

# STAFF CADET ADVANCED TRAINING INFORMATION BOOKLET



## CADET TRAINING CENTRES

# 2024



OPI: Staffing section  
URSC Est

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## APPLICATION

# IMPORTANT!!!

***BEFORE YOU CAN BE SELECTED FOR  
ADVANCED INSTRUCTION, YOU MUST SEND  
US THE FOLLOWING DOCUMENTS:***

- **Social insurance number**
- **cdt-130 form ([CDT 130.pdf](#)) &**
- **Void check specimen**

**THESE ARE PROTECTED "B" DOCUMENTS. IT  
IS THUS ESSENTIAL TO DEPOSIT THE  
DOCUMENTS ONLY AT THE FOLLOWING LINK:**

**[Secure Portal: Protected B Information  
Depository \(sharepoint.com\)](#)**

**Documents must be submitted by an officer of  
your CC/Sqn, via a cadets.365 account - the  
link will not work if you are not logged onto the  
cadets.365 account!**

**If you do not have an electronic means to send  
us your documents, you have the option to  
send them to us by postal mail. Our address  
can be found on page 21.**

# JOB OPPORTUNITIES 2024

## VALCARTIER CTC

Posts	Nbr of positions		Qualif	Date
	French or Bilingual	English or Bilingual		
Advanced Guard	8		- Be in good physical shape	June 12-29
Senior Precamp	10		- Have already done a camp as Staff - Phase IV/Gold Star/Level 4	June 26-29
Correspondent	1	1	- Successful completion of Correspondent Course	June 30 - August 14
Admin clerk	3	1	- Being able to communicate in French and/or English, both orally and in writing	30 juin - 10 août
Logistics clerk	2	2	- Be in good physical shape	June 30 - August 14
Rations clerk (Food Svc)	4	1		June 30 - August 14
Operations	16	8		June 30 - August 10
Sports & Leisure	5	5	- Successful completion of FSIC	June 30 - August 10
ETM (Expedition Team Member)	4		- Successful completion of ETL - To have participated in the Silver & Gold Expedition	June 30 - August 10
ETL (Expedition Team Leader)	4		- Successful completion of ETL	June 30 - August 10

Posts	Nbr of positions		Qualif	Date
	French or Bilingual	English or Bilingual		
<b>Intro Survival</b>	4		- Successful completion of SI	June 30 - August 10
<b>SI</b> (Survival Instructor)	8	4	- Successful completion of SI	June 30 - August 10
<b>Intro Drill &amp; Ceremonial</b>	8		- Successful completion of DCI	June 30 - August 10
<b>DCI</b> (Drill and Ceremonial Instructor)	12		- Successful completion of DCI	June 30 - August 10
<b>Intro Fitness &amp; Sports</b>	4	4	- Successful completion of FSIC	June 30 - August 10
<b>FSIC</b> (Fitness & sports Instructor course)	8	4	- Successful completion of FSIC	June 30 - August 10
<b>Intro ARM</b> (Introduction Air Rifle Marksmanship)	8		- Successful completion of ARMI	June 30 - August 10
<b>ARMI</b> (Air Rifle Marksmanship Instructor)	8	4	- Successful completion of ARMI	June 30 - August 10
<b>AA</b> (Advanced Aviation)	8		- Successful completion of AA	June 30 - August 10
<b>ATA</b> (Aviation Technology and Aerospace)	8		- Successful completion of AA	June 30 - August 10
<b>Into military band</b>	4		- Level 3 or higher in music	June 30 – August 10
<b>Military Musician</b>	4	4	- Level 3 or higher in music	June 30 - August 10



## BAGOTVILLE CTC

Posts	Nbr of positions		Qualifications	Date
	French or Bilingual	English or Bilingual		
Advanced Guard	6		- Be in good physical shape	June 5-22
Senior Precamp	8		- Have already done a camp as Staff - Phase IV/Gold Star/Level 4	June 17-22
Correspondent	1		- Successful completion of Correspondent Course	June 23 – August 14
Admin clerk	2		- Being able to communicate in French and/or English, both orally and in writing	June 23 – August 14
Logistics clerk	2		- Be in good physical shape	June 23 – August 14
Rations clerk (Food Svc)	2			June 23 – August 14
Shipwright	2		- Have an interest in boat repair	June 23 – August 14
Operations	16			June 23 – August 10
Sports & Leisure	5		- Successful completion of FSIC	June 23 – August 10
Seamanship & SBO (Ship's Boat operator)	8		- Successful completion of Seamanship	June 23 – August 10
Sail 1	6		- CanSail Instr 1-2 or 3-4	June 23 – August 10
Sail 2	6		- CanSail Instr 1-2 & 3-4	June 23 – August 10

