

Comox Cadet Flying Training Centre



Regional Gliding School (Pacific)
École régionale de vol à voile (Pacifique)

COURSE CADET & STAFF CADET

JOINING INSTRUCTIONS 2015

ALL COURSE CANDIDATES AND STAFF CADETS MUST BRING THESE JOINING INSTRUCTIONS WITH THEM TO THE APPLICABLE SCHOOLS.

Comox Cadet Flying Training Centre
JOINING INSTRUCTIONS - 2015

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IMPORTANT NOTES TO PARENTS

We are pleased that your son / daughter / ward has been selected to attend a Summer Training Course, or to be employed as a Staff Cadet, at the Comox Cadet Flying Training Centre (CCFTC). We hope that you are proud of their selection, and for this opportunity to learn valuable new skills along with approximately 220 other Air Cadets from British Columbia and across the country. These Joining Instructions contain critical information to help you and your cadet prepare for their upcoming courses or employment. ***Please ensure that you read through them in their entirety and complete the required forms and annexes.***

Cadets will bring all forms, annexes, documents mentioned in these Joining Instructions to the CCFTC or to the appropriate Power Pilot Scholarship Training Sites.

Individual Joining Instructions are included as Annexes to this document, and will explain what is required for Course Cadets and Staff Cadets. Individual Joining Instructions are as follows:

- Annex J-** Power Pilot Scholarship (PPS) Course
- Annex K-** Glider Pilot Scholarship (GPS) Course
- Annex L -** Advanced Aviation Courses (AAC 01 & 02)
- Annex M -** Staff Cadet Joining Instructions.

Please be sure to carefully check through the Kit List on **page 5**, to ensure that your cadet has packed everything that is required for their course or employment. It is important that all items brought to the CCFTC are properly labelled with the cadet's surname and initials, and are in good condition.

The Staff and Staff Cadets at the CCFTC are here to look after your cadet's well-being, and we will 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 CCFTC through the numbers provided on **page 9 para 37-38**.

Cadets and Staff Cadets who are training or working at Comox may be authorized a short period of time away from the school, in the company of an authorized adult (the adult must be pre-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.

In the event that we need to contact you with regard to leave, an emergency, or Return to Unit (RTU) of a cadet, please provide your name, address, and both work/home telephone numbers on **Annex A Part 6**. Should it be likely that you **will not** be at home or your place of employment for a period of time, please provide the same information for a responsible adult who can act in your absence, by completing **Part 4 of Annex A**.

Graduation Parades will be held as explained on **Page 10, Para's 43-47**. If you are interested in attending these parades, please advise the CCFTC with the names of each member of your party. The Invitations at **Annexes C, D & E** are to be completed and faxed to **250-339-8137**, or e-mailed to the Admin Clerk: Conway.joanne@forces.gc.ca. Guest lists must reach the school **NO LATER THAN ONE (1) WEEK PRIOR TO THE RELEVANT PARADE**.

If you are contemplating picking up your son/daughter at the end of the summer please consider that the transportation to the CCFTC, and to return home immediately following the conclusion of training, is prepaid by the Regional Cadet Support Unit (Pacific), Victoria. Accordingly, we must ask for a minimum of three weeks' notice if you intend for your cadet to travel home with you. ***Please note, any additional expense related to short notice changes to the prearranged transportation of cadets, due to late or incomplete parental requests, will be charged to the cadet's parents/guardians.*** Cadets travelling home with parents will be able to depart the training location on the day of the Graduation Parade. All other cadets will travel home on the day following the Graduation Parade.

Annex B-1 to these instructions is the Request for Parental/Guardian Pick Up/Drop Off of Cadets, and is to be completed **ONLY** if you are intending to **PICK UP** your son/daughter from the school, and to transport him/her home at your expense. The Annex may be completed and brought by the cadet to the CCFTC. Alternatively, it can be requested by contacting the Movements Officer at **250-339-8013** in Comox, and can then be faxed to **250-339-8137**, **Attn: Movements Officer CCFTC**. If a cadet is being picked up, it will be necessary for the adult who is picking them up to provide photo identification. This is required as a precaution to protect the cadets.

Success can only be achieved through a combination of natural ability, hard work, and adherence to the rules of the CCFTC. Every effort will be undertaken to ensure the health and wellbeing of all cadets, as well as to ensure that they have every opportunity to succeed. Hopefully they will return at the end of this training period greatly enriched by the experience.

Cadets, and the Parents / Guardians of Cadets who are attending either the Glider Pilot Scholarship or the Power Pilot Scholarship are advised that there is no guarantee that the cadet will successfully complete this training. There are fixed "milestone limits" in place on each course. In the opinion of the Chief Flying Instructor, a cadet must demonstrate safe and consistent progress up to, and beyond, these "milestone limits" in order to continue flying training.

In the case of the Power Pilot Course, the limits are:

- The cadet must be able to safely solo the aircraft before a maximum of 16 hours of dual instruction are flown. A cadet who is unable to do so, at the sole discretion of the Chief Flying Instructor, will be subject to Cease Training Action.
- Should a cadet record a "Partial Pass" on the Transport Canada Written Exam, the cadet will be allowed a single retest, and must be able to obtain a "full pass" prior to the scheduled end of the training. A cadet who is unable to do so, will be subject to Cease Training Action.
- A cadet who records a complete failure on the Transport Canada Written Exam, will be subject to Cease Training action.
- A cadet who records a "partial pass" on the Private Pilot Flight Test, will be allowed a single retest, and must be able to obtain a "full pass" prior to the scheduled end of training. A cadet who is unable to do so will be subject to Cease Training Action.
- A cadet who records a complete failure on the Private Pilot Flight Test will be subject to Cease Training action.

In the case of the Glider Pilot Course, the limits are:

- Any combination of four (4) failed flights or academic exams, throughout the entire training period.

In the event that, in the opinion of the Chief Flying Instructor of the relevant flying school, and of the Commanding Officer of the Comox Cadet Flying Training Centre, it is necessary to Cease Training due to either an academic or a flying failure, the cadet will be sent home immediately. Any subsequent flying training will be at the sole expense of the cadet and his/her family, as the cadet will no longer be eligible for flying training within the cadet programme.

Finally, if for any reason it becomes necessary to send your son/daughter home, or if hospitalization is required, you will be immediately notified of the circumstances and transportation arrangements as applicable.

Parents/Guardians and cadet are required to sign this letter as acknowledgement of having read the contents, and it is to remain attached to the Joining Instructions.

Cadet Name (Print) _____ Cadet Signature _____

Parent Name (Print) _____ Parent Signature: _____

Parent Name (Print) _____ Parent Signature: _____

*K.D. Stewart
Lieutenant Colonel
Commanding Officer
Comox Cadet Flying Training Centre*

COMOX CADET FLYING TRAINING CENTRE
COURSE CADETS AND STAFF CADETS
2015 JOINING INSTRUCTIONS

GENERAL

1. Congratulations on being selected to attend the Comox Cadet Flying Training Centre (CCFTC). Summer Training Courses, and Staff Cadet employment, provide opportunities to gain new experiences while developing skills that will be useful in the cadet program and future endeavours. Our courses are built around leadership, discipline, and academic and physical endeavour. Much will be expected of Course Cadets and Staff Cadets during their stay, and while they will find the courses challenging, they should also find them extremely rewarding.

TRAINING

2. Approximately 220 Air Cadets from British Columbia, and across the country, will attend the CCFTC this summer. Courses offered at the school are, Power Pilot Scholarship (PPS) Course, Glider Pilot Scholarship (GPS) Course, two (2) Advanced Aviation Courses (AAC) 01 & 02 of 3 weeks duration. Further information about each of these courses is contained in **Annexes J to L**, and Staff Cadet Joining Instructions are at **Annex M**.

3. These Joining Instructions provide information needed to prepare each cadet for the courses, and employment and it is important that cadets and Parents/Guardians read through them carefully. ***All cadets are to bring these Joining Instructions with them to their perspective training sites.*** In order to successfully pass the training, cadets are required to complete the entire syllabus of training. This means that they must be present for the entire training period, including the Graduation Parade.

