



2016 STAFF JOINING INSTRUCTIONS ATLANTIC REGION CADET TRAINING CENTRES



ARGONAUT CADET TRAINING CENTRE



GREENWOOD CADET TRAINING CENTRE



HMCS ACADIA CADET TRAINING CENTRE



DEBERT CADET FLYING TRAINING CENTRE

CTC Staff Joining Instructions

CTC INFORMATION – WEBSITE

1. Friends and family can find out more about what is going on at each CTC throughout the summer by visiting the CTC websites / facebook page / flickr site. The sites include daily updates of pictures, stories, and important events allowing visitors to the site to experience camp life as training is being conducted. The addresses for each CTCs website, facebook page and flickr site are as follows:

a. **Argonaut CTC:**

- (1) Website: <http://www.cadets.gc.ca/en/summer-opportunities/training-centres-argonaut.page>
- (2) Facebook: <http://www.facebook.com/ArgonautCdts>
- (3) Twitter: <http://twitter.com/ArgonautCdts>
- (4) Flickr https://www.flickr.com/photos/atl_cadets/collections/72157626974483842/

b. **Greenwood CTC:**

- (1) Website: www.cadets.gc.ca/en/summer-opportunities/training-centres-greenwood.page
- (2) Facebook: <http://www.facebook.com/GreenwoodCdts>
- (3) Twitter: <http://twitter.com/GreenwoodCdts>
- (4) Flickr: https://www.flickr.com/photos/atl_cadets/collections/72157626974484892/

c. **HMCS Acadia CTC:**

- (1) Website: www.cadets.gc.ca/en/summer-opportunities/training-centres-hmcs-acadia.page
- (2) Facebook: <http://www.facebook.com/AcadiaCdts>
- (3) Twitter: <http://twitter.com/AcadiaCdts>
- (4) Flickr: https://www.flickr.com/photos/atl_cadets/collections/72157629495454504/

d. **Debert CFTC:**

- (1) Website: www.cadets.gc.ca/en/summer-opportunities/training-centres-atlantic-gliding.page
- (2) Facebook: <http://www.facebook.com/FlyAtlCadets>
- (3) Twitter: <http://twitter.com/FlyAtlCadets>
- (4) Flickr: https://www.flickr.com/photos/atl_cadets/collections/72157626974480780/

CONTACT INFORMATION

5. When visiting the CTC you could be required to show identification and as such all personnel must be able to present the following identification if requested:

- a. Military personnel - Valid NDI 20 or NDI 10 identification card;
- b. Cadets and Staff Cadets – Not required when travelling with a person who is of the age of majority; and
- c. Civilian Visitors – Valid photo identification such as a driver's licence or passport.

6. Detailed below is the contact information for each Atlantic Region CTC:

a. **Argonaut Cadet Training Centre**

- (1) Location: 310 Nashwaak Ave., 5 CDSG Gagetown, Oromocto, NB;
- (2) Duty Office (24 hours/day): 1-888-630-2555 or (506)422-2000, extension 1281;
- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

CTC Staff Joining Instructions

Rank-Initials-Surname
Course Cadet (or Staff) Argonaut CTC
PO Box 17000 Stn Forces
Oromocto, NB E2V 4J5; and

- (4) Email Access: Argonaut CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

b. Greenwood Cadet Training Centre

- (1) Location: 14 Wing Greenwood, Greenwood (next to Kingston, NS);
- (2) Duty Office (24 hours/day): (902) 765-1494 extension 5750 or 5267;
- (3) Mailing Address – please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname
Course Cadet (or Staff) Greenwood CTC
PO Box 1300
Greenwood, NS B0P 1N0; and

- (4) Email Access: Greenwood CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

c. HMCS ACADIA Cadet Training Centre

- (1) Location: 268 Marine Drive, Cornwallis, NS, B0S 1H0;
- (2) Duty Office (24 hours/day): (902) 638-2217;
- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname
Course Cadet (or Staff) HMCS ACADIA CTC
PO Box 63
Clementsport, NS B0S 1E0; and

- (4) Email Access: HMCS ACADIA CTC cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

d. Debert Cadet Flying Training Centre

- (1) Location: Location: , NS with flight training conducted at Debert Airport;
- (2) Duty Office (24 hours/day): (902)
- (3) Mailing Address - please ensure a return address is included on all mail in the event the staff member or cadet has already returned home:

Rank-Initials-Surname
Course Cadet (or Staff) Debert Cadet Flying Training Centre

CTC Staff Joining Instructions

475 McElmon Rd Unit #2
PO Box 89
Debert, NS B0M 1G0; and

- (4) Email Access: The Debert Cadet Flying Training Centre cannot provide access to email because of infrastructure limitations and will not be responsible for any charges incurred by the use of personal communication devices.

