



Ref: CJCR CTC

Name: Capt Budge.M

# CTC Summer Briefing – Post Selection 2024

Time: 30 mins





# What we will be covering?

- ◆ Reminder on what CTC is
- ◆ Dates
- ◆ Summer Training package
- ◆ Movement orders
- ◆ Joining instructions
- ◆ Leave passes/special visits
- ◆ Graduation parades
- ◆ Picking Cadets up from CTC
- ◆ Living conditions
- ◆ Training and trips
- ◆ Behavior



## What is CTC?

CTC Stands for Cadet Training Centre

CTC Courses are focused on qualifying cadets certain certifications and qualifications, and are meant for cadets who have completed level 2 and above, and include travelling (unless selected for a Virtual course).

It is completely optional and do not prevent a cadet from otherwise completing the program if they don't attend. With the exception of providing ones own basic clothing items found on a kit list, they are also free like the rest of the program.



## Level 2, 3,4 and 5 Courses

Level 2s and above upon graduating their level can apply for a CTC course that provides them with a Qualification. This sets them down a path on become SMEs (Subject matter experts) in a area of their interest or strengths. These courses often are held elsewhere in the country therefore provide Travel, meals, accommodations, and in some case specialized kit and clothing. The courses are often several weeks in duration depending on the course and have stricter requirements.

These courses will require the cadet to bring and wear their C5 FTU (Green) uniform as well as sports gear. However it may require cadets to bring their C1 and C3 Blue dress uniform.



## Staff Cadets

Summer job with pay. Sgt pays roughly \$96 day, including days off.

Must be 16 years old as of the first day of the contract.

Staff Cadets may apply for a variety of positions and compete upon arrival for rank and position.

Staff Cadets are afforded more freedom in regards to time off. They are free to leave the CTC, and be moderately independent (requires a form)



# Summer Training Package

Offer of Participation

Movement Orders –Travel

How to get to and from CTC (Not applicable to CAP)

Joining Instructions

What to bring to CTC

What to expect at CTC



## Movement Orders

- Tells us how cadets are going to get to and from CTC.
- Consists of date, times, and meeting places.
- Often travel date is the day before and the day after the end of camp. (Sunday travel to summer training, Saturday come home)
- May be an additional day if Cadets are going to other regions CTC's

## How to read movement orders

- Tells us how cadets are going to get to and from CTC.
- Consists of date, times, and meeting places.
- Often travel date is the day before and the day after the end of camp. (Sunday travel to summer training, Saturday come home)
- May be an additional day if Cadets are going to other regions CTC's

## Itinerary Summary

The cadet is expected: EDMONTON JEFFERSON ARMOURY  
**Sun, Jul 10 2016 07:30**  
Jefferson Armouries, 11630-109 St, Edmonton,AB

Destination: Cold Lake Cadet Training Centre

## Notice to Cadet and Parents

The information provided below details every step of the intake itinerary from the cadet's meeting point to the training centre. The **Itinerary Summary** highlights where and when the cadet is expected for departure.

Even though several cadets are going to the same destination, means of transportation and schedules may vary. Therefore, the current document is personalized specifically for the mentioned cadet.

If you have any questions before departure, do not hesitate to contact your corps/squadron personnel.

## Itinerary Details

Itinerary **CORO-RED-PONO-YEG-JEFF-CLCTC 10J**

From	To	Means of Transportation	Remarks
<b>EDMONTON JEFFERSON ARMOURY</b> Sun 10 Jul 2016 08:30 Jefferson Armouries, 11630-109 St, Edmonton,AB	<b>Cold Lake CTC</b> Sun 10 Jul 2016 11:46 Art Smith Aviation Academy, Bldg 54 Tamarac Crescent; Cold Lake, AB	Bus - Charter  <b># 1167</b>	Meal provided in transit. // Cadet(s) required overnight.