TRANSPORTATION

4. The Regional Cadet Support Unit (RCSU) Victoria Movements Staff will arrange all transportation for course cadets to and from the CCFTC, or the relevant PPS flying training locations. Details will be forwarded to each Squadron Commanding Officer, who will provide cadets with the necessary instructions and/or documents. ***As previously noted in Notes to Parents on page iii, any costs related to late changes to travel arrangements, which are initiated at the parent's request, will be charged to the parents/guardians.*** Cadets travelling in groups are normally escorted, and Movements Staff will meet all cadets who must change aircraft, busses, etc. during their journey. Staff Cadets will have received their travel orders directly from the RCSU Victoria Staffing Officer.

5. Should there be any questions regarding the transportation arrangements, or should parents wish to drive cadets to the CCFTC or flying school vice using the transportation arranged, then Staff Officer 2 Movements in Victoria must be advised at **(250-363-0838 or 0931)**, and the Movements Officer at CCFTC at **250-339-8013**.

6. For all cadets, deportment (conduct) while traveling is of the utmost importance. Cadets shall travel to and from the school(s) in full dress Air Cadet Uniform (tunic, shirt and necktie). In cases of extremely warm weather, cadets are permitted to travel in open collar shirt, the tunic and tie must be carried at all times.

7. Cadets aged 12 – 15 must have either 1 piece of government issued photo identification (Passport or BC ID) **OR** 2 pieces of Government Issue non-photo identification (Birth Certificate, Health Care Card). Cadets aged 16 and over **MUST** have 1 piece of government issued photo identification (Passport, BC ID, BC Drivers Licence). All cadets must have the above ID and their **Provincial Medical Health Care Card** with them no matter the method of transportation.

8. Course Cadets and Staff Cadets are not authorized to bring private motor vehicles of any type to the schools. Parents/Guardians may transport cadets to and from the school only if prior arrangements have been made with the RCSU Movements Staff through the Squadron Commanding Officer. Phone numbers are listed on **page 1 para 5**.

9. Remember that many pieces of luggage and military kit bags look alike and, with several thousand cadets travelling on the peak weekends, accurate identification is necessary to speed up the travel process and help to avoid loss.

10. The weight limit for luggage is 23 kilograms/50 pounds and cadets must be able to carry their own. Everyone is responsible for ensuring that baggage is properly addressed, tagged and dispatched. For this purpose, write in large print so that it might be easily identified:

GPS / AAC 01/ 02 COMOX CADETS ONLY

Cadets SURNAME, Initials
Course Name
Comox Cadet Flying Training Centre
Canadian Forces Base Comox
PO Box 1000, Station Main
Lazo, BC V0R 2K0

11. **Power Pilot Scholarship Course** cadets will find the addresses for their schools on **page 9 para 36, (2), (3), (4)** of these instructions.

IN-ROUTINE

12. All Course Candidates and Staff Cadets will go through an in-routine when they arrive. All forms and documents mentioned in the individual annexes and the forms/documents mentioned below will be brought with them:

- a. **Pages ii-iv** - Note to Parents/Guardians; **(signed by parents/guardians)**
- b. **Annex A** - Parental/Guardian Declaration and Consent form; **(signed by parents/guardians)**
- c. **Annex B-1** - Request for Parental/Guardian Pick Up/Drop Off of Cadets **ONLY** required for cadets who will be picked up by a parent/guardian at the end of the summer;
- d. **Annex C, D or E** - Graduation Parade invitations completed **(see instructions on page 10 paras 43-47);**
- e. **Annex F** - Acknowledgment of Responsibility - signed by parents/guardians;
- f. **Annex G** – Record of Valuable Items completed **ONLY** if required;

- g. **Annex H1-2** - Cadet Code of Conduct - signed by all course cadets; **(must be signed)**

NOTE: STAFF CADETS SEE PAGE 7 PARA 27

- h. **Annex I**- Fasting at a Cadet Summer Training Center - **(ONLY IF REQUIRED)**
- i. valid government ID for traveling as per direction **on page 2 para 7**;
- j. Provincial Medical Card as per direction **on page 2 para 7 and page 6 para 22(a)**;
- k. kit and clothing items listed on **page 5**;
- l. medications & prescriptions (if required);
- m. extra eyeglasses & recent optical prescription **(PPS/GPS see page 6 para 23 & NOTE)**
- n. **GPS** - 2- passport pictures for licencing purposes **(as per directed at Annex K-3)**
- o. **PPS** – passport pictures **ONLY** if issued with a Medical Certificate **(as per Annex J-4)**;
and
- p. **AAC candidates** 1- school picture.

PROHIBITED ITEMS

13. The following items are prohibited and shall not be brought to the CCFTC under any circumstances: knives, letter openers, laser pointers, non-prescription drugs (unless authorized), straight razors, and any other dangerous item. If any of these items are found, they will be confiscated at the beginning of the summer and returned on final clearance prior to returning home. Should a student be found in possession of any items listed above, or any items that the staff deems inappropriate, after the initial grace period, they will be sent home immediately.

DRESS AND DEPARTMENT

14. A high standard of dress and deportment is required by all cadets attending the CCFTC. Cadets will be expected to maintain their own uniforms at all times. Cadets are required to wear uniform or issued clothing while at the CCFTC, although relaxed dress will be allowed at times specified in CCFTC Weekly Routine Orders (RO's).

15. Prior to arrival at the CCFTC, cadets are to make sure that their hair is styled neatly in a military fashion. Cadets are required to maintain this standard throughout their stay. Barbershops and hair salons are located near the training centres.

KIT REQUIREMENTS

16. All items of kit and personal belongings must be marked clearly with the cadet's surname and initials. Parents/Guardians and cadets are reminded that all personal items are the responsibility of the owner. It is recommended that cadets **DO NOT** bring attractive items such as jewellery or electronics; expensive items should be left at home. ***The Comox Cadet Flying Training Centre and the Contracted Flying Schools (PPS) will not be responsible for lost or damaged equipment or personal items, (computers/cell phones etc.)***. If any of these items are brought to the CCFTC, **Annex G** must be completed.

17. The list of required kit and clothing on **page 5** is as detailed in Cadet Administrative Training Orders Volume 5 articles 54-20 to 55-04 inclusive. Each cadet will ensure that he/she is in possession of the items listed and that it is in good condition. In addition to the kit issued to cadets from their squadron, some other items will be issued upon arrival and withdrawn from cadets prior to departure. **Annex E** must be signed by Parents/Guardians.

NOTE: IT IS IMPERATIVE THAT GYM GEAR AND SERVICABLE RUNNING SHOES BE BROUGHT WITH CADETS

18. Eyeglasses and running shoes are the most frequent casualties of kit, so please ensure that these extensively used articles are in good condition before you leave home.

19. ***The only course cadets who are permitted to bring computers/laptops are the cadets attending the Power Pilot Scholarship Course. All other courses do not require computers, and they will be confiscated upon arrival if brought to the CCFTC. Computer/Internet access is available through the CCFTC, and is part of the curriculum.***

KIT LIST

Please see your local Squadron Supply Officer if cadet requires the items marked with (*), and that they are replaced if needed. All kit should be in good condition when arriving at the CCFTC.

Personal Kit		Cadet Kit	
Items	Qty	Items	Qty
Socks, cotton	5 pr	* Coat, all weather	1
Shoe shine kit/ lint brush	1 ea	* Tunic	1
Towels/wash clothes	3	* Necktie	1
Deodorant	1	* Belt, trouser black	1
Shaving kit, soap, comb/brush, toothbrush/toothpaste/shampoo	1 ea	Bag, Duffel	1
Sun screen/Block	1	* Cap wedge	1
Athletic supporter (males)	1	* Heavy wool socks	3 pr
Swimsuit	1	* Boots black issue	1 pr
Combination lock/padlock	2	* Shirts	2
Underclothing	5 sets	* T-Shirts, Blue	2
Sweatshirts/sweaters	2	* Uniform trousers	2 pr
Running Shoes- serviceable	1 pr	* Shoulder Rank Slip Ons	1 set
Shorts	2 prs	* NAME TAGS	2
T-Shirt- NO MARKINGS	2		
Belt	1		
Sewing kit, (small kit scissors are acceptable)	1		
Glasses (if worn) & (prescription for glasses)	2 pr		
Shower sandals	1 pr		
Sunglasses (must have) Note: Reflective type are not allowed	1 pr		
Sleepwear/Bathrobe	2/1		
Prescription medications (blister pack recommended)	As req'd		
Camera/writing materials, paper/envelopes/stamps	As req'd		
Binder for handouts – 3 hole type	1		

Backpack to carry books and other training supplies. Backpacks must not be outlandish in style or colour, dark colours are preferred.