7. Staffing related questions can be directed to:

Captain A. Keigan
Deputy Administration Officer
1 - 877- 494 - 8164 Option 9 Extension 720-2355
E-mail address: annemarie.keigan@forces.gc.ca

TRAVEL INSTRUCTIONS

8. Transportation instructions for Atlantic Region cadets and staff proceeding to and from CTCs can be found at Annex A.

TRANSPORTATION – REGULAR / PRIMARY RESERVE PERSONNEL

9. Transportation to a CTC will be in accordance with issued TD instructions.
10. The parent unit is responsible to advise RCSU(A) Movements Section and the applicable CTC on arrival of personnel, transportation arrangements, and any additional requirements.

DOCUMENTATION

11. The following documentation is to be brought to the Training Centre:
 - a. Regular Force Personnel:
 - (1) DND 99 Travel Order and Claim;
 - (2) DND 404 for personnel whose duties include driving; and
 - (3) DND 416 for qualified MSE Operator personnel.
 - b. Primary Reserve Personnel:
 - (1) as listed in 10a (1), (2) and (3) above; and
 - (2) CF 899 (5/76) Reserve Force Route Letter and Attendance Report.
 - c. All other Reserve Personnel (CIC/COATS) and Civilian Instructors (CIs):
 - (1) provincial drivers licence; and
 - (2) DND 404 (if qualified).
 - d. Debert Cadet Flying Training Centre (DCFTC) Personnel: The employment offer for aircrew staff is contingent on applicants holding a valid Transport Canada Pilot License and Medical Certificate appropriate to their employment. All aircrew personnel shall bring these documents and up-to-date Pilot Log Book to (DCFTC).

CTC Staff Joining Instructions

DRESS AND APPEARANCE

12. Dress and appearance standards for CF personnel will be in accordance with CFP-265 CF Dress Regulations. The standards for staff cadets, including hair styles, will be in accordance with each element's Cadet Dress Regulations and instructions issued by each CTC Commanding Officer.

13. All CF Members will wear the appropriate Branch Badge and Insignia applicable to their Military Occupation Specification (MOS). All orders of dress DEU 1A, 2 and 3 uniforms may be required and shall be brought to the CTC. Standard personal kit items for service dress and combat uniform should be in accordance with CFP-265 and CTC Standing Orders. Uniforms, including combat clothing, should be drawn from your support base prior to arrival at your place of employment. Note: For +DCFTC personnel only, if you cannot get uniform items from your support base, advise Supply at (902) 765-1494 ext 5556 of your requirements.

14. When accompanying cadets, CF personnel shall travel to and from the CTC in uniform. Otherwise, travel in appropriate civilian attire is authorized.

15. CIs will wear appropriate civilian attire while travelling to and from and while employed at a CTC in accordance with the guidelines established in paragraph 18 to this document and CATO 23-05.

16. CIs will be required to wear distinctive work apparel e.g. khaki/ dark coloured pants and light coloured polo or dress shirt and a name tag.

17. All staff should be in possession of clothing suitable for social occasions and non-duty periods in accordance with each CTCs Mess dress standards. These standards are detailed in paragraphs 18 and 19 to this document.

