**VCTC VISITING UNIT PROCEDURE**

General

1. **Cadet Corps/Squadrons** are to attach the Accommodation Request form to their CSAR. It is permissible for corps/squadrons to contact Range Control to make inquiries as to whether a particular weekend is available. Corps/Squadrons requesting training areas must complete the Training Area Request form.
**RCSU(P) HQ** staff are to email the Accommodation Request form directly to Range Control. Financial coding must be included with the request to finalize a booking.
2. **Reg F** and **P Res** Units are required to contact Range Control through their Unit Ops Staff.
3. **Reg F** and **P Res** Units must book Training Areas through CFRIS.
4. In and Out Clearance procedures for Visiting Units are provided below. Exercise POC’s shall be made aware of the contents for reference prior to arriving to Camp.
5. All requests are to be submitted 30 days prior to event start date.

Prior to Arrival

1. Prior to arrival at the Camp the following is required:
	1. Range Control Staff is to be contacted for co-ordination by the Visiting Unit to include the following;
		1. Time of arrival;
		2. Name of Exercise POC; and
		3. Contact information for both the OPI and Exercise POC who will be conducting the In-Clearance;
	2. Provide accurate numbers of participants to include male and female ratios;
	3. Any special facility request submitted prior to arrival (e.g. Kitchen facilities, special requirements of participants.);
	4. Additional stores requests sent to QM Stores, and arrangements made for issue and return;
	5. All Units, except for RCSU(P), must submit a complete Spending Authorization Form (SAF).

Upon Visitors Arrival

1. Upon the arrival of the Visiting Unit, the following must be completed;
	1. Collection of a Nominal Roll for all those in attendance;
	2. The Exercise POC and Range Control rep shall conduct a walk-through of the facilities they have been assigned, and complete In-Clearance paperwork noting all known damages;
	3. After walking through the Quarters and Facilities keys will be issued and signed for;
	4. The Exercise POC will be given a briefing to include the following:
		1. All out of bounds areas;
		2. Out clearance procedures; and
		3. Emergency contact information.

Prior to Visitors Final Departure

1. Prior to the Visiting Unit’s final departure the Exercise POC shall ensure;
	1. All personnel and their equipment has been cleared out of the Quarters;
	2. Issued Equipment is returned to QM Stores;
	3. All facilities (Quarters, Common Areas, Ablutions, Training Areas, etc.) are inspected by the Exercise POC with a Range Control rep for damages and cleanliness;
	4. All damages and deficiencies are noted on the Duty Log and the Exercise POC signing the Out Clearance Check List. Completed form must be returned to Range Control rep.

**VCTC ACCOMMODATION REQUEST**

**Organization Information**

|  |  |  |
| --- | --- | --- |
| **OPI** | **OPI Phone** | **OPI Email** |
|       |       |       |
| **Organization Name** | **Component** | **UIC** |
|       | Regular Force [ ]  P Res [ ]  COATS/CCO [ ]  Other [ ]  |       |

**Exercise Information**

|  |  |  |
| --- | --- | --- |
| **Exercise / Event Name** | **Arrival Date & Time** | **Departure Date & Time** |
|       |       |       |
| **Purpose of Visit** |
| Training [ ]  Course [ ]  Conference [ ]  Temporary Duty (TD) [ ]  Personal [ ]  Other [ ]  |
| **Exercise POC Name** | **Exercise POC Phone** | **Exercise POC Email** |
|       |       |       |
| **Number of Attending Personnel** |
| **TOTAL**  |  | Adult Male  |       | Adult Female |       | Cadet Male |       | Cadet Female |       |
| **Facilities / Buildings Requested** | **Linen Required** |
|       | Yes [ ]  No [ ]  |

***Note: Linen costs are estimated at $15.00 per person.***

**Additional Information:**

|  |
| --- |
|       |

**Financial Coding – RCSU(P) ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fund** | **Cost Centre** | **Internal Order** | **General Ledger** | **Commitment** | **Ln** |
| C120 |       |       |       |       |       |
| **Certified pursuant to Section 32 of the Financial Administration Act**  |
|  |       |  |  |  |
|  | Rank & Name |  | Signature |  |

 ***Note: All other organizations must complete the spending authorization form.***

**Office Hours:** Monday to Friday 0900 – 1700 hrs

**After Working Hours & Weekends:** All ranks report to Range Control located in Bldg B-56 inside the main gate to the left.

For accommodations or building maintenance issues, call the **Duty Phone** at **250-306-4847** (MCpl Heighes) or **250-308-8466** (Sgt Sheppard).