GLIDER PILOT SCHOLARSHIP CADETS - Basic calculator (calculators with data storage capability & graphing calculators are not acceptable)

RATIONS & ACCOMMODATIONS

20. Quarters will be provided for all cadets. It should be noted that storage space is limited, therefore, cadets are advised to bring a suitcase or duffle bag which is capable of being locked in which valuables can be stored. **Remember to make sure that all kit and personal items are marked appropriately.** Meals are provided and are planned to provide both a varied and well-balanced diet suitable for engaging in this physically exacting course. Any cadet with specific dietary requirements (medical, spiritual, vegetarian), must inform the CCFTC a minimum of two weeks prior to arrival.

MEDICAL & DENTAL SERVICES

21. Medical services are provided in accordance with Canadian Forces Administration Order (CFAO) 35-45. Daily sick parades are held for all cadets and staff cadets. Hours for sick parade will be published in weekly CCFTC Routine Orders (RO's). Should cadets require treatment not available at the CCFTC MIR, or any form of hospitalization, they will be transferred immediately to the appropriate local civilian facility.

22. It is imperative that cadets taking prescription medication advise the CCFTC medical staff during the in-routine. Sufficient quantities of the prescription must be brought to last the duration of the course. 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. Non-prescription medications such as aspirin or cough medicine shall not be brought to the CCFTC. If such medication is required, it will be provided at no cost to the cadet.

- a. Civilian Medical consultations, if required, are billed to individual medical insurance plan accounts, please make sure your health care card numbers and private insurance plan numbers are recorded on **Annex A part 2**, and that **health cards are brought with all cadets to the CCFTC;**
- b. routine dental services are not provided at the training centre; however, emergency dental treatment is arranged through the medical staff; and
- c. procurement of some pharmaceuticals may be arranged through the medical staff employed by the CCFTC.

23. Cadets wearing glasses must have their latest prescription with them, to enable immediate replacement should the glasses be accidentally broken. Cadets should endeavour to bring a second replacement pair if possible as well as the prescription. Lost or damaged glasses/contact lenses will not be replaced.

NOTE: *PPS and GPS candidates must read their medical certificates to make sure they have the right eye wear to fly, if the medical certificate says "**Glasses Must be Worn**" then cadets **must wear eyeglasses**. If medical certificate says "**corrective lenses must be worn**", this shall be interpreted to mean spectacles or contact lenses. (See example of Medical Certificate at Annex J-5 & Annex K-4)*

SPIRITUAL WELFARE

24. Religious services are available in the local areas, and arrangements will be made for cadets to attend any religious service. Times for various denominational services will be published in the weekly CCFTC Routine Orders (RO's).

CONDUCT

25. In order to maintain a safe and orderly environment, cadets are required to follow the rules set out for the Canadian Cadet Organizations and for the CCFTC. Cadets will be made aware of the CCFTC rules during the in-routine process and the Commanding Officer briefings. All course candidates and Staff Cadets selected to attend the CCFTC must be aware of their actions and conduct at all times.

26. The expectation is very high and is in effect at all times. Cadets who choose to disregard these rules will be subject to a progressive disciplinary process, and continual poor behaviour, or an incident of serious misconduct, may result in a cadet being returned home. In some circumstances, such as involvement with illegal drugs, a cadet's membership may be terminated.

27. The Course Cadet Code of Conduct, **Annex H** is self-explanatory, and it is highly recommended that parents read them so they are aware of what is expected of the cadets while at the CCFTC. Cadets are to sign this form. **Staff Cadets will have signed this form with their employment contract but are also required to complete and sign the one at Annex M-4 for the CCFTC files.**

28. In the interest of providing a healthy environment, a strict No Smoking policy is in place at all CTCs in British Columbia. No cadet will be permitted to smoke and/or use any tobacco products on or off the CTC, at any time. If a cadet with a smoking addiction will be attending CCFTC, any cessation products (e.g. Nicorette, Habitrol and/or the "Patch") required by the cadet for the duration of the summer will be the responsibility of the cadet and his/her parent/guardian.

BANKING AND CADET TRAINING BONUS

29. A banking service is provided at the CCFTC. On arrival, course cadets may open a bank account into which they can deposit most of their pocket money. Cadet banking times will be a part of the CCFTC calendar. As there are few facilities to spend money on, it is strongly recommended that large sums of cash are not brought, to reduce the chances of loss or theft. On departure, the cadet bank account will be closed and any remaining funds will be returned to the cadets.

30. Cadets attending the Power Pilot Scholarship and the Glider Pilot Scholarship Courses, will be required to bring private funds to pay for their Transport Canada Examinations and Transport Canada Licencing fees and other items. The specific amounts are stated in the **Annexes J para 5 and K para 5**. If cheques are brought to the school for any fees, please remember that:

POST DATED CHEQUES WILL NOT BE ACCEPTED

Cheques are to be made payable to the Comox Cadet Flying Training Centre

PPS Candidates training at Victoria Flying Club are to make cheques payable to:

Albert Head Air Cadet Training Center

31. **STAFF CADETS:** Pay will be made through direct deposit only. A Cdt 191 - Pay and Allowances – Travel Claim Direct Deposit Request, with all of the banking information must have been completed and sent to the Staffing Officer at RCSU Victoria along with the Staff Cadet summer employment contract.

32. There is a training bonus for the PPS/GPS/ AAC, and monies will be deposited in each cadet's CCFTC bank account as stated below:

- a. **Power Pilot Scholarship Course:** Cadets undergoing training are entitled to receive a cadet training bonus: After 7 days \$60.00, at the end of the fourth week an additional \$60.00, and upon successful completion of the course an additional \$300.00 for the total of \$420.00;
- b. **Glider Pilot Scholarship Course:** Cadets undergoing training are entitled to receive a cadet training bonus: After 7 days \$60.00, at the end of the fourth week an additional \$60.00, and upon successful completion of the course an additional \$240.00 for the total of \$360.00; and
- d. **Advanced Aviation Course:** Cadets undergoing training are entitled to receive a cadet training bonus: After 7 days \$60.00, and upon successful completion of the course an additional \$120.00 for the total of \$180.00.

CCFTC SERVICES

33. **Laundry:** Washing machines, clothes dryers, iron and ironing boards will be provided in the cadet quarters. **All cadets are responsible to bring their own laundry soap and fabric softeners.**

34. **Recreation:** Recreational activities will be part of the CCFTC curriculum, and which can include swimming and activities at local lakes and beaches. PT classes will also be part of the course schedule. Cadets can bring special sports equipment such as tennis or badminton rackets, ball gloves, small radios, CD players and musical instruments. If any of these items are brought to the CCFTC, **Annex G** must be completed.

EXPENSIVE AND FRAGILE EQUIPMENT SHOULD BE LEFT AT HOME

35. **Telephone Services:** There are pay phones in the student quarters for cadet use. These numbers will be published in the weekly CCFTC Routine Orders (RO's).

Cell phone use will only be permitted during non-training hours. If cell phones are used during the day, in classrooms or on the airfield, they will be confiscated.

36. **Postal Services:** Postal services are available at the CCFTC. All incoming mail will be distributed daily. When writing to a cadet, please do not use their cadet rank (ie: Cpl, Sgt, etc), as this may delay the distribution of mail. The mailing address for each training site is listed below

(1) GPS/SCDTS/AAC (Comox)

Cadet Surname, Initials
Name of Course
Comox Cadet Flying Training Centre
PO Box 1000 Station Main
Lazo, BC V0R 2K0

(2) PPS CADETS (ONLY)

Cadet Surname, Initials
Power Pilot Scholarship Course
Victoria Flying Club
101-1852 Canso Rd
Victoria, BC V8Z 5V5

(3) PPS CADETS (ONLY)

Cadet Surname, Initials
Power Pilot Scholarship Course
Pacific Flying Club
Boundary Bay Airport
Unit 4-4335 Skeena Street
Delta, BC V4K 0A6

(4) PPS CADETS (ONLY)

Cadet Surname, Initials
Power Pilot Scholarship Course
Coastal Pacific Aviation Ltd
30575 Approach Dr
Abbotsford, BC V2T 6H5

37. **Power Scholarship Candidates:** contracted flying school phone numbers are listed below:

- a. Pacific Flying Club: 604-946-0011;
- b. Victoria Flight Centre: 250-656-2833; and
- c. Coastal Pacific Aviation Ltd – 604-855-1112.

