

1. CTC CONTACT INFORMATION

TRENTON CADET TRAINING CENTRE

Duty Centre: 613-392-2811 Ext. 3219 or 2537
Fax: 613-965-7724
Admin Office: 613-965-2835
Fax: 613-965-7359
Email: TACTC@forces.gc.ca

Mail – Personal mail should not be sent after 10 Aug
Staff member's Given Name/Initials and Surname
Trenton Cadet Training Centre
105 Yukon St
PO Box 1000 Station Forces
Astra ON K0K 3W0

HMCS ONTARIO CADET TRAINING CENTRE

Ship's Ops Centre and After Hours:
613-541-5010 Ext: 6063
Ship's Office: 613-541-5010 Ext. 4681
Fax: 613-541-5013
email: HMCSOntario@cadets.gc.ca

Mail – Personal mail should not be sent after 10 Aug
Rank Surname, Given name and initials
First name/initials and Surname
HMCS ONTARIO
CFB Kingston
PO Box 17000 STN Forces
Kingston, ON K7K 7B4

BLACKDOWN CADET TRAINING CENTRE

Duty Centre: 705-423-3602
OR 705-424-1200 Ext. 2962
Fax: 705-423-3741
Email CTC Coordinator:
Melissa.Wordragen@forces.gc.ca

Mail – Personal mail should not be sent after 10 Aug
Initial(s) and Surname
Blackdown Cadet Training Centre
PO Box 1000 Stn Main
Borden ON L0M 1C0

CONNAUGHT NATIONAL CADET TRAINING CENTRE

OR: 613-998-9068
Fax: 613-998-9154
Email: ConnaughtCadets@forces.gc.ca
connaught@cadets.gc.ca

Mail – Personal mail should not be sent after 10 Aug

Rank, Given Name/Initials and Surname

Connaught NACSTC
1 Lewis Gun Road
Nepean, ON K2K 2W6

2. PERSONAL CONDUCT

Employment at a Cadet Training Centre, is a unique opportunity to interact with and provide guidance to some of Canada's young men and women from widely diverse backgrounds between the ages of 12 and 18, this group of youth is highly motivated, and eager to learn. They are also very impressionable, and therefore vulnerable. Not all cadets will have the maturity to make good decisions, or correctly interpret interactions with adult staff. It is challenging for some youth to manage stressful situations or cope with peer pressure at all. As such, staff must realize that every interaction both while on and off duty, in or out of uniform has a potential to be stressful and/or misunderstood by a cadet. In general, consideration must be made regarding:

- a. Personal dress and deportment.
- b. personal responsibility to prevent any interaction which could be interpreted as vulgar, harassing, sexual in nature, abusive of our staff authority, or assaultive either verbally, or physically.
- c. The ability to take the lead to stop any event witnessed which challenges the ethos of acceptable conduct.

3. TRANSPORTATION

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. Arrangements are to be made through your unit's OR.

If guidance or assistance, including verification of acceptable/appropriate rates and itineraries is required, contact the applicable CTC OR.

Members wishing to utilize PMV for travel to/from their employing CTC are obliged to so notify the parent unit coordinating their travel arrangements and may do so ONLY with prior authorization by the CTC Commanding Officer.

POMVs remaining on DND property are subject to the provisions of the Government Property Traffic

Amended: 15 March 2018

Regulations (GPTR) and all policies and procedures detailed in the prevailing Base or Wing Standing Orders.

Personal arriving with vehicles should expect to clear the vehicle onto the CTC and are required to present:

- a. a valid driver's licence;
- b. valid vehicle registration; and
- c. valid proof of insurance coverage for public liability and property damage.

If required, a Base, Wing or CTC parking permit or sticker will be prominently displayed on the vehicle as prescribed.

The use of a POMV at a CTC is extremely limited, and is not permitted for use for personal conveyance within a CTC.

Bicycles are permitted for use as personal conveyance. The use of personal protective headgear is MANDATORY for all personnel when riding bicycles.

4. IN CLEARANCE

All personnel will report to the CTC OR upon arrival, properly groomed and suitably attired on the first day of their contract/ tasking between 0800 and 1200 hrs 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.

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

5. ACCOMMODATIONS

Central Region CTCs utilize a mix of permanent structures for sleeping accommodation, instructional and administrative functions. Blackdown CTC and Connaught CTC employ semi-permanent soft wall shelters for instructional and sleeping quarters. Trenton CTC and Mountain View Cadet Flying Training Centre 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.

Accommodations assigned during in-clearance are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of single beds. 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.

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.

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.

6. DRESS

a. Reporting In and Duty;

Officers/ NCMs will be dressed in Cadpat/NCD
Civilians will be dressed in suitable civilian attire
Note – military pers may wear cadpat/NCD trousers with issued clinic top. Please note military clinic tops are not permitted as dress outside the clinic.

b. After Duty;

Relaxed civilian attire and sports attire. Attire should be in good repair, make no inappropriate statement and follow the guidelines as would apply at any base, gym, public event, etc.

7. RATIONS

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' responsibility to monitor their own food intake to avoid an allergen.

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.

