

# *Welcome to Summer 2023*

## **Cadet Training Center, Cadet Activity Plan Adult Information Package Pacific Region**



## *Welcome to Summer 2023!*

You have been selected to fill an important staff role supporting delivery of training during the summer of 2023. With the Cadet Activity Programs (CAP) running in local communities and summer courses being delivered at Cadet Training Centres (CTC), this summer will provide a variety of opportunities to keep cadets engaged.

We are providing you with this handout to help you have a positive summer experience. If you have any questions after reviewing the information, speak with your supervisor or seek additional assistance from the J3 Operations section by calling the Regional Cadet Support Unit (RCSU) at 1-800-661-4255 press 4, once the phone number has been dialed to connect you.

## *Your Status*

### **Full-time Service or Employment**

When you received your offer, it had the dates that you will be receiving pay for your summer period of service or employment. If you are a COATS member, you are on Class B Reserve Service for the offered period of time and if you are a Civilian Instructor (CI), you are being employed. Whether you are on Class B Reserve Service or are being employed, you must be aware that this is a full-time commitment. You will be paid 7 days a week for the period of time that has been offered to you.

Please carefully review the information about this below and remember that it may change depending on the circumstances through the summer.

## *Pay*

### **Getting Your Pay**

Your pay will be processed by the J1 Administration Staff at RCSU (Pac). Pay will be directly deposited into your bank account. To ensure timely deposits of your pay, make certain that your current bank account information is on file. If your banking information has changed, or you have opened a new bank account, ensure that a Cdt 191 Pay and Allowances – Travel Claim Direct Deposit form is completed and submitted to the orderly room via e-mail at [RCSUPac.OR@forces.gc.ca](mailto:RCSUPac.OR@forces.gc.ca).

Should you wish to make any adjustments to your pay deductions, you may do so by submitting a TD1 form to the RCSU (Pac) Orderly Room via. If you are working at a CTC, your pay activation will be completed by the Administration Officer upon the commencement of your In Routine. For CAP staff, your Site Commander will send an e-mail to the CAP Administration Officer to activate your pay. Depending on the circumstances you may be required to send your supervisor an e-mail notifying them of your commencement of employment.

Please ensure that your e-mail includes the following information:

- a. Service Number (or last 3 of SN);
- b. Rank;
- c. Surname;
- d. Initials; and
- e. Date of Arrival.

### **Pay Statements**

For CAF members, to receive pay statements, you may either:

- a. complete and submit a DND 4121, Waiver for the Employee Member Access Application (EMAA) which will provide you with an emailed copy of your pay statement (if you have

already done this previously and receive your pay statements by email, you do not need to do it again); or

- b. activate your Employee Member Access Application (EMAA) account if you have access to DWAN.

Civilian Instructors don't have access to EMAA, therefore, your pay statements will be provided by the J1 Administration Staff by email.

### Pay Periods

Pay will be paid/credited to your account on the 15<sup>th</sup> and last day of each month. Review the following regarding pay cut-off and your first day of service:

1 <sup>st</sup> Day of Service	Pay Cut Off Date	1 <sup>st</sup> Pay Date
01 – 20 June	21 June	30 June
21 June - 04 July	05 July	15 July
05 July onwards		Next available pay date

### Pay Issues

If you find that your pay has not been processed properly, please send an email to the RCSU (Pac) staff at [RCSUPacPay@forces.gc.ca](mailto:RCSUPacPay@forces.gc.ca) identifying what your pay problem is and a contact number where you can be reached. If you don't have access to a computer, you can always check with your CAP/CTC chain of command to assist you in the process.

## Leave

### Types of Leave

There are different types of leave. Most common types of leave during the summer period would be:

- Annual – earned leave based on number of days of Class B Reserve Service / full-time employment.
- Weekend – leave while on a scheduled day off.
- Statutory – two statutory holidays fall within the summer period: Canada Day (1 Jul 23) and BC Day (7 Aug 23).
- Other leave types may include Compassionate, and Sick leave. Please check with your CAP/CTC chain of command to assist you in the process

### Annual Leave

While you are on a period of Class B Reserve Service / full-time employment, you are entitled to annual leave of one working day for each completed period of 15 consecutive days during a period of at least 30 consecutive days. Leave entitlements are based on the number of days of consecutive service as follows:

Number of Consecutive Days of Class B Reserve Service / Full-Time Employment	Annual Leave Entitlement	
29 days or less	None. In place of Annual Leave, you will receive Payment in Lieu of Leave (PILL) in addition to your daily rate of pay.	
30 to 44 days	2 days annual	Note: must be requested and approved IAW leave approval authorities as detailed below.
45 to 59 days	3 days annual	
60 to 70 days	4 days annual	

## Requesting Leave

You will request leave by submitting a CF 100, CF Leave Request Authorization form to your supervisor for recommendation or approval. A separate leave pass is required for each different period of leave, if taking 3 days individually then a leave pass is needed for each.