38. In case of emergencies Parents/Guardians can call the CCFTC Orderly Room (0700-1530 Mon – Sat) at **250-339-8211 loc 8738 or 339-8211 loc 6968** and any information will be passed on the cadets. At all other times, the CCFTC Duty Officer can be reached at 250-897-8726.

TIME OFF/VISITORS

39. The training syllabus at the CCFTC is very time compressed, and therefore requires the presence of all students for the entire period of the courses they are undertaking. The Commanding Officer may authorize cadets to leave the confines of the CCFTC in the company of family or friends on designated non-training days. Cadets must fill out a Cadet Leave Pass while at the CCFTC, and the names on these leave passes will be checked with the names on the Consent Form at **Annex A part 5 & 6 (see the example of leave pass at Annex N)**. This is not only for the safety of cadets but to reassure parents/guardians that the cadets are not leaving the CCFTC with unauthorized persons. This is done for every course cadet at the CCFTC. Cadet leave will only be granted with previous authorization from the cadet's Parents/Guardian, and the **Consent Form Annex A part 5 & 6** to these instructions. This is very important as, if the names of authorized escorts do not appear, the cadets will not be granted leave.

40. PPS Cadets and Staff Cadets may be authorized time away from the CCFTC unsupervised /unescorted. Both PPS and Staff Cadets must have approval from Parents/Guardians as per **Annex J-6 and Annex M-2** to these instructions. Failure to complete these **Annexes** will preclude the cadets from leave while he/she is at the CCFTC.

41. Parents are to remember that arriving at the CCFTC to visit with a cadet, or to get permission for leave on short notice, will not be accepted. Only with prior permission will cadets be allowed to proceed on leave. Parents must supply a summer address and contact number(s) in case of emergencies as stated in **Note to Parents (page ii and Annex A part 4)**. Requests for all types of leave will be subject to the Flight Commander's and Supervisory Officer's recommendation, the Commanding Officer's approval, and are an exception rather than the rule. The example of the course cadet summer leave form at **Annex N** is an **example only** to show what the cadets have to complete before proceeding away with family or friends.

42. Cadets undergoing training **will not be issued overnight or weekend passes, and there are no provisions for cadets to entertain visitors in the barracks**. Student pickup and return will be monitored by the Course Supervisors and Flight Commanders at the student quarters.

GRADUATION PARADES

43. 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.

44. Graduation Parades that will be held at 19 Wing Comox at the CCFTC:

Advanced Aviation Course 01/15

12:30 PM Friday 17 July 2015

45. Glider Pilot Scholarship Course Wings Presentation and
Advanced Aviation Course 02/15

12:30 PM Friday 7 August 2015

46. **The Power Pilot Scholarship Course Wings Presentation Parade for cadets attending Coastal Pacific Aviation, Pacific Flying Club and The Victoria Flight Centre will be held at:**

Boundary Bay Airport

2:00 PM Friday 14 August 2015

More information will be sent before the parade.

47. If Parents/Guardians wish to attend any of the parades, it is required that the invitations be faxed or e-mailed to the CCFTC. All invitations with the names of guests must be submitted no later than **one (1) week** prior to parades. RGS fax number: **250-339-8137** or e-mailed to the RGS Admin Asst: Conway.joanne@forces.gc.ca.

COMPLETE THE FOLLOWING FORM

CDT 118

REQUEST FOR PARENTAL/GUARDIAN

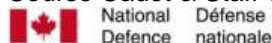
PICK UP/DROP OFF OF CADETS

ONLY IF YOU ARE PICKING UP

YOUR SON/DAUGHTER

FROM THE CCFTC

Annex B
 To Comox Cadet Flying Training Centre
 Course Cadet & Staff Cadet Joining Instructions -2015



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

*** NOTES***

1. DND is responsible for transporting the cadet from LHA (Local Headquarter Area) to authorized activity only.
2. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/guardian.
3. The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.
4. Parent/Guardian authorizing signature (Section E) must be the same as the signature as consent form.
5. 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.
6. This form must only be completed if the pick up or drop off point differs from the pick up of drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the consent form at Annex A.

GRADUATION PARADE OF
ADVANCED AVIATION COURSE 01/15
WILL TAKE PLACE AT THE
COMOX CADET FLYING TRAINING CENTRE 19 WING COMOX
ON
Friday 17 July 2015
AT
12:30 PM

NOTE: Information regarding this parade can be located on **page 10 para's 43-47**

RSVP: BY FAX: 250-339-8137 **OR E-MAIL TO:** Conway.ioanne@forces.gc.ca

NAME OF INVITED GUESTS:

NAME OF CADET & COURSE

INVITATION MUST BE SUBMITTED NO LATER THAN 1 WEEK PRIOR TO PARADE

ADVANCED AVIATION 01/15

2015 GLIDER SCHOLARSHIP COURSE WINGS PRESENTATION

AND

**ADVANCED AVIATION COURSE
GRADUATION PARADE 02/15**

WILL TAKE PLACE AT THE

COMOX CADET FLYING TRAINING CENTRE 19 WING COMOX

ON

Friday 7 August 2015

AT

12:30 PM

NOTE: Information regarding these parades can be located on **page 10 para's 43-47**

RSVP: BY FAX: 250-339-8137 **OR E-MAIL TO** Conway.joanne@forces.gc.ca

NAME OF INVITED GUESTS:

NAME OF CADET & COURSE

INVITATION MUST BE SUBMITTED NO LATER THAN 1 WEEK PRIOR TO PARADE

GPS/AAC 02/15 CANDIDATES

Annex E
To Comox Cadet Flying Training Centre
Course Cadet & Staff Cadet Joining Instructions - 2015

2015 POWER SCHOLARSHIP COURSE WINGS PRESENTATIONS

COASTAL PACIFIC AVIATION LTD - PACIFIC FLYING CLUB - VICTORIA FLIGHT CENTRE

WILL TAKE PLACE AT

BOUNDARY BAY AIRPORT

ON

Friday 14 August 2015

AT

12:30 PM

NOTE: Information regarding these parades can be located on **page 10 para's 43-47**

RSVP: BY FAX: 250-339-8137 **OR E-MAIL TO:** Conway.joanne@forces.gc.ca

NAME OF INVITED GUESTS:

NAME OF CADET& COURSE

INVITATIONS ARE TO BE SUBMITTED NO LATER THAN 1 WEEK PRIOR TO PARADE

PPS 2015 CANDIDATES

ACKNOWLEDGEMENT OF RESPONSIBILITY

Date: _____

1. I, the undersigned, Parent/Guardian of Cadet, _____ accept the responsibility for any Department of National Defence clothing or equipment which may be loaned to him/her by Comox Cadet Flying Training Centre

2. I guarantee that all loaned clothing or equipment will be returned when requested by the Commanding Officer. I further agree that I will reimburse the Department of National Defence for any article of clothing or equipment that is not returned or is wilfully damaged.

Signature of Parent/Guardian

Mailing Address:

Telephone No: _____

TO BE COMPLETED FOR ALL COURSE & STAFF CADETS

COURSE CADET CODE OF CONDUCT

Last Name	First Name	
Course	Home Unit	Year 2015

1. As a cadet undergoing training at Comox Cadet Flying Training Centre, I promise to perform to the best of my ability and I agree to the following:

- a. I will abide by all Comox Cadet Flying Training Centre (CCFTC) rules and regulations and will report others who fail to do the same to my superiors;
- b. I will strive to set a good example of dress, deportment and conduct;
- c. I will show respect to my peers and supervisors;
- d. I will strive to be honest in my actions and communications with others;
- e. I will use a calm, firm and reasonable tone of voice when speaking with others, avoiding yelling or swearing;
- f. I will take care of and be responsible for all clothing, materials and equipment that is loaned to me;
- g. I will respect the environment and my surroundings;
- h. I will keep myself, my belongings and my bed space clean and tidy;
- i. I will respect the personal property and privacy of others;
- j. I will not harass any member of the CCFTC and will avoid any gesture, comment, action or display that may be interpreted as demeaning, humiliating or embarrassing. This included comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
- k. I will 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 or physical characteristics. This includes comments made verbally or in writing as well as electronic communications (i.e. email, text message, or on social media, etc.);
- l. I will 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;
- m. I will not touch other cadets without their permission except when absolutely necessary in an emergency situation;
- n. I will not get involved in fighting, shouting, or bullying;
- o. I will not purchase, possess or consume alcohol at any time;

- p. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour;
- q. I will not use, purchase, possess or sell tobacco products (at or off the CCFTC);
- r. I will stay out of the opposite gender's quarters;
- s. I will not engage in intimate relationships with other course cadets, staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
- t. I will not use profanity; and
- u. I will not have knives, guns or weapons or any pornographic materials in my possession.