18. The adult staff dress guidelines are as follows:

Dress	Gentlemen	Ladies	Occasion
Formal	DEU 2, 2A, 2B, or 2D (Mess Dress). Civilian personnel tuxedo with miniature ribbons (as applicable) and black tie or business suit.	DEU 2, 2A, 2B, or, 2D (Mess Dress). Civilian personnel formal eveningwear or appropriate dress.	As ordered
Smart Casual	Casual or dress slacks with collared shirt and appropriate shoes.	Appropriate dress, skirt, or slacks with a collared shirt, blouse, or sweater and appropriate shoes.	As ordered Note: Senior officers are encouraged to be prepared for a slightly higher standard of dress for special occasions (e.g. a blazers or sports jacket with a tie).
Relaxed Casual	Casual slacks or jeans (in good repair) with a collared shirt and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Casual skirt, slacks, or, jeans (in good repair) with a collared shirt or blouse and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Normal order of dress Note: Items such as outerwear (e.g. coats), t-shirts, sweat shirts, running shorts, rugby and tear-away pants, tank tops, sleeveless shirts, halter tops, jean shorts, "short" shorts, work boots, hiking boots or any shirt or blouse which does not cover the mid riff are not appropriate.
Dress of Day	As Ordered		Appropriate attire until 2030h daily for non-duty personnel.

CTC Staff Joining Instructions

19. The Staff Cadet Dress Guidelines are as follows:

Dress	Gentlemen	Ladies	Occasion
Smart Casual	Casual or dress slacks with collared shirt and appropriate shoes.	Appropriate dress, skirt, or slacks with a collared shirt, blouse, or sweater and appropriate shoes.	As ordered
Relaxed Casual	Casual slacks or jeans (in good repair) with a collared shirt, t-shirt, or sweater and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Casual skirt, slacks, or, jeans (in good repair) with a collared shirt blouse, t-shirt or sweater and appropriate shoes. Walking shorts and deck shoes or sandals with or without socks are acceptable.	Normal order of dress unless otherwise ordered. Note: Items such as t-shirts or sweaters with offensive or objectionable logos, PT gear (unless dress of the day), tank tops, halter tops, sports attire, tear-away pants, jean shorts, "short" shorts, or any shirt or blouse which does not cover the mid riff are not appropriate.
Dress of Day	As ordered		Appropriate attire until 2030h daily for non-duty personnel.

20. A barber is available in the local community to staff members who require a haircut however; staff must arrive at CTCs with regulation haircuts.

ADMINISTRATION AND PAY

21. On arrival at a CTC, you will be required to sign in and complete an in routine as directed by the Administration Section. All staff will be required to sign out at the end of their employment at the CTC. Failure to sign out could result in your pay being inappropriately administered and could result in an over or under payment. In the event that you do not sign out and you are over paid, you will be required to re-pay the funds that were inappropriately deposited into your account

22. You will be paid on the 15th and the last day of the month by direct deposit. If you arrive between pay periods, you will not be paid until the next pay period, approximately 18 days from the start of employment. You should expect this delay and plan accordingly.

TD1 TAX FORMS

23. Staff members who require an exemption from deductions for income tax purposes shall submit a TD1 Tax Exemption Return. This form is available at the CTC Finance Office. If you previously submitted one to RCSU(A) you are advised to submit another one to the Finance Officer to ensure the correct tax deduction.

24. A Record of Employment will be issued by the RCSU(A) pay office for all staff paid by RCSU(A) at the request of the member.

DISCIPLINE

25. There is no distinction between Staff Cadets and Course Cadets for the purposes of supervision and privileges. **There is a distinction between Staff Cadets and Course Cadets in terms of personal relationships due to the nature of the leader / trainee relationship.**

26. By accepting employment at an Atlantic Region CTC, all staff:

- a. accept the limitations and requirements placed on them by CF Regulations and Orders, CTC Standing Orders, and the lawful orders and directions of supervisors;

CTC Staff Joining Instructions

- b. are aware of special responsibilities in supervising cadets;
- c. serve as an example to cadets with respect to:
 - (1) attention to duty;
 - (2) appearance on and off duty;
 - (3) conduct on and off duty;
 - (4) loyalty to superiors and subordinates; and
- d. **understand that harassment in any form (personal, sexual, abuse of power, etc.) is unacceptable and will not be tolerated at the CTC. There is a zero tolerance of any form of harassment.**

27. All staff members are to review the contents of CATO 25-05 Personal Relationships, as these guidelines shall be enforced by the CTC chain of command.

28. Upon arrival at a CTC, Staff will be briefed on their expected personal performance and will be required to sign a *Code of Conduct* statement. This statement is a written confirmation of what is expected of a staff member's personal conduct during the employment period.