## ST-JEAN FTC

Posts	Nbr of positions		Qualif	Date
	French or Bilingual	English or Bilingual		
<b>Advanced Guard</b>	5		- Be in good physical shape	June 10-29
<b>Senior</b>	3		- Have already done a camp as Staff - Phase IV/Gold Star/Level 4	June 22 - August 14
<b>Correspondent</b>	1		- Successful completion of Correspondent Course	June 22 - August 14
<b>Admin Clerk</b>	1		- Being able to communicate in French and/or English, both orally and in writing	June 22 - August 14
<b>Operations</b>	12			June 22 - August 14
<b>AM</b> (Aircraft Maintenance)	2		- Have an interest in aircraft repair and maintenance	
<b>Sports &amp; Loisirs</b>	4		- Successful completion of FSIC	June 22 - August 14
<b>GPTC</b> (Glider Pilot Training Course)	4	4		June 30 - August 10



## OUTSIDE REGIONS CTC

CTC	Nbr of positions	POSITION AVAILABLE			Dates
	English or Bilingual				
Argonaut CTC	7	- ETM - ETL	- Intro survival - SI - ATA - AA		June 30 – August 23
Trenton CTC	3	- NCAC			July 01 – August 23
Blackdown CTC	6	- ETM - ETL	- ATA - AA - Intro survival - SI	- Intro Marksmanship - ARMI - INTRO Drill Ceremonial - DCI - INTRO Fitness & Sports - FSIC - Intro military band - Military Band Musician	June 30 – August 16
Rocky Mountain CTC	7	- ETM - ETL - MBIC (Mountain Bike)		- INTRO Drill & Ceremonial - DCI	July 02 – August 24
Vernon CTC	8	- ETM - ETL	- Intro Survival	- Intro Marksmanship - ARMI - INTRO Drill Ceremonial - DCI - INTRO Fitness & Sports - FSIC	July 02 – August 24
HMCS Quadra CTC	4	- Sail 1 - Sail 2 - Seamanship - SBO	- ATA - AA	- Intro military band - Military Band Musician	July 02 – August 24

## **Technology and Digital Learning Centre (TDLC)**

<b>Posts</b>	<b>Dates</b>
<b>Cyber Safety and Security Team Leader</b>	<b>June 24 – August 18</b>
<b>Support Services Team Leader</b>	<b>June 24 – August 18</b>
<b>Small Craft Operator</b>	<b>June 24 – August 18</b>
<b>Introduction to Microdrone Operator</b>	<b>June 24 – August 18</b>
<b>Nova Quest</b>	<b>June 24 – August 18</b>
<b>Basic Coder</b>	<b>June 23 – August 24</b>

# MEDICAL RESTRICTIONS

- To find out about the medical restrictions on your file, ask the officer in charge of your CC/Sqn
- If one of these restrictions is recorded in your medical file, you cannot apply it to these positions.

<b>COURSE</b>	<b>RESTRICTIONS</b>
<b><u>ETM &amp; ETL</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in sports or PE</li> <li>- Cannot run</li> <li>- Cannot participate in country or mountain hiking or climbing</li> <li>- Cannot ride in a small boat</li> <li>- No water activities or boat work without close supervision</li> <li>- Medications must be kept refrigerated</li> <li>- Cannot participate in field training or exercises</li> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a course or activity with meals</li> <li>- Cannot carry a backpack or lift a load</li> <li>- Cannot swim</li> <li>- Must be within 30 minutes of a physician</li> <li>- Requires close supervision/monitoring</li> <li>- Cannot be alert or vigilant</li> </ul>
<b><u>SURVIVAL</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in sports or PE</li> <li>- Cannot participate in field training or exercise</li> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with a meal</li> <li>- Must be within 30 minutes of a physician</li> <li>- Requires close supervision/monitoring</li> <li>- Cannot be alert or vigilant</li> </ul>
<b><u>DRILL &amp; CEREMONAL</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in military drill and parades</li> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with a meal</li> </ul>