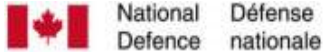
2. I am aware that the expectations detailed above are in effect both while I am at the CCFTC and when I am away from the CCFTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a return to unit (RTU). I am aware that I may speak with an officer or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.

3. I have read the above and by signing below, I am agreeing to follow this Code of Conduct.

Date

Cadet Signature

ALL COURSE CADETS WILL SIGN THIS FORM



FASTING AT THE COMOX CADET FLYING TRAINING CENTRE

Congratulations on being selected for a summer course or staff cadet position at the Comox Cadet Flying Training Centre (CCFTC). The purpose of this letter is to provide you and your parents with information in the event you were planning to fast for religious reasons during your stay at the CCFTC.

As you may or may not know, the routine at the Comox Cadet Flying Training Centre (CCFTC) is much more physically demanding than one would experience at most public schools. The CCFTC operates 7 days a week, for up to 12 hours a day, during the hottest period of the summer. According to medical opinion, fasting in this type of training environment could place a cadet's health at risk. To reduce that risk, a cadet fasting will not be permitted to take part in physically demanding tasks, training and activities or those conducted in the sun or in a warm environment during the fasting period. In other words, he or she will be excluded from most of the training and therefore unable to successfully complete the course or perform expected tasks. As a result he or she will be disqualified from the course or staff cadet position. If a cadet starts to fast once at the CCFTC without first having obtained permission to do so, he/she could be returned to home unit, in other words be expelled.

In most cases, the Canadian Forces' capability to accommodate a cadet wishing to fast for religious reasons at the Comox Cadet Flying Training Centre is very limited. Nonetheless, you may submit a request for accommodation by completing the bottom portion of this document and returning it to your Commanding Officer. It will be carefully reviewed. Before you do however, we would like to suggest you meet with your spiritual or religious guide in order to discuss what other options, if any, may be acceptable in lieu of fasting.

If you or your parents have any questions, don't hesitate to discuss them with your Commanding Officer.

ACCOMMODATION REQUEST

I, the undersigned, as the legal guardian of _____
(Cadet's full name and rank)

who has been selected for a summer course or staff cadet position, hereby request that the Canadian Forces examine the possibility of accommodating my child so that he or she may fast during the _____ from _____ to _____ for the
(holiday, ceremony or ritual) (start date) (end date)
total of _____ day(s). I recognize that the Canadian Forces' capability to accommodate a
(number)

cadet wishing to fast for religious reasons at the Comox Cadet Flying Training Centre (CCFTC) is very limited and accept that it may not be possible to accommodate my child. I also understand that if my child chooses to fast once at the CCFTC without first having been permitted to do so, he or she could be returned to home unit (expelled).

Legal Guardian's Name and Signature

Date

(04-2011)

ONLY COMPLETE IF REQUIRED

POWER PILOT SCHOLARSHIP (PPS) COURSE- 2015

GENERAL

1. Congratulations on being selected to attend the PPS Course at one of the selected Flying Schools. Candidates for this course must meet all established requirements laid down, including age, medical standards and Canadian Forces (CF) qualifying exam. Another important factor is motivation; candidates must show a commitment to the continuation of the flying program.
2. These Joining Instructions contain very important information and will be brought with cadets to school. It is important that parents/guardians and cadets read through them carefully to ensure that all forms/documents are completed. The PPS course will commence on the **28 June 2015 with the final Wings Presentation Parade 14 August 2015.** The PPS Graduation Parade will be held at the Boundary Bay Airport, see Annex E – Invitation to PPS Graduation Parade.

TRAVEL

3. Details for travel arrangements for all course cadets will be forwarded to Squadron Commanding Officers, who will provide cadets with the necessary instructions and/or documents. As previously noted in Notes to Parents on **page iii and on page 1 para 4** to these instructions, ***any costs related to late changes to travel arrangements, which are initiated at the parent's request, will be charged to the parents*** These directions are for all course cadets.

UNIFORMS/KIT

4. As per **page 5** the kit list shows what cadets are to bring with them. When they arrive at the flying school, cadets will be issued with other applicable items of clothing during the in-routine process, which must be returned prior to departure. **Annex F – Acknowledgment of Responsibility** must be signed by Parents/Guardians.

IN-ROUTINE / DOCUMENTATION

5. All cadets will go through an in-routine when they arrive at their perspective flying schools. Upon arrival, cadets will be required to produce the documents/forms on **page 2-3**, as well as the forms/documents listed below, and a cheque in the amount of **\$160.00** for Transport Canada Examination, licencing fees. Cadet should be expected to sign an aquittance roll for a personal flying cap, \$20.00 set of embroidered wings \$15.00 and an optional purchase of a course T-Shirt or jacket.

POST DATED CHEQUES WILL NOT BE ACCEPTED

Cheques are to made payable to the **Comox Cadet Flying Training Centre**

PPS Candidates training at Victoria Flying Club are to make cheques payable to Albert Head Cadet Training Center

6. All documents will be presented to the PPS Supervisors:
- a. original Transport Canada Category 1 or 3 Medical Certificate; **(this document cannot be changed/marked in any way) (first time PPS candidates will only have this document); OR**
 - b. Aviation Document Booklet **(previously licensed glider pilots will have this);**
 - c. original Birth Certificate;
 - d. citizenship verification **(Must be originals) (Translated into English if required);** If a cadet was not born in Canada, we **must** have their original citizenship/naturalization papers; **(Translated into English if required)**
 - e. **Valid Passport**, and/or a Canadian Citizenship Card; **(Landed Immigrant or Permanent Resident Cards are not valid)**
 - f. a valid Government Photo ID card;
 - g. 2- passport pictures **(taken within the last 12 months) ONLY** for candidates that **DO NOT** hold an Aviation Document Booklet; **failure to bring these picture (as per example at Annex J-4) may delay licencing and or possible RTU;** and
 - h. **AIM (Aeronautical Information Manual)** –This can be downloaded from the Transport Canada website at no cost:
<http://www.tc.gc.ca/eng/civilaviation/publications/tp14371-menu-3092.htm>

NOTE: Transport Canada Medical Certificate: For previously licensed Glider Pilots, the medical certificate is located in the Aviation Document Booklet (which you received in the mail). For cadets who do not have a Glider Pilot License, the medical certificate is a small document printed on grey or white paper, which was received by mail a few weeks after the appointment with a Civil Aviation Medical Examiner (CAME). **(See example of Medical Certificate at Annex J-5).**

- i. name change documents **(must be originals) see below**

7. In some cases where parents have divorced and/or remarried, or have legally changed their names, the cadet arrives at the CCFTC with a birth certificate or other documents issued in his/her parents' former name. This situation creates an unnecessary delay in obtaining flight permits from Transport Canada, and until these situations are resolved, the cadet in question cannot fly. Therefore, please ***ensure that any birth certificate, or any other document with name anomalies, are resolved before your cadet leaves home by including a certified true copy of the relevant court documents/orders with regard to any changes in name.***

8. Cadets are reminded that if Transport Canada Medical Certificates were given to the Squadron Commanding Officer for any reason, they are to request it's return, and the **original** certificate must be brought to the flying school. ***Failure to bring the ORIGINAL Medical Certificate may result in termination of training and return to unit (RTU).***

PPS CANDIDATES

9. The PPS course is 7 weeks in duration, and consists of hard work and a commitment to the flying program. All successful Power Scholarship candidates are eligible to apply for continuation flying funds through the Air Cadet League of Canada. Procedures for these applications will be briefed during the out-routine at the end of summer.