## Special Travel and Visits

- Parents and families may visit cadets at some travel Courses.
  - Visitor must be identified on Fortress or staff will not allow the visit. A letter from the parent on Fortress authorizing the visitor will be accepted
  - Leave will only be granted when training allows.
  - Keep in mind, time off is critical for the cadets to create new social circles, make new friends, network, and make lasting memories and bonds. When you take them on leave, you take them away from that.
- Parents may pick up cadets from CTC at the end of the course.
  - Parents must complete the parental pick-up (PPU) form in advance.
  - PPU form must be signed by the same person who is the official person listed on Fortress
  - Forms available on website and in JI's



## Travel Notes

Take note of baggage restrictions.

Respect the increased security regulations.

all cadets traveling on any Movement order shall be in possession of one piece of government issued photo id (<http://www.servicealberta.gov.ab.ca/1048.cfm>)

Cadets are to travel in uniform (shirt, tie, tunic).

## Common meeting areas

- Jefferson Armory at 11630 109 Street, Edmonton AB T6J 3E6, Canada
- YEG – Edmonton International Airport
- Alberta Aviation Museum 11410 Kingsway NW, Edmonton, AB T5G 0X4



## Movements Staff

- Movements staff will be in charge at each location and will be in uniform.
- Movements staff can be Air, Army or Navy officers.

## Things to remember

- Be on time!
- Display expected behavior while traveling.
- Look for the other people in uniforms. Chances are there will be lots of them.
- If you are unable to complete your movement orders, please let Capt. Lejeune know ASAP.



# Joining Instructions

Tells us what we need to know about the camp.

- Describes the rules and regulations of the summer training center.
- Gives contact information and emergency numbers.
- Contains forms that must be filled out and taken to CTC with the cadet.
- Joining Instructions are now found on Canada.ca. <https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/summer-training/summer2024/joining-instructions.html>
  - Of just google “Cadets Canada CTC” and select the joining instruction button from the right menu.



## What to expect

Accommodations is barrack style – bunk beds and lockers.

- Blankets, sheets and pillows are provided.
- Bring your own lock (combination, not key)

Washrooms/Showers may not be in your room.

- Bring suitable clothing for trips to and from bathrooms including shoes/shower sandals.
- Bring a small bag for your toiletries. (Double bag in luggage)

Daily Routine.

- Cadets are organized into flights for all training.
- Days are organized and free time is limited – generally after supper.
- Cadet canteen is available during the evenings. Snacks and other items are available for purchase.



## What to expect Cont

### Graduation Parade.

- Each course will hold a graduation parade that parents and guests are invited to attend. Please refer to the joining instructions for times and dates

### Picking up your Cadet after Grad Parade

- Fill out a Parental Pick Up form with the other forms and give to your cadet to take with them if you are picking them from the CTC.
- if you are picking them up – You MUST have ID on you
- The time it takes from Graduation parade, to fully exhaust a cadet is Roughly 2-3 hours. Please be patient and understand the process although lengthy, is there for the safety and security of all cadets.



# Travel info for 3+

## Packing

- Plan for 1.5 Weeks in between Laundry
- Follow the kit list in the JI's. **Do NOT pack things it says not to**
- A Kit inspection will occur at the start and at the end of course.
- Please send your cadets with CLEAN Clothes, not dirty.
- Sports gear is the responsibility of the cadet to bring (shorts and shoes).
- Pods recommended over liquid or powder soap.

## Clothing for Travel

- Cadets must take required clothing to CTC.
- If you are missing a piece of uniform, please let CI Dugbenu/CI Cameron/Capt Lejeune know right away.
- Limited opportunity to wear civilian clothing.



# Food

- Most likely in a “Mess”, a.k.a Cafeteria style.
- Survival Courses to eat a lot of MREs
- For special Diets bring required documentation.
- During initial interviews disclose diet to staff. SPEAK UP!





# MIR

- The MIR is available to all cadets during sick parade hours.
- Please note: The MIR is like a doctor's office. Treat it like a clinic, not an excuse to get out of training. If cadets are in MIR instead of training, they can miss and/or fail training. It is possible to fail the course and possibly be sent home due to too much training being missed.
- If a cadet is sent to the hospital (more often for x-rays or other non critical use of equipment) parents are notified. Once when it happens, and then once again with details from a medical professional. Please be patient and wait for the reports by the Doctors, cadets will often over-embellish their condition or self-diagnose, unnecessarily panicking parents.