<b>COURSE</b>	<b>RESTRICTIONS</b>
<b><u>FITNESS &amp; SPORTS</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in sports or PE</li> <li>- Cannot run</li> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with a meal</li> </ul>
<b><u>MARKSMANSHIP</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with a meal</li> <li>- Cannot fire a rifle or handle an explosive device</li> </ul>
<b><u>AA &amp; ATA</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with meals</li> <li>- Requires close supervision/monitoring</li> </ul> <p><i>Cadet applications will be evaluated by J1 MLO if they have the following medical limitation: May not be able to do a lot of schoolwork or studying.</i></p>
<b><u>SEAMANSHIP</u></b>	<ul style="list-style-type: none"> <li>- Cannot ride in a small boat</li> <li>- No water activities or boat work without close supervision</li> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with meals</li> <li>- Cannot swim</li> <li>- Cannot be alert or vigilant</li> </ul>
<b><u>SAIL</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in sports or PE</li> <li>- Cannot ride in a small boat</li> <li>- No water activities or boat work without close supervision</li> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with meals</li> <li>- Cannot swim</li> <li>- Cannot be alert or vigilant</li> </ul>
<b><u>MUSIC</u></b>	<ul style="list-style-type: none"> <li>- Cannot participate in military drill and parades</li> <li>- Cannot participate in a group activity</li> <li>- Cannot participate in a class or activity with a meal</li> </ul>

## HOW TO APPLY

### *How to Apply to a position???*

Step 1: Notify the officer responsible for you in your CC/Sqn in regard to applying for advanced training camp program (as a staff cadet)

Step 2: Provide 3 occupation choices to the respective officer in your CC/Sqn, regardless of CTC.

Step 3: Submit the requested documents for pay via the protected portal B (see page 2)

Step 4: Your CC/Sqn officer will complete an application request via the Fortress system ([Est - Fill out a Staff Cadet Application.pdf](#) ([sharepoint.com](#)))

## Selection

### *How am I selected???*

The selection process is based on the following criteria:

- 1- The priority of the CC/Sqn commander (on merit);
- 2- Current rank at CC/Sqn;
- 3- The attendance rate at CC/Sqn;
- 4- CTC qualifications; &
- 5- Last guard at the CTC.

All criteria are evaluated out of between 10 and 30 points, then we calculate the percentage obtained.

An offer to participate will be submitted via Fortress to your CC/Sqn.

## **ARRIVED AT THE CTC**

# ***If you are selected to participate in advanced training at a Cadet Training Center (CTC)***

**However, if you no longer wish to participate, it is IMPERATIVE to notify the person in charge of your CC/Sqn quickly because several candidates are waiting.**

## **PAY**



As a staff cadet, you participate in advanced training for which you will receive pay. It is therefore important to duly complete the required documentation.

Whether this is your first participation as a staff cadet or not, you will need to provide the original documents at the same time as you apply for a position.

## **SENIOR PRE-CAMP**

For travel, follow the same procedure as that described in the “Outfit and travel” section.

**That of the Bagotville CTC will take place from June 17 to 22, 2024**

**That of the Valcartier CTC will take place from June 26 to 30, 2024**

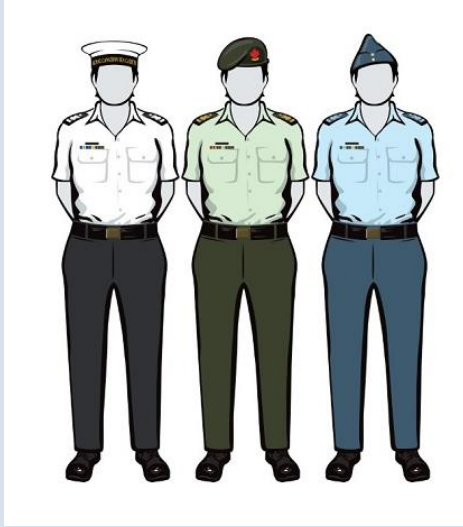
**That of the St-Jean FTC will take place from June 22 to 30, 2024**

The pre-camp will be used to select the best candidates for cadet staff positions.

\*\* You will receive an offer indicating that you are selected for senior pre-camp in the document provided by your CC/Sqn.



# DRESS AND TRAVEL



## Attire during travel:

All staff cadets must travel in uniform (trousers, belt, boots, shirt, name tag). Rank epaulettes, jacket, tie, gaiters, and white belt must not be worn.

## MOVEMENT COORDINATION CENTER (TCC) FOR CTCs:

The movement coordination center (MCC) will coordinate all travel of staff cadets to the CTCs. The MCC will be in operation, day, and night, from June to August. For any problems, delays, or use of an alternative means of transportation other than the transportation provided, please

contact MCC for immediate help and/or assistance at the toll-free number.