8. MESSES/MESS DUES

Each CTC has an Officer and an Other Ranks Mess. There may be a small mess due requested for each mess.

Check with your specific CTC on requirement for mil staff to attend special functions.

9. WORK SCHEDULE

CTC Staff can expect an intense period of employment where the workday can be long with minimal time off. Supervisors will endeavour to schedule work in such manner that individuals get the required rest to perform their jobs efficiently. WRT cadet training, Saturday is considered a normal workday and Sunday is generally considered a rest and relaxation day.

The clinic schedule for medical staff will be available as quickly as it can be provided. Military staff can expect at least one scheduled full day off per week.

10. LEAVE

Reg Force - leave should be scheduled for pre or post CTC period. Leave will usually not be entertained while tasked to the CTC. Res Force - entitled to one day of leave per 15 calendar days worked. This leave will not normally be granted in the last week of CTC operations.

11. FRATERNIZATION AND INTER-PERSONAL CONDUCT

CTCs 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.

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.

Staff members possibly engaged in an otherwise acceptable personal relationship prior to CTC 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.

12. ALCOHOL

Alcohol is permitted only within and when the messes are open. Alcohol is not stored or consumed outside the messes, period.

13. SMOKING

Smoking is permitted in designated areas only. Smoking is not permitted in any building including accommodation facilities. Providing cigarettes to a cadet, or smoking with cadets is not permitted.

14. FIELD OPERATIONS

Personnel who will be providing medical support to Survival and Expedition courses are required to deploy with the course pers outside of the bivouac area for up to 2 week periods. These pers are expected to bring their required field kit with them including:

- a. issued medical bag
- b. wet weather gear.
- c. sleeping Bag
- d. field cap

15. LOCATION AND DRIVING DIRECTIONS TO:
 TRENTON CTC:

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

16. LOCATION AND DRIVING DIRECTIONS TO:
 BLACKDOWN CTC:

Blackdown CTC is situated on CFB Borden, approximately 24 km. West of Barrie, Ont. For arrival via PMV:

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

17. LOCATION AND DRIVING DIRECTIONS TO:
 HMCS ONTARIO:

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

18. LOCATION AND DRIVING DIRECTIONS TO:
 CONNAUGHT CTC:

Coming West (via Hwy 171417)	Coming East (via Hwy 417)	Coming North (via Hwy 416)
<ul style="list-style-type: none"> • Route to via Hwy 417 and exit 134 (Drive). • Take exit 134 Moodie • Drive North • Turn left onto Moodie Dr 	<ul style="list-style-type: none"> • Route to Ottawa via Hwy 417 and take Moodie Drive North exit 134 (it will form a T- junction with Carling). 	<ul style="list-style-type: none"> • Head northwest on Hwy 416 • North toward Exit 75A • Take exit 75B for Hwy 417 E toward Ottawa • Take exit 75C toward Chemin Acres Road /Chemin Richmond Road • Turn left onto Holly Acres Rd /Ottawa Road 16W • Continue north to Carling Avenue

Turn left onto Carling Avenue and continue to Rifle Road. There will be a government sign on the right side saying "Connaught Range & Primary Training Centre"

- Turn right onto Rifle Road.
- Continue down Rifle Road veer left onto Shirley Boulevard. The road makes a left turn at Shirley's Bay.
- Continue straight passing the guard shack. At this point the road turns into Malibar Road.
- Turn right on Perimeter Road.

- Turn right onto Shirley Boulevard.
- The cadet drop off is at the big white sprung shelter (Air 1).

19. KIT LIST

PROHIBITED AND NOT ALLOWED ITEMS

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

Handling of prohibited and not allowed items:

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

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

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

List of items PROHIBITED by law at Cadet Training Centres	List of items PROHIBITED by the CCO at Cadet Training Centres	List of items NOT ALLOWED at Cadet Training Centres
<input type="checkbox"/> Firearms (any kind) <input type="checkbox"/> Non-prescribed and illicit drugs <input type="checkbox"/> Controlled substances <input type="checkbox"/> Alcoholic beverages <input type="checkbox"/> Explosives <input type="checkbox"/> Weapons (Brass Knuckles, Ninja Stars etc.)	<input type="checkbox"/> Daggers <input type="checkbox"/> Straight razor blades <input type="checkbox"/> Pornographic materials <input type="checkbox"/> Laser pointers <input type="checkbox"/> Flammables	<ul style="list-style-type: none"> • Altered Parade boots <input type="checkbox"/> Pets

MILITARY CLOTHING LIST

Beret (All)
CADPAT Tilly or NCD Ball Cap (Seasonal)
CADPAT or NCD Shirt
CADPAT or NCD Pants
CADPAT or NCD T-Shirt (1 per day)
CADPAT or NCD Boots
CADPAT or NCD Rain Coat / Pants (Weather Dependant)
CADPAT or NCD Rank Slip-ons
CADPAT or NCD Name Tape
CADPAT or NCD Sock System (1 pair per day)
DEU 1A uniform (Oxfords, Trousers, Shirt, Belt, Tie, Headdress (Peak Cap (Navy), Beret (Army), Wedge (Air))

and Tunic complete with medals, name tag and all accoutrements)
Mess Dress (or No 2B Mess Service) (includes plain white dress shirt & black bow tie) (TRENTON CTC, CONNAUGHT CTC & HMCS ONTARIO ONLY)
\$30 per week for mess dues; a one-time payment of \$50 for mess dinner fee (TRENTON CTC, CONNAUGHT CTC & HMCS ONTARIO ONLY)
DEU 3B (short sleeved shirt)
Black issued oxfords