# Prescriptions

- MIR/ TC Ops and Flight Commanders will dispense most medication.
- Bring enough prescription medication for the duration of Training (in bubble packed for easier dispensing).
- Don't bring non-prescription medication. MIR can dispense Tylenol/Advil etc
- All Medications are treated with the highest level of security regardless of type.
- Only Bring what is necessary (not gummy vitamins/prune juice etc)
- For eyewear bring a spare set and a copy of your prescription



# Laundry

- Laundry Facilities are provided.
- Know how to use the machines and Familiarize yourself with the basic principles before going to CTC.
- LABEL ALL OF YOUR CLOTHES! Even civilian clothing, especially uniform parts (boots too).
- Bring the soap pods it will make life easier.
- Some CTC's do laundry for the cadets overnight due to limited facilities.
- Refer to joining instructions.



## Spiritual

- Please refer to joining instructions in regards to “church parade”.
- Arrangements can be made in special circumstances.
- Most Training Centers have one or more Padre’s, members who’s purpose is to serve the spiritual needs of the cadets, regardless of faith.

## Phoning home

- It’s easier for cadets to phone home than for parents to phone the cadets. Arrange for a good time once you know your daily schedule. Try to limit phoning home. Cell phone details on next page.
- Cell phone areas/times are designated. Pay phones are available for cadets who do not have a cell phone at SOME CTCs (Cold Lake/Vernon). Get a calling card or a pre-paid phone card.

## Mail

- Parents, family, friends may send mail. Keep in mind food is not allowed in barracks. And we do feed your cadets. Care packages that dwarf the candy section of a supermarket is unnecessary.
- Do not use their cadet rank when addressing mail. Everyone is simple “Cadet” ranks are reserved for Staff Cadets.



## Cell Phones

- Are not allowed on the Cadets person during training hours. Most CTC's expect cadets to leave them in their Rooms locked up during Training as it a distraction.
- Cadets are not allowed to use their cell phones in the barracks due to privacy as they are shared accommodations.
- Designated Cell phone areas are established.
- Try to avoid texting your child on a daily basis. If they are on their phone, they are not fully participating in the course they are on. Although we cannot fully demand they un-plug, you as the parents have a lot of impact on that. Ask that your cadets touch base with you once a week, NOT once a day. No news is good news.

## Mail

- For first time cadets (or even experienced cadets) homesickness may set in.
- Padres and staff are available for homesick cadets.
- Staff will work with parents to easily resolve the situation. Please remember TOUGH LOVE. Phoning home often makes homesickness worse.



## Homesickness

- For first time cadets (or even experienced cadets) homesickness may set in.
- Padres and staff are available for homesick cadets.
- Staff will work with parents to easily resolve the situation. Please remember TOUGH LOVE. Phoning home often makes homesickness worse.

## Return to Unit

- Cadets may be returned to unit (RTU) for a number of reasons:
  - Medical
  - Discipline (may affect further camp offerings)
  - Compassionate
  - Training
- Please be aware that if your cadet must be RTU'd for a disciplinary reason, you may be held responsible for the cost.

## Smoking, Drugs and Alcohol

- Not allowed.



## Money

- Don't bring a lot of cash – only what you need. Canteen can now accept Debit.
- The Cadet program is digitizing and modernizing. The preferred method is now direct deposit for Training bonuses (\$60 a week for in person CTCs). Please fill out the banking form found in the JI's.
- Budget:
  - Flight photo: \$5 - \$10
  - Camp T-Shirt or Sweatshirt: \$15 - \$50
  - Candy/Pop/Misc at the canteen
  - Haircut: \$10 -\$15



## DON'T FORGET TO GO TO CAMP

- If you cant remember details, email us
- If you can no longer go, tell us IMMEDIATELY. If you simply don't show up, that spot is now wasted, and not only have you made it so another cadet cant go, you have cost the Cadet Program, government and taxpayer thousands of dollars, and this will result in disciplinary action.
- For questions contact [12air@cadets.gc.ca](mailto:12air@cadets.gc.ca)

For EMERGENCIES Capt Andrew Lejeune

[Andrew.Lejeune@cadets.gc.ca](mailto:Andrew.Lejeune@cadets.gc.ca) 780.991.3876





# Questions?