29. Staff personnel may be returned home if they:

- a. cannot adapt to CTC life;
- b. are declared physically or medically unfit; or
- c. become a discipline problem.

(Parents will be notified in advance if a Staff Cadet is to return home early).

30. CF members are subject to the Code of Service Discipline and will be governed accordingly. CIs are subject to termination of employment if they fail to obey orders and support the decisions and policies of their superiors.

SMOKING, ALCOHOL, AND DRUGS

31. The following rules in regard to the use of tobacco products, alcohol, and drugs by staff shall be applied at the CTCs:

- a. in accordance with provincial laws, personnel under the age of 19 years will not be permitted to purchase or be supplied with tobacco products. Staff Cadets are prohibited from smoking while employed at the CTC;
- b. all staff members under the age of 19 years are prohibited from purchasing, possessing, or consuming alcoholic beverages. CTC staff will be briefed on the regulations in regard to the consumption of alcoholic beverages; and
- c. illicit drugs are forbidden as defined in the Narcotics Control Act, in Parts 3 and 4 of the Food and Drug Act, and including any other substance known to competent medical authorities as a drug which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

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HEALTHY LIFESTYLE

32. In an effort to support and encourage our cadets to adopt healthy lifestyles, several initiatives will be continued at Atlantic Region CTCs in 2016:

- a. canteens will offer healthy snacks such as fruit, juices, and healthier alternatives (baked potato chips and granola bars) in lieu of the traditional candy, pop, chips and chocolate bars;
- b. fast food deliveries to CTCs will no longer be permitted except for approved events such as organized pizza parties. This will apply to all personnel; and
- c. course and staff cadets will not be permitted to bring "junk food" back into CTCs when they leave for activities, tours, or shopping trips.

33. Staff shall be expected to set the example for the cadets in the encouragement of healthy lifestyles by not having junk food in their offices (e.g. bowls of candy on desks) or in areas frequented by course and staff cadets.

MEDICAL AND DENTAL

34. All staff shall ensure that they are physically capable of undertaking their job requirements. If your medical condition has deteriorated since submitting your staff application, you are required to contact Deputy Administration Officer Capt Keigan, by email at annemarie.keigan@forces.gc.ca

35. All staff are entitled to emergency medical and dental treatment.

36. Staff undertaking prescribed medication under direction of a physician must advise the medical staff upon their arrival at the CTC and must arrive at the CTC with sufficient prescribed medication for the duration of employment. Non-prescription medication is not to be brought by Staff Cadets to the CTC, the CTC medical staff if required will provide it.

37. Sick parade will be held daily. Medical treatment is available at any time. Staff members must have their Provincial Medicare Certificate number with them when arriving at the CTC.

38. Staff members who wear eyeglasses are requested to bring an extra pair with them. Members must also bring a copy of their eyeglass prescription to the CTC as replacement glasses may be provided in emergency cases. For participation in active sports, staff must wear a strap on their eyeglasses.

39. Parents/guardians and LHQ staff need to be particularly vigilant in order to identify any potential influenza like illness (ILI) symptoms. Any staff or cadet exhibiting such symptoms within 7 days prior to travel to the CTC cannot be allowed to proceed on summer employment or training without first receiving appropriate medical clearance. Depending on the circumstances opportunities may exist to commence employment or rejoin training, once the individual is fully recovered, at a later date. Unit COs will be responsible for ensure that parents/guardians, cadets and staff are aware of the symptoms and prevention methods of spreading ILI.

40. Medical screening for all cadets and staff on in clearance at the CTC will include checking for symptoms of ILIs. Personnel showing symptoms of ILI will be isolated from the rest of the population to prevent spread and personnel who are confirmed to have ILI will be sent home if practical to do so (e.g. person is from the mainland and is able to travel. Personnel from NL and those physically unable to travel will remain at the CTC under isolation until they are able to travel or able to commence training.

LEAVE

41. Time off will be granted to staff personnel at the discretion of the CO CTC. Military personnel are entitled to two days leave for every 30 days continuous service and one day of leave for each 15 days of consecutive employment thereafter. Any annual leave must be taken during the period of employment. Staff cadets are not entitled to leave but will be granted time off in accordance with CTC policy and section duty requirements.