### **contact details MCC:**

mouv.ursce@forces.gc.ca  
Tél : 1-800-681-8180 (suivre les options)  
450-358-7099 poste 6718

**Traveling staff cadets:** It is strongly recommended to use the transportation provided for travel to the CTC. You will get your travel itinerary from your CC/Sqn contact officer.

**Traveling outside Quebec:** If you are traveling to CTCs outside Quebec, you will receive information relevant to the travel itinerary from your CC/Sqn contact officer. If you have not received any information one week before the departure date, please contact him.

**Travel by parents or by personal vehicle:** If your parents decide to come and drive you back or you travel with your personal vehicle to go to the CTC, you must notify the MCC and the CTC as quickly as possible. In addition, you must only report to the CTC from 1:00 p.m.

**Traveling by air:** If you are traveling by air, you will receive specific instructions on security and baggage from the CC/Esc contact officer. You will need to have a valid government-issued photo ID that shows your name, date of birth and gender. Ex.: RHIQ card.

## Exit permission for the Prom:

Don't forget to submit the exit authorization form BEFORE June 15 by email to:

[MDN.CJRursceESTdotation-CJRrcsuEASTERNstaffing.dnd@cadets.gc.ca](mailto:MDN.CJRursceESTdotation-CJRrcsuEASTERNstaffing.dnd@cadets.gc.ca)

**Exit policy for executive cadets:** If you are under 18 years old, do not forget to submit the exit authorization form, duly signed by your parents, upon your arrival at the CTC to be able to leave the CTC when of your leave periods.

**Departure from CTC:** You will be able to leave with your parents/guardians after the CTC graduation parade. If you leave by bus, you will be informed of the schedule and procedure 48 hours before departure.

***In the event of an emergency, your parents/guardians will be able to contact CTC staff.***

## **MEDICAL INFORMATION**

**Primary/emergency** medical services and emergency dental care only are available at each cadet training centre.

When you receive the offer to participate, it is important to declare any medical restrictions or conditions. A false declaration could, in certain cases, result in a return home before boarding or upon arrival at camp.

**MEDICATION:** When you receive the offer to participate, it is important to declare any change in medical condition. A false declaration could, in certain cases, result in a return home before boarding or upon arrival at camp.

It is required that you arrive at the CTC with enough medication to cover the full period of your employment. Over-the-counter medications (OTMs) are available free of charge from the CTC clinic, staff cadets regularly using MVLs will be allowed to keep them with them.

The medications must be in their original packaging, sealed, not expired and the CATO form 16-04 [Appendice 7 - OAIC 1604 medicaments.pdf](#) must be completed and signed by the parents before your arrival at the CTC.

**EPIPEN:** If you have a medical condition that could cause anaphylactic shock, you must have two *EpiPen* in your possession as well as a copy of the emergency plan, available from the CC/Esc staff, if your condition is new, you must declare it to your CC/Sqn before your arrival at the CTC.

Réf : [J1 - Medical \(only cadets\) \(sharepoint.com\)](#)



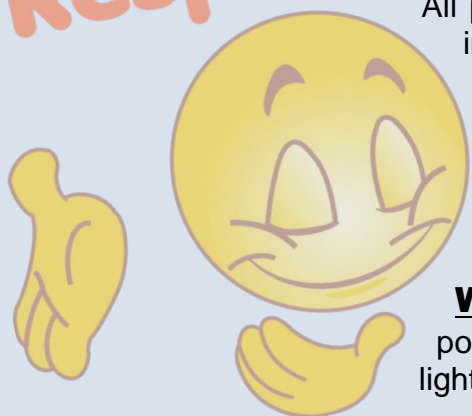
## **GLASSES, LENSES, CONTACT LENSES AND FRAMES:**

These items are considered personal items. Consequently, it is strongly recommended that you take out insurance for the repair or replacement of glasses. In addition, if you wear glasses, you must have a spare set of glasses and a copy of the prescription with you.

You are responsible for your glasses and must reduce the risk of loss and damage, for example by wearing a retaining cord. In the event of breakage during the stay at the CTC, the staff will coordinate the replacement with the parents. Any costs incurred are the parent's responsibility.

## **DISCIPLINE**

Respect



All participants in a CTC must respect the program regulations including the rules of community life and the code of conduct.

### **Drug / Alcohol / Non-prescribed medication / Energy drink:**

Consumption or possession of these products is prohibited.