10. The three contracted flying schools for 2015 are:

- Victoria Flying Club, Victoria, BC
- Pacific Flying Club, Boundary Bay, BC
- Coastal Pacific Aviation Ltd, Abbotsford BC.

The mailing addresses and contact numbers are on **page 9 para 36-37**.

PPS CANDIDATES

ONLY PPS CANDIDATES WITH MEDICAL CERTIFICATES REQUIRE THESE PASSPORT PICTURES

**FAILURE TO BRING A PASSPORT PICTURE
 WITH THE APPROPRIATE STAMP ON THE BACK SIDE OF PICTURE
 MAY RESULT IN IMMEDIATE RTU AND/OR
 A DELAY IN LICENCING.**



PHOTO MUST BE TAKEN WITHIN LAST 12 MONTHS

LONDON DRUGS #61 #1-900 Gibsons Way Gibsons, BC CANADA	
Photo Taken	Date
I certify this to be a true likeness of	
Guarantor's Signature	

DO NOT SIGN

CANDIDATES WHO HAVE THE AVIATION DOCUMENT BOOKLET DO NOT HAVE TO BRING THESE PICTURES

QUALITY – One photograph of the applicant is required for each candidate

PHOTOGRAPHER - A commercial photographer must take the photograph

DATE OF PHOTOGRAPH- The photograph must have been taken within 12 months preceding application

PHOTOGRAPH DIMENSIONS- The photograph should measure 50 mm wide x 70 mm long in size. 2 inches wide x 2 ¾ inches long)

FACIAL DIMENSIONS- The height of the face should measure between 31 mm and 36 mm from chin to crown of head (natural top of head) 1 ¼ inches and 1/7/16th inches)

INCLUDED on the back of photograph- The name and address of photograph studio and date the photo was taken not the date the photo was printed. Shall be stamped or handwritten on the back of the photograph, Sufficient space must be allowed for the name of the applicant and the declaration and the signature of the verifier or guarantor. See above example.

PPS CANDIDATES

EXAMPLE OF MEDICAL CERTIFICATE

"Cat 3" or "Cat 1" must be in this box

Any Limitations /Restrictions will be listed in this block such as:
 Glasses must be worn
OR
 Corrective Lenses must be worn, glasses must be available, ect.

This document must be signed

Canada
MEDICAL CERTIFICATE
CERTIFICAT MÉDICAL

Transport Canada / Transports Canada No. 508415

Signature of Holder - Signature du titulaire

Date of Birth / Date de naissance: 1995/07/27
 Medical Exam Date / Date de l'examen médical: 2011/11/29
 Medical Category / Catégorie médicale: Cat 3

Name and Address - Nom et adresse:
 32895 HARWOOD PLACE
 ABBOTSFORD BC
 V2S 7C1

Issued - Délivré le: 2011/12/12
 Martin J. Eley
 For Minister of Transport - Pour le ministre des Transports

NOTICE

This Medical Certificate has been re-issued due to changes to the Validity Period Chart on the reverse side. These changes provide increased medical validity periods for holders of Private Pilot Licences - Aeroplane, Private Pilot Licences - Helicopter, Gyroplane Pilot Permits, and Balloon Pilot Licences in accordance with recent amendments to Canadian Aviation Regulation 404, (CAR).

If you hold one of the above permits or licences, and it was medically valid on July 15, 2000, then this new validity period applies to you unless otherwise indicated in the Limitations box.

For further information, contact your local Transport Canada Centre, call the Transport Canada Civil Aviation Communications Centre at 1-800-305-2059, or visit the Transport Canada General Aviation website at: <http://www.tc.gc.ca/civilaviation/general/menu.htm> or refer to Aeronautical Information Circular 10/00 (July 13, 2000).

AVIS

Ce certificat médical a été délivré de nouveau en raison des modifications qui ont été apportées au tableau de périodes de validité au verso. Ces modifications visent à prolonger les périodes de validité médicale des titulaires de licences de pilote privé - avion, de licences de pilote privé - hélicoptère, des permis de pilote d'autogire et des licences de pilote de ballon, conformément aux modifications apportées récemment à la sous-partie 404 du Règlement de l'aviation canadien (RAC).

Si vous êtes titulaire d'un de ces permis ou licences et que la période de validité médicale de votre document se termine le 15 juillet 2000, la nouvelle période de validité s'applique à vous à moins d'indication contraire dans la boîte des restrictions.

Pour de plus amples renseignements, communiquez avec votre Centre de Transports Canada, appelez au Centre des communications de l'Aviation civile de Transports Canada (1-800-305-2059) ou visitez le site Web de l'Aviation générale de Transports Canada à l'adresse suivante : <http://www.tc.gc.ca/aviationcivile/generale/menu.htm> ou vous référez.

If the address or name on this document is wrong, the person must notify Transport Canada to get a new certificate with the right information. Licensing is based on what is on all other documents.

PPS CANDIDATES

This form is to be completed by Parents/Guardians of

POWER CADETS (ONLY)

UNESCORTED/UNSUPERVISED CONSENT FORM

Consent:

Authority **IS** granted for _____
Cadet name (please print)

To proceed away from the flying school within a defined area unescorted/unsupervised.

Authority **IS NOT** granted for _____
Cadet name (please print)

To proceed away from the flying school within a defined area unescorted/unsupervised.

Parent/Guardian name (**please print**)

Parent Guardian signature

Parent/Guardian name (**please print**)

Parent/Guardian signature

PPS CANDIDATES (ONLY IF REQUIRED)

GLIDER PILOT SCHOLARSHIP (GPS) COURSE - 2015

GENERAL

1. Congratulations on being selected to attend the GPS Course. There will be forty-five (45) Air Cadets taking part in this course at the CCFTC this summer. This course is to qualify selected Air Cadets for a Transport Canada (TC) Glider Pilot Licence. Candidates must meet all of the established requirements, including age, height/weight, medical standards, and Canadian Forces (CF) qualifying exam. A primary aspect of this course is motivation; cadets must show a commitment to continued participation in the flying program.

2. These Joining Instructions contain very important information and will be brought with cadets to The CCFTC. It is important that parents/guardians and cadets read through them carefully to ensure that all forms/documents are completed. The GPS course will commence on **28 June 2015, with the final Wings Presentation on 7 August 2015.** See Annex D, Invitation for the Graduation Parade.

TRAVEL

3. Details for travel arrangements for all course cadets will be forwarded to Squadron Commanding Officers, who will provide cadets with the necessary instructions and/or documents. As previously noted in Notes to Parents on **page iii and on page 1 para 4 & 5** to these instructions, ***any costs related to late changes to travel arrangements, which are initiated at the parent's request, will be charged to the parents*** These directions are for all course cadets.

UNIFORMS/KIT

4. As per **page 5** the kit list shows what all cadets are to bring with them to the CCFTC. When they arrive at the CCFTC, cadets will be issued with other applicable items of clothing during the in-routine process, which must be returned prior to departure. **Annex F-** Acknowledgement of Responsibility must be signed by Parents/Guardians.

IN-ROUTINE / DOCUMENTATION

5. All cadets will go through an in-routine when they arrive at the RGS. Upon arrival they will be required to produce the documents/forms on **page 2-3**, as well as the forms/documents listed below and a cheque in the amount of **\$160.00** to cover the Transport Canada Examination and Transport Canada Licence Application fees. Cadets will be expected to sign an aquittance roll for a personal flying cap (\$20.00), a set of embroidered GPS wings (\$15.00), and an optional purchase of a course T-Shirt.