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STAFF CADET PASS

42. In order for staff cadets to proceed on an unsupervised pass or visit with relatives or friends in the proximity of the CTC, parental/guardian consent is required as indicated in Fortress. The CTC CO will not grant a pass without parental/guardian consent. This is not to be interpreted to mean the CTC CO must authorize a pass because of parental/guardian consent has been given. Every effort will be made to authorize a pass if it does not conflict with assigned duties.

ACCOMMODATIONS

43. All staff will be provided with accommodations for the duration of their stay at their respective CTC. Linen will be provided with a weekly exchange as well as laundry facilities.

44. Staff will normally be billeted in double rooms with shared washroom and laundry facilities.

45. Specific to Argonaut CTC:

- a. all staff cadets will reside in barrack style accommodations;
- b. adult staff will be assigned accommodations based on rank and seniority ranging from open barracks to semi-private rooms and private rooms. Except for the private rooms, these accommodations will be shared between a number of staff members (2 to 4). Some buildings may contain rooms for both adult male and female staff and pers will only be assigned quarters in CFB Gagetown if quarters are not available in Argonaut CTC. Where special circumstances require that a staff member be assigned private quarters, a special request must be made through the chain of command in advance of arrival;
- c. adult staff who are residents of the Oromocto area may be permitted to live at home at the discretion of the Commanding Officer Argonaut CTC depending on the position held and the proximity of the residence;
- d. married quarters are not available in Argonaut CTC and pairing of male and female staff in the same room will not be permitted; and
- e. bathroom / shower are provided in separate buildings, and all staff will be required to wear footwear and clothing such as a robe when walking to / from their rooms.

MESSES/FACILITIES

46. All Regular Force and Reserve personnel shall become a member of the applicable Mess. CIs are strongly encouraged to become a member of the applicable mess.

47. Members of these messes are:

- a. entitled to the rights and privileges of such membership; and
- b. subject to an assessment for mess dues.

48. Sports equipment and recreational areas are available for use during free time.

SPENDING MONEY

49. Staff Cadets are advised to bring enough spending money to last up to two weeks for incidental expenses until first pay is received.

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50. All CTCs are within range of various banking machines. All staff members are encouraged to have a bankcard with access to the account in which their pay will be deposited. Lost or stolen funds not safeguarded will be the responsibility of the staff member; therefore, all staff members should limit the amount of money carried at all times.

DUKE OF EDINBURGH'S AWARD

51. The Duke of Edinburgh's Award was founded in 1956 by His Royal Highness, The Prince Philip, Duke of Edinburgh K.G. K.T. The Award came to Canada in 1963 and currently runs in 130 countries around the world and is highly regarded by many organizations. To date almost 7 million young people have challenged themselves by participating in The Award. During the summer training period cadets will have the opportunity to register for the program if they so choose. The cadet registration fee is \$20 (cheques made payable to *The Duke of Edinburgh's Award*). Cadets who have previously enrolled in the Duke of Edinburgh's Award program at their home corps/squadron should bring their book to the CTC as many requirements of the program can be obtained during the training period. If you would like further information please visit: <http://www.dukeofed.org/about-the-award>.

RELIGIOUS SERVICES

52. Protestant and Roman Catholic services will be made available at the CTCs and attendance is on voluntary basis. Religious services for persons of other denominations may be arranged if required and available.

DAILY ROUTINE

53. A typical duty day at a CTC is as follows (note: this will vary between CTC):

0600	wake up
0700	breakfast
TBD	morning PT or morning parade (CTC dependent)
0900	morning training commences
1000	morning break
1200	lunch
1300	afternoon training commences
1500	afternoon break
1700	supper
1830	recreational activities begin
2000	free time
2230	Course Cadets lights out
2330	Staff Cadets return to quarters
2359	Staff Cadets lights out

ACCESS TO AN OFFICER

54. Staff Cadets may, at any time, have access to an officer for a private interview. An interview with the CO will be arranged upon request. Such requests are to be made via the chain of command.