**Weapons:** Firearms and bladed weapons such as knives, pocket knives and machetes are prohibited. Laser pointers, lighters and any other material used to light a flame are prohibited.

**Smoking:** Programs are in place at the CTC to encourage staff, cadets, and cadre to quit smoking. No tobacco products are sold in CTC canteens. Possession and consumption of cannabis is prohibited for all.

## **AVAILABLE SERVICES**

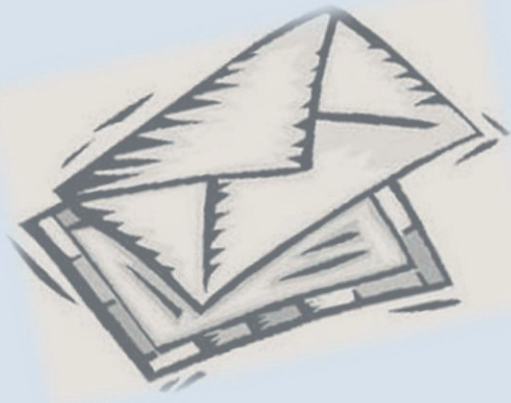
The following services are available on all CtCs:

Canteen (evening),  
Barber (weekly)  
Wifi (evenings),  
Public telephone &  
Chaplains








# CONTACT



## **CORRESPONDENCE:**

For all correspondence with you, the following information must be entered:

**First and last name,  
Staff Cadet  
CTC address**

<b>VALCARTIER CTC (VCTC)</b>	<b>ST-JEAN FTC (STJFTC)</b>
 <p>2nd Canadian Division Support Base Valcartier P.O Box 1000, Station Forces Courcellette, QC G0A 4Z0 Phone: 418-844-5000 ext 3500 Email: <a href="mailto:CECV@cadets.gc.ca">CECV@cadets.gc.ca</a></p>	 <p>Saint-Jean Garrison 25 Grand Bernier St-Jean-sur-Richelieu, QC J3B 5J4 Phone: 514-617-7026 Email: <a href="mailto:CEVC@cadets.gc.ca">CEVC@cadets.gc.ca</a></p>
<b>BAGOTVILLE CTC (BCTC)</b>	
 <p>Canadian Forces Base Bagotville P.O. Box 5000, Station Bureau-Chef Alouette, QC G0V 1A0 Phone: 418-677-4000 ext. 7906 Email: <a href="mailto:CECB@cadets.gc.ca">CECB@cadets.gc.ca</a></p>	



***Follow cadet training centres' activities on Facebook!***

@CadetsBagotville  
@CadetsValcartier  
@CadetsStJean



# LIST OF MATERIALS TO BRING

## **Uniform**

- Uniform for the departure
- Elemental T-shirt (2)
- Wool socks (3)
- Polar (winter coat lining) (1)
- Training dress (Sea)
- Field training uniform
- Utility boots



## **Clothing and equipment**

### **specific for a course / training**

- Additional running shoes (Sports)
- Jacket (Drill / Musician)
- Nautical shoes and clothing (Expedition / Sea courses)
- Trekking boots (Expedition - Optional)
- Personal musical instrument (Optional – the instrument is the Staff Cadet’s personal responsibility)
- Combination padlock (3)

## **Civilian clothing**

Staff Cadets will be authorized to wear their personal civilian clothing in the evening, when not on duty.

Violent, racist, sexist, alcohol related, or offensive symbols are not authorized on civilian clothing.