## Completing a CF 100, Leave Request Authorization Form

When filling in the CF 100 form, you must indicate all of the intended destinations you will be visiting during your period of leave in the box titled "address while on leave". If you will be remaining at home, please insert your home address in this box. If a leave destination is not included on the leave pass, you are not authorized to travel to that destination.

You may not accumulate leave. Therefore, it is your responsibility to ensure that you have used all of your annual leave prior to the conclusion of your summer period of service / employment. You will not be paid out for any unused leave, nor will your period of service / employment be extended to accommodate any unused leave.

Following is an example of how a leave pass is to be completed:

LEAVE TYPE GENRE DE CONGÉ		TOTAL REQUESTED DEMANDÉ	DATES (INCLUSIVE - INCLUSIVES)		TOTAL CALENDAR DAYS JOURS CIVILS	ANNUAL LEAVE REMAINING IN CURRENT LEAVE YEAR SOLDE DES CONGES ANNUELS DE L'ANNEE COURANTE	DAYS JOURS
Annual	2	24-07-2020	27-07-2020	4			
Weekend	2						
SHIFT WORKER - TRAVAILLEUR DE QUART		<input type="checkbox"/> YES OUI <input checked="" type="checkbox"/> NO NON		DATE (dj-mm-yyaa)	NAME / SIGNATURE - NOM / SIGNATURE		
RECOMMENDED BY - RECOMMANDÉ PAR		APPROVED BY - APPROUVÉ PAR		DATE (dj-mm-yyaa)	NAME / SIGNATURE - NOM / SIGNATURE		
RANK - GRADE		RANK - GRADE		NAME / SIGNATURE - NOM / SIGNATURE			
		Maj/Maj		I.M. Supervisor			

## Concurrent Civilian Employment

### CAF members

CAF members who wish to hold other employment during this period of Class B Reserve Service are required to seek authorization. QR&O article 19.42, Civil Employment, sets out limitations on the civil employment or undertakings of a CAF member who is on full-time service. A member of the Reserve Force is on full-time service when on Class B Reserve Service, in accordance with QR&O Chapter 9, *Reserve Service*.

Therefore, when on this period of Class B Reserve Service, to ensure any proposed civil employment or undertaking is not contrary to this article, a CAF member must submit a completed form DND 2839-E, *Confidential Report*, to their commanding officer (CO), requesting permission to engage in the civil employment or undertaking. The RCSU (Pac) CO is the approving authority, therefore, the DND 2893-E is to be submitted via email to the [RCSUPac.OR@forces.gc.ca](mailto:RCSUPac.OR@forces.gc.ca) for staffing to the CO.

### **Civilian Instructors**

Civilian Instructors may choose to hold other employment or pursue studies; however, this period of employment must be the priority and you are required to be available for all days that you are scheduled to work.

## *Medical Care*

### **CAF Members**

QR&O article 34.07 details your entitlement to medical care. Information regarding medical care can be accessed using the following hyperlink to [QR&O 34.07](#).

### **Civilian Instructors**

Queen's Regulations and Orders for Canadian Cadet Organizations (QR Cadets) Chapter 6 Section 2 6.15 details your entitlement to medical care. Information regarding medical care can be accessed using the following hyperlink to [QR Cadets 6.15](#).

## *CCO Net / Cadet 365*

### **Getting a CCO Net Account**

If you do not already have a CCO Net account and a Cadet 365 account, you will need to establish one. To request a CCO Net account, you must submit a completed Access Control Form 12-2017 (CCO Net) to [rcsupacstaffing@forces.gc.ca](mailto:rcsupacstaffing@forces.gc.ca).

### **Accessing Cadet 365**

To access Cadet 365, users can now log in to office.com, use the office applications, use OneDrive and MS Teams. You will use your @cadets.gc.ca email address and CCONet password to log in. If you are brand new to Microsoft Teams and Microsoft 365, please look at the following resources for assistance in onboarding:

- Main information site for Cadet 365 on Canada.ca: <https://canada.ca/cadet-365>
- [MS Authenticator \(Multi Factor Authentication App\)](#)
- [Office Quick Start short videos and downloadable cheat sheets](#)

Before you go on the network, you should become familiar with [CATO 12-41](#), Acceptable Internet Use within the CCO.

## *Security of Protected Documents*

All documents held by those working with the Cadet Program are considered official government documentation and must be properly safeguarded. You may, as part of your duties, routinely handle unclassified and Protected A documentation which are permitted on CCO Net and Cadet 365.