PERSONAL BELONGINGS

55. All staff are to note that they are responsible for all personal belongings brought to the CTC. DND is not responsible for loss or damage to personal property brought to the CTC. Staff cadets who bring valuable items to the CTC shall ensure the items are recorded using the *Record of Valuable Items* Form found at Annex B and the form turned into the CTC staff upon arrival.

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56. It is recommended that personal computer equipment not be brought to the CTC, as this equipment will not be serviced or maintained by CTC staff. Computers and other related equipment issued to cadet corps/squadrons by DND shall **not** be brought to the CTC under any circumstances. All personal computer equipment brought to the CTC will be at the owner's risk as DND will not be responsible for loss or damage.

CELLULAR TELEPHONES AND COMMUNICATIONS DEVICES

57. Staff Cadets and staff will be authorized to bring Cellular Telephones to the CTC. As the Commanding Officer, Regional Cadet Support Unit (Atlantic), I must advise that strict controls will be imposed in the use of these devices. RCSU(A) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones and blackberries are valuable items. Each CTC will advise staff on the policy for securing and use of cellular telephones. Staff will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of an individual's right to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. While staff are permitted to bring personal communications devices with them to a CTC, they do so with the understanding that for:

a. Staff Cadets:

- (1) The communications device can only be used at designated times (typically only during evenings and weekends) and must be turned off and kept out of plain sight at all others. Cell phones are considered a phone first and having one turned on during the day as a camera, calculator, music player or watch without permission is not an acceptable excuse. Staff cadets expecting urgent messages during the day should have the message relayed through the CTC;
- (2) Communications devices must not be used at any time where individual privacy must be protected such as in washrooms or accommodations because of still photo or video recording features found in some of these devices. Furthermore, text messaging features must not be used in such a way as to harass an individual or group of individuals or undermine the efficient operation of the CTC;
- (3) Only a limited number of AC outlets are available for staff cadets to use to charge their communications devices. Charging of such devices will not be done using outlets needed to run fans, air conditioners, or other equipment intended for improving the quality of life in accommodations. Furthermore, staff cadets will be required to "supervise" their device while it is being charged;
- (4) Phones found to be turned on at times when they are not supposed to be, or are used to harass or violate the privacy of others, will be confiscated and returned to the cadet upon completion of training. Disciplinary action may be considered depending on the severity of the infraction; and
- (5) CTCs will not accept any responsibility for the security of any device or any costs incurred due to unauthorized use / loss.

b. Adult Staff:

- (1) The communications device should only be used sparingly during working hours and should be kept out of plain sight;

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- (2) Communications devices must not be used at any time where individual privacy must be protected such as in washrooms or accommodations because of still photo or video recording features found in some of these devices. Furthermore, text messaging features must not be used in such a way as to harass an individual or group of individuals or undermine the efficient operation of the CTC; and
- (3) CTCs will not accept any responsibility for the security of any device or any costs incurred due to use or loss. Specifically, there will be no reimbursement for airtime charges incurred in the conduct of a member's duty.

INSPECTION OF PROPERTY

58. Due to the large number of cadets attending the CTC, there is a need to conduct inspections of cadets and their property, particularly on their arrival. The major objective of such an inspection is to ensure that each cadet has the necessary clothing and equipment for his or her use during the entire CTC program. Prohibited items found such as knives, large stereos or other articles deemed unsuitable will be confiscated and secured. These articles will be returned prior to the cadet returning home.

REPORTING TO THE CTC – ARRIVAL TIME

59. Staff members living in the local area shall report to the CTC at 0800hrs on the start date indicated on their employment documentation. Staff members travelling PMV are expected to commence travel to the CTC at 0800 hrs unless otherwise indicated by the Movements Section. Staff members are expected to complete all duties/work schedule assignments and have their supervisor's consent prior to departing the CTC on the final day of the employment period.

PMV Travel Entitlements

60. For those members within 500KM from the employing CTC, travelling outside charter days and requesting to travel via PMV, and are authorized by the Detachment Movements Officer, reimbursement will be up to the cost of the most efficient and practical mode of transportation. These details will be provided by the respective Movements Officer and the information shall be transferred to a Cost Comparison Sheet for attachment to the claim.

61. Travel by PMV and by extension any reimbursement, for those members who live in excess of 500KM is not authorized.