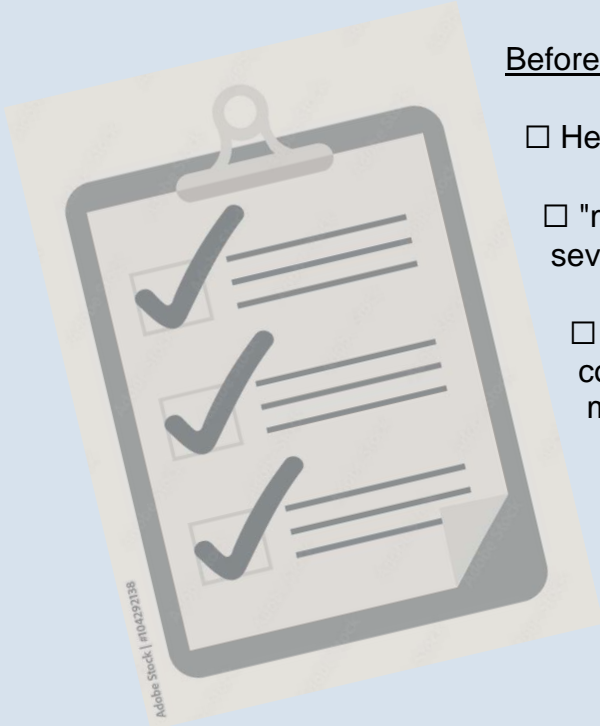
## **Require personal items**

- Soap / soap dish
- Shampoo
- Comb or hairbrush
- Toothbrush, paste and floss
- Shower sandals
- Face cloth (2)
- Towel (2)
- Antiperspirant
- Razor and shaving gel
- Sanitary pads
- Swimming cap
- Lip balm
- Pencil and pencil case
- Notebook
- Tissues
- Hangers (5)
- Laundry soap
- Black shoe wax kit
- Nail clipper / file
- Small backpack / water bottle (optional)
- Camera (optional)
- Alarm clock (optional)
- Electronic device (personal choice)
- Iron (optional)
- Wet towels (Expedition)
- Sunscreen (protection 30)
- Safety lanyard for glasses

# CHECKLIST

Before leaving, I will make sure to have in my luggage:

- Health insurance card (mandatory)
- "medic-alert" bracelet (highly recommended) (allergies / severe health problems).
- Prescription medication (in original container and with copy of valid prescription) Have easy access to medication in luggage for arrival at CTC.



Form :

- Leave Authorization, completed and signed by the parent;
- CATO 16-04 Annex B - Administration of Over the Counter / Prescription Medication;
- Fortress Participation Offer (ask the CC / Sqn) signed by the Staff Cadet and parent;
- CATO 13-28 Annex A – CTC Staff Cadet Advanced Training Agreement, completed and signed by the Staff Cadet and parent.

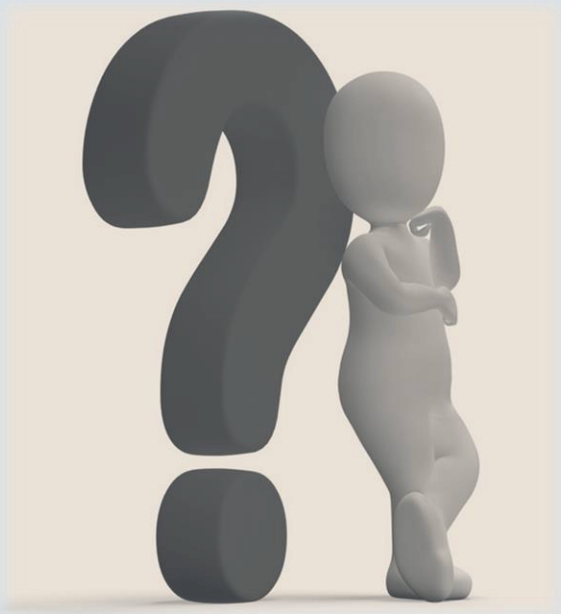
Pocket money:

- Note that the first pay is scheduled for July 31st.
- Plan the purchase of the CTC sports dress upon arrival.



# FORMS

- **Leave permission graduation** - [Permission Bal - Leave permission graduation prom.pdf](#) (By mail).
- **Authorization sorties** - [Form autorisation sorties eng.pdf](#) completed and signed by the parent (for those under 18).
- **Administration of over-the-counter drugs / prescriptions.**  
[Appendice 7 - OAIC 1604 medicaments.pdf](#)  
[CTC information medical anglais.pdf](#)  
[CTC medical information .pdf](#)
- **Fortress Participation Offer** (ask the CC / Sqn) signed by the Staff Cadet and parent.
- **Staff Cadet Advanced Training Agreement** - [13-28\\_AnxA\\_eng.pdf](#) completed and signed by the Staff Cadet and parent.



If you have any questions, please **contact** us at:

**By post:**

Att: J1 Employment  
Estern Regional Cadet Support Unit  
St-Jean Garrison  
P.O. Box 100 Succ. Bureau-Chef  
Richelain (Quebec) J0J 1R0

**By Mail:**

[MDN.CJRurscESTdotation-  
CJRrcsuEASTERNstaffing.dnd@cadets.gc.ca](mailto:MDN.CJRurscESTdotation-CJRrcsuEASTERNstaffing.dnd@cadets.gc.ca)

**By Phone:**

1-800-681-8180 poste 668-2293

Or visit our sharePoint page.

[Staffing section \(sharepoint.com\)](#)