## *Signature block*

### **Making an Approved Signature Block**

Your email signature blocks on both DWAN and CCO Net must be compliant with standard formats. Please ensure that your email signature block follows these requirements:

- A cellular telephone number or Blackberry may be added if desired/required.
- Sans-serif font style, such as Verdana, Calibri or Arial
- Font size of 10 points and black text colour

- White background colour
- Short form (abbreviated) signature blocks are no longer in use.

This is an example of an approved signature block format:

Captain Jane Bloggins, CD  
 HMCS Quadra Cadet Training Center, Regional Cadet Support Unit (Pacific) / Cadets and Junior Canadian Rangers  
 Vice Chief of Defence Staff / Canadian Armed Forces  
 Jane.bloggins@forces.gc.ca / Tel: 999-999-9999 / CSN 999-9999

Capitaine Jane Bloggins, CD  
 NCSM QUADRA Unité régionale de soutien aux cadets (Pacifique) Cadets et Rangers juniors canadiens  
 Vice-Chef d'état-major de la Défense /Forces armées canadiennes  
 Jean.untel@forces.gc.ca / Tel: 999-999-9999 / CSN 999-9999

## *Required Professional Development*

### **Navigating to your Required Courses**

Within your Offer of Reserve Service or Offer of Employment you may find required educational requirements. Courses that are required are as follows:

<b>Course Title</b>	<b>Course #</b>	<b>Location</b>
PYDPO COATS Positive Youth Development and Program Outreach		DLN
Security Awareness		DLN
Covid 19 Awareness Certification		DLN
General Safety Individual Course		DLN
WHMIS 2015 Orientation		DLN
Introduction to Indigenous Cultures		DLN
Introduction to Gender Based Analysis Plus	INC101	CSPS
Harassment & Violence Prevention for Employees	W101	CSPS
Conversation on Defence Ethics		Participation

DLN can be accessed via the following link: [DLNRAD 3.0](#)

CSPS or Canada School of Public Service can be accessed via the following link: [CSPS](#)

When you complete a required course, please e-mail your certificate of completion to the staffing office at RCSUPac.OR@forces.gc.ca so that we may update your course records as it takes time to have them reflected on your records.

If this is your first-time logging into CSPS, you will need to create a new account. This is a simple process, and your account will become active within a few minutes time. Make sure you have access to your CCO e-mail, as your account activation e-mail will be sent there.

## *Contact Information*

We hope you have an enjoyable and rewarding experience this summer! If you have questions, concerns or need more information, please do not hesitate to contact your supervisor or if you require additional information about anything in this handout, please contact us using the following contact information:

## Mail

When mailing RCSU (PAC) please use Canada Post services and if you use Priority or Express Post, do not include an individual's name on the package as it will then be held at the Base Mail Office for pick up by that specific individual. If you need to address a package to a specific individual, either use their position title rather than name or use an inner envelope to address it to that individual.

Address mail to:

Regional Cadet Support Unit (Pacific)  
PO Box 17000 Stn Forces  
Victoria, BC V9A 7N2

## Contacts

RCSU (Pac) Toll Free	1-800-661-4255
IT Support (DWAN, CCO Net, Phone)	<a href="mailto:it@cadets.gc.ca">it@cadets.gc.ca</a> 1-855-252-8082 (Mon - Fri)
Pay Queries	RCSUPacPay@forces.gc.ca
Orderly Room	RCSUPac.OR@forces.gc.ca
Staffing	RCSUPacStaffing@cadets.gc.ca
Regional Medical Liaison Officer	1-250-363-0860
J8 Duty Line (Adult Travel)	1-250-360-7871
J3 Operations	1-800-661-4255 menu option 4

## *METHODS OF TRAVEL (MOT) INFORMATION*

The CO RCSU (Pac) is the authority for travel for all Pacific Region personnel. You will receive notification of your method of travel (MOT) being authorized by the CO RCSU (Pac) in a separate email closer to your travel date. **Until you receive that email, you are not authorized to commence travel.**

Once your MOT is authorized, you may not make any amendments to it unless you request a change and receive further authorization for that change. If you do not follow the MOT that is authorized, you may disqualify yourself from receiving benefits associated with your travel. This would include, but not be limited to, travel on a different date, by a different means or from a different place of departure / to a different destination.

If you have questions regarding your method of transport, submitting your claim, or anything else pertaining to adult travel after you have reviewed this information, contact the J8 Duty Line (Adult Travel) at 1-250-360-7871.

You will have been offered the most economical and practical MOT based on your place of residence and the location of the CTC. The information provided below provides general details about each MOT. Should you wish to request an MOT other than that which was offered, you must do so in writing (email). PMV is the most requested alternate MOT, however, PMV for duty travel is not a right and will be judged on a variety of factors like distance, time, workload, need for leave, parking space available, etc. A cost comparison will be done and provided to you if your preferred MOT is authorized.