POST DATED CHEQUES WILL NOT BE ACCEPTED

ALL CHEQUES ARE TO BE MADE OUT TO: Comox Cadet Flying Training Centre

GPS CANDIDATES

6. To be produced on in clearance: The following documents **MUST** be **ORIGINALS**:
- a. original Transport Canada Category 1 or 3 Medical Certificate; **(this document cannot be changed/marked in any way)**; the medical certificate is a small document printed on grey or white paper, which was received by mail a few weeks after the appointment with a Civil Aviation Medical Examiner (CAME). **(See example of Medical Certificate at Annex K-4).**

NOTE: Cadets are reminded that if Medial Certificates were given to the Squadron Commanding Officer for any reason, they are to request it's return, and the **original** certificate must be brought to the school. ***Failure to bring the ORIGINAL Medical Certificate may result in termination of training and return to unit (RTU).***

- b. original birth certificate;
- c. **Valid** Passport, and/or a Canadian Citizenship Card; **(Landed Immigrant or Permanent Resident Cards are not valid)**;
- d. valid Government Photo ID card
- e. citizenship verification; **(must be originals) (Translated into English if required** if a cadet was not born in Canada, we **must** have their original citizenship/naturalization papers **(Translated into English if required) or Canadian Citizenship Card;**
- f. 2- passport pictures **(taken within the last 12 months)** failure to bring these picture **(as per example at Annex K-3) may delay licencing and or possible RTU;**
- g. name change documents **(must be originals)**; see **below**; and
- h. during the out-routine all original documents will be returned to the cadets.

7. In some cases where parents have divorced and/or remarried, or have legally changed their names, the cadet arrives at the CCFTC with a birth certificate or other documents issued in his/her parents' former name. This situation creates an unnecessary delay in obtaining flight permits from Transport Canada. Until these situations are resolved, the cadet in question cannot fly. So, please, ***ensure that any birth certificate, or other document with name anomalies, are resolved before your cadet leaves home by including certified true copy of the relevant court documents/orders with regard to any changes in name.***

8. Candidates can expect to fly approximately 50 flights in order to complete the course (30 Dual/20 solo). All GPS Candidates must bring with them a ***basic calculator only. (Calculators with the ability to store programs, graphing calculators) will NOT be acceptable.***

9. The GPS course is 6 weeks in duration, and consists of hard work and determination. All successful Gliding Scholarship candidates are eligible to apply for continuation flying funds through the Air Cadet League of Canada. Procedures for these applications will be briefed during the out-routine at the end of summer.

GPS CANDIDATES

GLIDER CANDIDATES MUST HAVE THESE PASSPORT PICTURES

**FAILURE TO BRING A PASSPORT PICTURE
 WITH THE APPROPRIATE STAMP ON THE BACK SIDE OF PICTURE
 MAY RESULT IN IMMEDIATE RTU AND/OR A DELAY IN LICENCING.**



PHOTO MUST HAVE BEEN TAKEN WITHIN LAST 12 MONTHS

LONDON DRUGS #61 #1-900 Gibsons Way Gibsons, BC CANADA	
Photo Taken	Date
I certify this to be a true likeness of	
Guarantor's Signature	

DO NOT SIGN

QUALITY – One photograph of the applicant is required for each candidate

PHOTOGRAPHER - A commercial photographer must take the photograph

DATE OF PHOTOGRAPH- The photograph must have been taken within 12 months preceding application

PHOTOGRAPH DIMENSIONS- The photograph should measure 50 mm wide x 70 mm long in size. 2 inches wide x 2 ¾ inches long)

FACIAL DIMENSIONS- The height of the face should measure between 31 mm and 36 mm from chin to crown of head (natural top of head) 1 ¼ inches and 1/7/16th inches)

INCLUDED on the back of photograph- The name and address of photograph studio and date the photo was taken not the date the photo was printed. Shall be stamped or handwritten on the back of the photograph, Sufficient space must be allowed for the name of the applicant and the declaration and the signature of the verifier or guarantor. See above example.


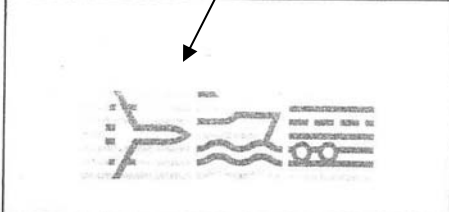
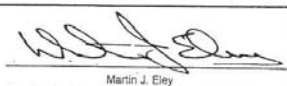
GPS CANDIDATES

EXAMPLE OF MEDICAL CERTIFICATE

"Cat 3" or "Cat 1" must be in this box

Any Limitations /Restrictions will be listed in this block such as:
 Glasses must be worn
OR
 Corrective Lenses must be worn, glasses must be available, ect.

This document must be signed

	Transport Canada / Transports Canada	No. / N° 508415	This certificate is part of a Personnel Permit or Licence issued under the Canadian Aviation Regulations. It constitutes medical validation and must be carried with the Permit or Licence it validates.
<h3 style="margin: 0;">Canada</h3> <h4 style="margin: 0;">MEDICAL CERTIFICATE CERTIFICAT MÉDICAL</h4>			The period of validity of the medical examination is calculated from the first day of the month following the date of the medical declaration or medical examination. For validity periods, refer to the chart on the reverse.
Signature of Holder - Signature du titulaire			La période de validité des examens médicaux est calculée à partir du premier jour du mois suivant la date de la déclaration médicale ou de l'examen médical. Le tableau des périodes de validité se trouve au verso.
Date of Birth / Date de naissance 1995/07/27	Medical Exam Date / Date de l'examen médical 2011/11/29	Medical Category / Catégorie médicale CAT 3	Limitations - Restrictions 
Name and Address - Nom et adresse 32895 HARWOOD PLACE ABBOTSFORD BC V2S 7C1			
26-0026 (0503-04)			Issued - Délivré le 2011/12/12  Martin J. Eley For Minister of Transport - Pour le ministre des Transports

NOTICE

This Medical Certificate has been re-issued due to changes to the Validity Period Chart on the reverse side. These changes provide increased medical validity periods for holders of Private Pilot Licences - Aeroplane, Private Pilot Licences - Helicopter, Gyroplane Pilot Permits, and Balloon Pilot Licences in accordance with recent amendments to Canadian Aviation Regulation 404, (CAR).

If you hold one of the above permits or licences, and it was medically valid on July 15, 2000, then this new validity period applies to you unless otherwise indicated in the Limitations box.

For further information, contact your local Transport Canada Centre, call the Transport Canada Civil Aviation Communications Centre at 1-800-305-2059, or visit the Transport Canada General Aviation website at: <http://www.tc.gc.ca/civilaviation/general/menu.htm> or refer to Aeronautical Information Circular 10/00 (July 13, 2000).

AVIS

Ce certificat médical a été délivré de nouveau en raison des modifications qui ont été apportées au tableau de périodes de validité au verso. Ces modifications visent à prolonger les périodes de validité médicale des titulaires de licences de pilote privé - avion, de licences de pilote privé - hélicoptère, des permis de pilote d'autogire et des licences de pilote de ballon, conformément aux modifications apportées récemment à la sous-partie 404 du Règlement de l'aviation canadien (RAC).

Si vous êtes titulaire d'un de ces permis ou licences et que la période de validité médicale de votre document se termine le 15 juillet 2000, la nouvelle période de validité s'applique à vous à moins d'indication contraire dans la boîte des restrictions.

Pour de plus amples renseignements, communiquez avec votre Centre de Transports Canada, appelez au Centre des communications de l'Aviation civile de Transports Canada (1-800-305-2059) ou visitez le site Web de l'Aviation générale de Transports Canada à l'adresse suivante : <http://www.tc.gc.ca/aviationcivile/generale/menu.htm> ou vous référez.

If the address or name on this document is wrong, the person must notify Transport Canada to get a new certificate with the right information. Licensing is based on what is on all other documents.

ADVANCED AVIATION COURSES (AAC) 01 & 02 - 2015

GENERAL

1. Congratulations on being selected to attend the Advanced Aviation Course 01 or Advanced Aviation Course 02 at the Comox Cadet Flying Training Centre (CCFTC). The aim of this course is to further develop in cadets the fundamentals of aviation and inspire them to pursue specialist training in this subject.
2. These Joining Instructions contain very important information and will be brought with cadets to the school. It is important that parents/guardians and cadets read through them carefully to ensure that all forms/documents are completed. **AAC 01/15 course will commence on 28 June 2015**, with the final graduation on **17 July 2015 AAC 02/15 will commence 19 July 2015 with final graduation parade on 7 August 2015**. See Annex C & D for more information.

TRAVEL

3. Details for travel arrangements for all course cadets will be forwarded to Squadron Commanding Officers, who will provide cadets with the necessary instructions and/or documents. As previously noted in Notes to Parents on **page iii and on page 1 para 4** to these instructions, ***any costs related to late changes to travel arrangements, which are initiated at the parent's request, will be charged to the parents*** These directions are for all course cadets.

