ALTERNATE PERSON AUTHORIZED TO PICK-UP THE CADET<br>NOM D'UNE DEUXIEME PERSONNE AUTORISÉE À RAMASSER LE CADET<br><br>_____ |               |                      | TELEPHONE - TÉLÉPHONE<br>HOME-DOMICILE: (    )<br>WORK-TRAVAIL: (    )                   |                                 |                    |
| (PRINT/LETTRES MOUILLÉES)  |               |                      |  |                                 |                    |
| SECTION "E" PARENT/GUARDIAN SIGNATURE - SIGNATURE DU PARENT/TUTEUR   |               |                      |  |                                 |                    |
| AUTHORIZING SIGNATURE - SIGNATURE D'AUTORITÉ<br><br>(SIGNATURE) _____  |               |                      | TELEPHONE NUMBERS - NUMERO DE TÉLÉPHONE<br>HOME-DOMICILE: (    )<br>WORK-TRAVAIL: (    ) |                                 |                    |
| (PRINT/LETTRES MOUILLÉES)  |               |                      |  |                                 |                    |
| SECTION "F" SIGNATURE OF COMMANDING OFFICER/DESIGNATE<br>SIGNATURE DU COMMANDANT/DÉSIGNÉ   |               |                      |  |                                 |                    |
| CORP/SQUADRON COMMANDING OFFICER/DESIGNATE<br>COMMANDANT DU CORPS/ESCADRON DE CADETS/DÉSIGNÉ<br><br>(SIGNATURE) _____              |               |                      | TELEPHONE NUMBER - NUMERO DE TÉLÉPHONE<br>HOME-DOMICILE: (    )<br>WORK-TRAVAIL: (    )  |                                 |                    |
| (PRINT/LETTRES MOUILLÉES)  |               |                      |  |                                 |                    |
| SECTION "G" SIGNATURE OF PERSON PICKING UP CADET<br>SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET                                |               |                      |  |                                 |                    |
| <i>To be signed at time of pick up/signature requise lorsqu'on ramasse le cadet</i><br><br>(SIGNATURE) _____                       |               |                      | (DATE - TIME) _____ (DATE - HEURE) _____   |                                 |                    |
| (PRINT/LETTRES MOUILLÉES)  |               |                      |  |                                 |                    |

\*\*\* NOTES\*\*\*

1. DND is responsible for transporting the cadet from LHA (Local Headquarter Area) to authorized activity only. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/guardian.
2. The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.



3. **Parent/Guardian authorizing signature (Section E) must be the same as the signature on the Offer and Participation Training Activities form.**
  4. **Person picking up the cadet must be the person(s) authorized in Section D, be at least 18 years old and must provide picture ID.**
  5. **This form must only be completed if the pick up or drop off point differs from the pick up or drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the Offer and Participation Training Activities form.**
- 
1. **Le MDN est uniquement responsable du transport des cdts entre l'unité locale et le site d'activité autorisé. Toute dérogation du plan de transport pré-autorisé est sous la responsabilité financière et administrative du parent/tuteur.**
  2. **Le fait de compléter ce formulaire ne garantit en rien que le personnel du mouvement sera en mesure de se conformer à la demande.**
  3. **La signature du parent/tuteur exerçant l'autorité (inscrit à la Section D) doit être la même que celle apparaissant sur le formulaire Offre de Participation Instruction et Activités.**
  4. **La personne qui ramassera le cadet (inscrits à la section E) doit être âgée d'au moins 18 ans et devra présenter une carte d'identité avec photo.**
  5. **Ce formulaire doit seulement être complété si le point d'embarquement ou le point de débarquement est différent du point établi dans les ordres de déplacement et/ou la personne qui ramassera le cadet est différent de la personne qui a signé le formulaire Offre de Participation Instruction et Activités.**



**Annex I – PARENTAL CONSENT FORM – CADET DAY / OVERNIGHT / WEEKEND PASS PACIFIC REGION CADET TRAINING CENTRE**

**IMPORTANT: This form must be completed in full and brought by the cadet to the CTC.**

1. Cadets may be authorized a short period of time away from the CTC in the company of an authorized adult specified below.
2. The amount of time a cadet may be authorized to be away from the CTC will vary according to the training requirements and parents should consult with the CTC staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the CTC.
3. All cadets will be responsible for any training missed.