### Local to the CTC

If your place of residence is in the geographic area of the CTC, you will have no entitlement to travel benefits while on a period of Class B Reserve Service. You will not be entitled to a travel day at the

beginning or end of your period of service / employment. You will be required to report to the CTC by 0800 hrs on the first day of your period of service / employment. In this case, the period of service / employment will not include any travel days.

## Commercial Air

If you are authorized travel by commercial air (CAL) as the most economical and practical MOT and you accept this MOT, you will receive your flight itinerary from the J8 Travel and Claims section. You are responsible for paying for and claiming any taxi costs associated with getting from your residence to the airport and from the airport to the CTC, and return. For CAF members, if travelling Air Canada or WestJet, there should be no baggage costs with the airline upon presenting your Military ID. For CIs or CAF members travelling on other airlines, you are responsible for paying for and claiming any baggage fees (note: reimbursement will be limited to fees which are reasonable). Retain your receipts to submit with the claim.

## Commercial Bus

If you are authorized travel by commercial bus as the most economical and practical MOT, you will be responsible for booking and paying for then claiming the cost of the bus ticket and any taxi costs associated with getting from your residence to the bus depot and from the bus depot to the CTC, and return. Retain your receipts to submit with the claim.

## Private Motor Vehicle (PMV)

Refer to the following directives for additional information:

- a. [CANCDTGEN 013/22](#) Use of Private Motor Vehicles in support of Cadet Activities
- b. [CJCR Gp O 3020-1](#) Transportation Procedures
- c. [Canadian Forces Temporary Duty Travel Instructions](#)

You cannot be ordered and are never obliged to use a PMV for duty travel. However, the CO RCSU (Pac) is the authority to allow use or not of PMV for duty travel. If you do request and are authorized to drive your PMV, a cost comparison will be done and your claim for expenses related to traveling via your requested MOT cannot exceed that of the most economical and practical MOT. You would be entitled to the lesser of:

- a. the kilometric rate for the direct road distance; or
- b. as determined by a method established under the authority of the CDS, the cost of the more economical and practical MOT.

You are required to travel via the most direct route from your place of residence (no alternate place of departure is authorized) to the CTC. If your travel includes a ferry, you are responsible for paying for the ferry and claiming the cost (limited to the cost of vehicle and driver only). Retain your receipt to submit with the claim. You may not travel greater than 500 km in one day, therefore, the following applies based on the direct road distance from your place of residence to the CTC:

### **PMV under 500 km**

You will be authorized one day of travel at the beginning of your period of service / employment and one day of travel at the end of your period of service / employment. Lunch is the only meal you may claim on the day of travel. You are responsible for arriving at the CTC NLT 1600 hrs on your travel day.

### **PMV greater than 500 km but under 650 km**

You may not travel greater than 500 km in one day, however, as your remaining travel on the second day is less than 150 km, you will be required to report for duty by 0800 hrs on that second



day. Lunch is the only meal you may claim on the first day of travel. No hotel costs or non-commercial lodging benefit may be claimed.

**PMV greater than 650 km, but under 1000 km**

This mode of transport requires the approval of the RCSU(PAC) CO and the Training Centre CO as you will be travelling and utilizing your annual leave during your travel.

You may not travel greater than 500 km in one day. Lunch is the only meal you may claim on the first day of travel. No hotel costs or non-commercial lodging benefit may be claimed. Your first day of travel to the CTC and your first day of travel home will be designated travel days. Your second day of travel to the CTC and your second day of travel back to your place of residence must be on paid (annual) leave. This will reduce the number of annual leave days available during your period of service / employment at the CTC and you shall not be compensated for this through another means of leave / time off. There are no benefits while travelling on annual leave. If you request this MOT, you will be provided the following blank forms which you must submit:

- a. CF 100, CF Leave Request Authorization for one day of annual leave on the second day of travel to the CTC (this will be the second day of your period of Class B Reserve Service / employment);
- b. CF 100, CF Leave Request Authorization for one day of annual leave on the first day of travel back to your place of residence (this will be the last day of your period of Class B Reserve Service / employment); and
- c. Annex A to the CFTDTI.

If your arrival is anticipated to be later than 1600 hrs, you should contact the CTC directly to advise of your delayed arrival and to ensure that your accommodations at the CTC can be made available to you.

**Passenger in a PMV**

You may request travel as a passenger in a PMV. All the details as listed in the section above for PMV travel apply, with the exception being that you are not able to claim mileage, or any expenses related to the vehicle as this would be a benefit limited to the vehicle's driver. You could be authorized lunch on the day of travel and reimbursement of ferry cost for boarding as a passenger. Retain your receipt to submit with the claim.