UNIFORM/KIT

4. As per **page 5**, the kit list shows what all cadets must bring with them. When they arrive at the CCFTC, they will be issued with other applicable items of clothing, which must be returned prior to departure. **Annex F- Acknowledgement of Responsibility** must be signed by Parents/Guardians.

IN-ROUTINE/DOCUMENTATION

5. Both Advanced Aviation Courses will go through an in-routine when they arrive in Comox. All forms and documents listed on **pages 2-3** will be brought with cadets. During the out-routine all original documents will be returned to cadets. The Advanced Aviation Course Cadets will be expected to sign an aquittance roll for the purchase of a personal course cap, \$20.00, and an option to purchase a course T-Shirt. See page 7 of these instructions for further information on the banking at the CCFTC.
6. The mailing address and contact numbers for the CCFTC can be located on **page 9 para 36 (1) & 38**.
7. There will be 2 Advanced Aviation Courses, and each course is 3 weeks in duration. They consist of hard work, determination and a commitment to the flying program. The courses are designed to prepare the cadet for future Glider Pilot or Power Pilot Scholarship training.

AAC 01 & 02 CANDIDATES

STAFF CADETS

GENERAL

1. Congratulations on being selected as a Staff Cadet at the CCFTC. Our courses are built around leadership, discipline, academic and physical endeavour. Much will be expected of the Staff Cadets during their stay at the CCFTC, they will find the courses challenging but they can also be extremely rewarding.
2. These Joining Instructions contain very important information and will be brought with Staff Cadets to the CCFTC. It is important that parents/guardians and cadets read through them carefully to ensure that all forms/documents are completed.

TRAVEL

3. Every Staff Cadet should have already received a summer employment contract, with employment dates as well as the travel arrangements. If you have not received these documents you are to contact the Regional Cadet Support Unit, (RCSU) in Victoria, Staffing Officer, at **250-363-0979**. As previously noted in Notes to Parents on **page iii and on page 2 para 7** to these instructions, ***any costs related to late changes to travel arrangements, which are initiated at the parent's request, will be charged to the parents***
4. Staff Cadets are not authorized to bring private motor vehicles of any type to the school. Parents/Guardians may transport cadets to and from the school only if prior arrangements have been made with the RCSU Movements Staff through the squadron Commanding Officer. If Staff Cadets are going to be picked up after the summer, **Annex B-1 - Request for Parental/Guardian Pick Up/Drop Off of Cadets** must be completed, or it can be requested from Movements Officer at the CCFTC **250-339-8013**. For reasons given on **page 1 para 5** to these instructions, the Movements Officer in Victoria must also be notified.

UNIFORMS/KIT

5. As per **page 5**, the kit list shows what all cadets must bring with them. When they arrive at the CCFTC, they will be issued other applicable items of clothing, which must be returned prior to departure. **Annex G- Acknowledgment of Responsibility** must be signed by Parents/Guardians.

IN-ROUTINE/DOCUMENTATION

6. All Staff Cadets will go through an in-routine when they arrive at the CCFTC. Upon arrival they will be asked to produce the documents on **page 2-3**, (and if aircrew qualified) the documents/forms listed below. All original documents will be returned to cadets during the out-routine:
 - a. Aviation Document Booklet (previous glider pilots will have this) or;
 - b. Original Category 1 or 3 Transport Canada Medical Certificate;
 - c. log book.
7. All Staff Cadets will be required to purchase a CCFTC ball cap upon arrival at the CCFTC for the price of \$20.00 to be paid for in cash.

8. In addition to assisting the Course Cadets to earn their qualifications and successfully graduate from their training, it is our collective focus to assist in producing healthy, physically and mentally fit citizens and future leaders. As Senior Cadets and Staff Members, it is your mandate to ensure that all of the aims of the CCFTC are met.

This form is to be completed by Parents/Guardians of

STAFF CADETS (ONLY)

UNESCORTED/UNSUPERVISED CONSENT FORM

Consent:

Authority **is** granted for _____
Cadet Name (please print)

To proceed away from the CCFTC within a defined area unescorted/unsupervised.

Authority **is not** granted for _____
Cadet Name (please print)

To proceed away from the CCFTC within a defined area unescorted/unsupervised.

Parent/Guardian name (**please print**)

Parent Guardian signature

Parent/Guardian name (**please print**)

Parent/Guardian signature

STAFF CADETS (ONLY) IF REQUIRED

STAFF CADET CODE OF CONDUCT

Rank	Last Name	First Name	
Position	Home Unit	Year	2015

1. I have agreed to serve as a staff cadet at Comox Cadet Flying Training Centre. I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:

- a. I will familiarize myself with and abide by all Comox Cadet Flying Training Centre (CCFTC) rules and regulation and Canadian Cadet Organization (CCO) orders;
- b. I will intervene on seeing an infraction, and when necessary, will report infractions to my superiors;
- c. I will strive to set a good example of dress, deportment and conduct;
- d. I will show respect to my subordinates, peers and superiors;
- e. I will strive to be honest in my actions and communications with others;
- f. I will use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- g. I will take care of and be responsible for all clothing, material and equipment that is loaned to me and I will intervene or report others who are not doing the same;
- h. I will respect the environment and my surroundings;
- i. I will keep myself, my belongings and my bed space clean and tidy;
- j. I will not steal and I will respect the personal property and privacy of others;
- k. I will act responsibly to ensure the safety and well-being of others;
- l. I will not abuse my authority;
- m. I will request the presence of an officer when a circumstance is beyond my authority or ability;
- n. I will not harass any member of the CCFTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writings, as well as electronic communications (i.e. e-mail, text message, or on social media, ect.);
- o. I will 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 or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;
- p. I will 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. I will not touch other cadets without their permission except when absolutely necessary in an emergency situation;
- r. I will not get involved in fighting, shouting, or bullying;
- s. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or the CCFTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
- t. I will not disclose any personal or protected information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. e-mail, text message, or social media etc.);
- u. I will not purchase, possess or consume alcohol at any time (at or off the CCFTC);
- v. I will not use or possess illegal drugs, including non-prescription drugs that would alter my behaviour (at or off the CCFTC);
- w. I will not use, purchase, have in my possession or sell tobacco products (at or off the CCFTC);
- x. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
- y. I will not engage in intimate relationships with course cadets, other staff cadets, civilian instructors, non-commissioned members, officers or other staff members;
- z. I will not use profanity;
- aa. I will not have knives, guns or weapons in my possession other than when authorized for sanctioned training activities; and
- bb. I will not have pornographic materials in my possession and I will not use DND computers to access or distribute pornographic or sexually explicit materials.

2. I acknowledge that the expectations detailed above are in effect both while I am at the CCFTC and when I am away from the CCFTC for the duration of my period of service as a staff cadet.

3. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a return to unit (RTU).

4. I am aware that I may speak with an officer 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.

Date

Staff Cadet Signature

STAFF CADETS ARE ASKED TO SIGN AND BRING THIS FORM WITH THEM

SAMPLE CADET SUMMER CAMP LEAVE PASS

CCFTC COURSE CADET 2015- LEAVE REQUEST/AUTHORIZATION FORM

SURNAME (PRINT)		INIT	
COURSE / FLT:		ADDRESS WHILE ON LEAVE: (PRINT)	
DATE REQUESTED	TIME REQUESTED		TELEPHONE :
	FROM	TO	
		ESCORT NAME & RELATIONSHIP: (PRINT)	
		TELEPHONE:	
		REQUESTED BY :	CADET SIGNATURE
			DATE
RECOMMENDED BY-Flight Commander			APPROVED BY
SIGNATURE:		RANK	SIGNATURE
SIGNATURE:		RANK	SIGNATURE
REMARKS/ RGS STAMP	RGS CLK INIT	DISTRIBUTION LIST: (CHECK OFF)	
PARENTAL CONSENT FORM ANNEX A- CHECKED ()		ORIGINAL : CADET ()	
		COPY : DUTY OFFICER BOOK ()	
		COPY: CRSE COMD/FLT COMD ()	
		COPY: CDT FILE ()	
	DATE	RETURN TIME FOR ALL CADETS 2000HRS / 8PM	

SAMPLE ONLY
NOT TO BE COMPLETED