|                  |              |
|------------------|--------------|
| Cadet's Surname: | Given names: |
| Corps/Squadron:  | Course:      |

| CONSENT FOR SUPERVISED DAY / OVERNIGHT / WEEKEND PASS (Course or Staff Cadets)                                 |                       |         |                 |
|--|-----------------------|---------|-----------------|
| Authority is granted for my cadet to proceed away from the CTC on a supervised day / overnight / weekend pass. |                       |         |                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |                       |         |                 |
| If authority is granted, they will be under the supervision of:  |                       |         |                 |
| Name   | Relationship to Cadet | Address | Phone number(s) |
|  |                       |         |                 |
|  |                       |         |                 |
|  |                       |         |                 |

| FOR STAFF CADETS ONLY – UNSUPERVISED DAY TRIPS  |
|---|
| Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example. |
| Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |

| PARENT/GUARDIAN'S SIGNATURE  |                        |
|--|------------------------|
| Parent/Guardian's Name:  | Relationship to Cadet: |
| The information provided above is complete and accurate to the best of my knowledge. |                        |
| Signature:   | Date:                  |

## Annex J – MEDICAL CARE FOR CADETS

### Medical Care at the Corps/Squadron/Patrol

During authorized cadet/JCR activities throughout the training year, health services are provided by the provincial/territorial health authorities. The Canadian Armed Forces (CAF)/Department of National Defence (DND) and/or League Insurance pays for necessary treatment that is not covered by provincial/territorial health authorities if the injury was not caused by a pre-existing condition and the injury took place during an approved cadet/JCR activity. This is the same level of medical treatment that would be provided to a Reserve Force member on official duty. It is the norm that individuals on-site with first-aid training will provide first aid in the event of an injury.

### Definition

Throughout this document the term cadet and Junior Canadian Ranger (JCR) also refers to Staff Cadets and Staff Junior Canadian Rangers.

### Parent's Permission

When a cadet/JCR joins the organization, parents are asked to sign a form where they provide consent for a number of things, one of them being "receiving emergency medical and dental care."

### Initial Point of Contact

The initial point of contact for any questions or concerns is the Commanding Officer of the Cadet Corps/Squadron.

### Contact Information – General Inquiries

|   |                |
|---|----------------|
| Regional Cadet Support Unit (Atlantic)  | 1-877-494-8164 |
| Regional Cadet Support Unit (Eastern)   | 1-800-681-8180 |
| Regional Cadet Support Unit (Central)   | 1-877-381-6857 |
| Regional Cadet Support Unit (Northwest) | 1-800-842-1851 |
| Regional Cadet Support Unit (Pacific)   | 1-800-661-4255 |

Navy League of Canada: 1.800.375.6289 or <https://navyleague.ca/>

Army Cadet League of Canada: 1-877-276-9223 or

<http://www.armycadetleague.ca/>

Air Cadet League of Canada: 1-877-422-6359 or

<http://aircadetleague.com/>

## Clinics at Cadet Training Centres and Enhanced Training Sessions

Cadet Training Centres (CTCs) and JCR Enhanced Training Sessions (ETSs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets/JCR are provided treatment at the CTC/ETS similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications that the cadets/JCRs have when they arrive. Major ailments or injuries to cadets/JCRs beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

There is a screening process completed prior to attending a CTC/ETS to ensure the cadet/JCR is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet/JCR from participating in the directed training. A cadet/JCR with an ailment that cannot be supported by the CTC/ETS is returned home.

## Provincial/Territorial Health Cards

All cadets/JCRs must have a copy of their provincial/territorial health and original photo identification card in their possession. Cadets/JCR who live outside the region where the course is being conducted must have a copy of their personal or family health card issued by their respective province/territory.

## Prescription Medication

Cadets/JCRs requiring prescription medication must bring sufficient medication to last for their entire stay at the CTC/ETS. Medications will be logged in and retained by CTC/ETS Medical Staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CTC/ETS staff, cadets/JCR are expected to be aware of, and understand,

their own medication requirements. If prescription replenishment is likely to be required during the course, cadets/JCR 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. All prescription medication must be accompanied with the completed Over the Counter/Prescribed Medication Administration form found in CATO 16-04 which is available at the corps/squadron/patrol.

## Over-the-Counter and Patient Medicines

Cadets/JCR are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC/ETS medical staff will administer any appropriate medication. All over-the-counter medication must be accompanied with a completed Over the Counter/Prescribed Medication Administration form found in CATO 16-04 which is available at the corps/squadron/patrol.

## Medic-Alert Bracelets

Cadets/JCRs in possession of a Medic-Alert bracelet must wear the bracelet while attending a CTC/ETS.