CIVILIAN CLOTHING LIST

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



Regional Cadet Support Unit (Central)

Code of Conduct for Adult Staff and Volunteers

SN _____ Rank _____ Name _____ Init _____

1. As Canadian Armed Forces (CAF) members, Civilian Instructors, and Volunteers entrusted with the responsibility of supervising, training and developing youth, it is critical that we conduct ourselves at all times in a manner that is beyond reproach. Above all else, the physical and emotional safety and well-being of cadets is our utmost concern and must be the primary consideration of every adult staff member and volunteer within the Canadian Cadet Organizations (CCO). Cadets must have positive and appropriate role models in each member of the adult staff, whether involved directly in the training of cadets or in a support function.

2. As a staff member / volunteer of _____ (insert unit), I understand that I must adhere to all rules and regulations applicable within my area of responsibility. In particular, I acknowledge that I will:
 - a. read and abide by all rules and regulations. I will familiarize myself with CAF orders, policies and directives (including but not limited to QR&O, CFAO, DAOD), and CCO orders (including but not limited to CATO and Natl CJCR Sp Gp Orders), as well as Regional orders (CRCI, CRCO, ROs) and local orders (Base, Area Trg Office, CTC, Corps/Sqn: Standing Orders, ROs, Range Safety Orders, etc);
 - b. intervene upon seeing an infraction, and when necessary, report infractions to my superiors;
 - c. ensure that safety is incorporated in all aspects of my job and support the RCSU Central and local general safety programs;
 - d. ensure that environmental stewardship is incorporated in all aspects of my job and support the RCSU Central and local environmental policies;
 - e. ensure that a harassment free workplace is maintained. This includes avoiding any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing and not making any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics;
 - f. ensure that ethics is incorporated in all aspects of my job and support the DND and CAF Code of Values and Ethics;
 - g. ensure that all activities / duties for which I am responsible are conducted efficiently, effectively, economically and ethically;
 - h. lead assigned officers, NCMs, civilian staff, staff cadets and cadets and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that the cadets receive from the cadet program;
 - i. set a good example of dress, deportment and conduct;

- j. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- k. not abuse my authority;
- l. ensure that all communications with cadets are appropriate and consistent with the professional adult / supervisor and youth / trainee relationship that must be maintained both on and off duty. This includes not engaging in any of the following (except in the case of a cadet who is an immediate family member):
 - (1) writing personal letters / cards, or sending personal text messages, emails or other electronic communications (i.e. via social media, etc.) to cadets that are not consistent with my duties as a Cadet Instructor / youth leader,
 - (2) having a personal conversation with a cadet that extends beyond what is appropriate as Cadet Instructor / youth leader, and
 - (3) spending time with a cadet outside of designated work times and / or authorized activities;
- m. ensure that my use of social media sites, at all times (including off duty), does not reflect negatively on the CAF or CCO and that:
 - (1) my online communications will reflect the principles of respect, responsibility and consideration of others, and
 - (2) I will not request or accept any cadets as "friends" on personal social networking sites;
- n. not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations, particularly in the presence of cadets;
- o. not touch cadets or other staff members without their permission except when absolutely necessary in an emergency situation;
- p. not engage in personal relationships or in intimate relationships with cadets;
- q. notify the chain of command of any personal relationship that either pre-exists or is formed with another staff member and that could compromise the objectives of DAOD 5019-1;
- r. not disclose any personal or protected information by any means without authorization;
- s. not use or possess illegal drugs (including prescription drugs, except as legally prescribed by a health care professional);
- t. I will not use prescription or non-prescription drugs that would alter my behaviour or impair my ability to function at any time I am in the presence of cadets or while I am responsible for their direct supervision;
- u. not consume alcoholic beverages nor be under the influence of alcohol when in direct supervision or contact with cadets;
- v. not use tobacco products in the presence of cadets;
- w. not provide tobacco products, alcohol, drugs or other prohibited items to cadets;
- x. not have knives, guns or weapons in my possession in the presence of cadets, unless required in the performance of my duties;
- y. not use DND vehicles or other equipment for other than approved, official duty purposes;
- z. not use DND computers to access or distribute pornographic or sexually explicit materials; and
- aa. act in such a way as to bring credit to the Department of National Defence / Canadian Armed Forces and the CCO.

4. I acknowledge that failure to comply with this Code of Conduct may result in both administrative and / or disciplinary action being taken as applicable.
5. I am aware that I may speak with my supervisor or another person in the chain of command at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to a situation.
6. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date (dd/mmm/yy)

Signature

Witness (Print Name)

Witness (Signature)