## Eyeglasses, Lenses, Contact Lenses, and Frames

The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the Cadet/JCR therefore, it is strongly recommended that the cadet/JCR or the parent has insurance coverage for repair/replacement of eyeglasses. In addition, cadets/JCRs requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets/JCRs are responsible for the safety of their eyeglasses and must exercise due diligence in preventing loss or damage (wearing retaining straps, etc).

## Dental Services

When a cadet/JCR suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet/JCR is entitled to the treatment that is necessary to restore a state of oral health comparable to that which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

## Entitlements/Benefits/Compensation

Cadets/JCRs, civilian instructors and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces; only CAF members are eligible/entitled to receive such benefits.

The cadet/JCR will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authorities.

The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

## Making a Claim

In order to make a claim, Cadets must go to the applicable League website below and fill out / submit the claim form online:

Sea Cadets: [Claim Form - Navy Cadet League of Canada](#)

Army Cadets: [Claim Form - Army Cadet League of Canada](#)

Air Cadets: [Claim Form - Air Cadet League of Canada](#)

### Annex K - GENERAL KIT REQUIREMENTS – ALL CADETS

| ITEM   | QUANTITY TO BRING | PACKED BY CADET |
|--|-------------------|-----------------|
| Provincial Health Card (photocopy or original)                       | 1                 |                 |
| Combination Lock   | 2-3               |                 |
| Toothbrush, toothpaste and dental floss                              | as required       |                 |
| Soap/soap dish   | as required       |                 |
| Face cloth/Towels  | 2 each            |                 |
| Toiletries/Shampoo   | as required       |                 |
| Comb/Brush   | as required       |                 |
| Shaving kit  | as required       |                 |
| Undergarments  | 7 changes         |                 |
| Sports bra   | as required       |                 |
| Athletic supporter   | as required       |                 |
| Socks (not grey wool)  | 7 pairs           |                 |
| Socks, athletic cotton white ( <i>fitness &amp; sports courses</i> ) | 5-7               |                 |
| Swimsuit (of conservative nature)                                    | 1                 |                 |
| Running Shoes  | 2 pair            |                 |
| Gym/sports shorts (dark blue, black or grey in colour)               | 2-3 pairs         |                 |
| Gym/sports shirts  | 3-4               |                 |
| Warm sweater/Sweatshirt  | 1                 |                 |
| Shower sandals   | 1 pair            |                 |
| Sleeping attire  | 2 pair            |                 |
| Boot polishing kit   | 1                 |                 |
| Sewing kit   | 1                 |                 |
| Eyeglass prescription  | as required       |                 |
| Hangers  | 5                 |                 |
| Small Day-Backpack   | as required       |                 |
| Eyeglass Safety strap  | as required       |                 |
| Sunglasses (conservative style, non-reflective)                      | as required       |                 |
| Prescription medications ( <i>preferably blister-packaged</i> )      | as required       |                 |
| Sweat suit/Jogging suit  | optional          |                 |
| Water shoes/boots ( <i>sailing &amp; expedition courses</i> )        | optional          |                 |
| Walking/hiking boots ( <i>expedition courses</i> )                   | optional          |                 |
| Camera   | optional          |                 |
| Small flashlight   | optional          |                 |
| Soccer cleats ( <i>fitness &amp; sports courses</i> )                | optional          |                 |
| Knee pads ( <i>fitness &amp; sports courses</i> )                    | optional          |                 |
| Signed Offer of Participation (received from Corps/Sqn)              | 1                 |                 |

**ISSUED KIT REQUIREMENTS – ALL CADETS***(to be issued by the home corps/squadron and brought to the Cadet Training Centre)*

| <b>ITEM</b>  | <b>QUANTITY<br/>TO BRING</b> | <b>PACKED<br/>BY CADET</b> |
|--|------------------------------|----------------------------|
| Tunic  | 1                            |                            |
| Trousers (2 pair for Sea Cadets and Staff Cadets)                          | 1                            |                            |
| Tunic Belt   | 1                            |                            |
| Trouser Belt   | 1                            |                            |
| Short sleeve shirt / Gunshirt (staff cadets may require more if available) | 1-2                          |                            |
| Elemental T-shirt  | 1                            |                            |
| Work Dress Shirt (Training Dress Sea)                                      | 2                            |                            |
| Necktie (Army & Air)   | 1                            |                            |
| Boots, Ankle   | 1 pair                       |                            |
| Seaman's Cap / Beret / Wedge   | 1                            |                            |
| Cadet Ballcap (Sea)  | 1                            |                            |
| Socks, Grey  | 2 pair                       |                            |
| Tilley Hat   | 1                            |                            |
| Lanyard (Sea)  | 1                            |                            |
| Coat, all weather (Parka) w/fleece   | 1                            |                            |