

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

3937-1085-3-5 (J5 Plans (Reg Trg))

6 November 2018

Distribution List

JOINING INSTRUCTIONS –
PHASE 5 / MASTER CADET / PROFICIENCY LEVEL 5
AND CADET CORRESPONDENT WORKSHOPS WORK POINT 16-18 NOV 18

References: A. A-CR-CCP-605/PG-001 Phase Five Qualification Standard and Plan
B. A-CR-CCP-705/PG-001 Master Cadet Qualification Standard and Plan
C. A-CF-CCP-805/PG-001 Proficiency Level Five Qualification Standard and Plan
D. A-CF-CCP-900/PF-001 Phase Five/Master Cadet/Proficiency Level 5 Workshop Facilitation Guides

SITUATION

1. In accordance with (IAW) references, the South Vancouver Island area is to provide Professional Development Workshops (hereafter referred to as workshops) for cadets enrolled in Phase 5, Master Cadet, or Proficiency Level 5. The South Vancouver Island area will host workshops for all three (3) elements 16-18 Nov 18 at Work Point Barrack, in Esquimalt BC. In addition to the workshops, a Cadet Correspondent Workshop will be delivered by Public Affairs to provided training to 15 South Vancouver Island area cadets.

MISSION

2. Conduct the workshops IAW references in order to offer cadets the opportunity to complete the required four (4) workshop sessions for PO 513. The workshop will be conducted on the dates outlined in the Master Activity Calendar (16-18 Nov 2018). The Cadet Correspondent Workshop will run in conjunction with the overnight Year 5 workshops and will be a separate serial in Fortress.

EXECUTION

3. Location. The workshops will be held at the Naval Officer Training Centre (Venture Building), 1094 Victoria View Road, Esquimalt BC.
4. Coordinating Instructions
 - a. Dress. C2 for Army / Air cadets and C3A for Sea cadets (parka may worn if desired).

b. Transportation. Local Corps/Squadron COs shall ensure parents arrange travel for their cadets to the training location. Cadets to arrive at Work Point Barracks NLT 2030 hrs on Friday, 16 Nov 18. Cadets shall be picked up absolutely NLT 1330 hrs on 18 Nov 18. See Annex A for the pickup / drop-off location.

- (1) cadets traveling from Parksville & Ladysmith will have DND transportation provided. Specific timings will be communicated to corps/sqn CO's NLT 14 Nov 18.

c. Timings. The following are the required timings for cadets and parents:

Friday, 16 November 2018:

- (1) 2000-2030 hrs – Cadets arrive at training location,

Saturday, 17 November 2018:

- (1) 0830-1200 hrs – First set of workshops delivered,
- (2) 1200-1300 hrs – Lunch,
- (3) 1300-1630 hrs – Second set of workshops delivered,
- (4) 1630-1730 hrs – Dinner,
- (5) 1730-2040 hrs – Third set of workshops delivered.

Sunday, 18 November 2018:

- (1) 0830-1140 hrs – Fourth set of workshops delivered,
- (2) 1140-1200 hrs – Feedback session,
- (3) 1200-1300 hrs – Lunch,
- (4) **1300 hrs – Cadets can depart, must be departed prior to 1330 hrs.**

d. Required Kit. All items of kit and personal belongings must be marked clearly with the cadet's name and cadet squadron number. Parents/guardians and cadets are reminded that all personal items are the responsibility of the owner. The followings items are required:

- (1) shirt, short sleeve (1);

- (2) gun shirt (Sea Cadets) (1);
- (3) trousers (1);
- (4) belt, black (1);
- (5) socks, wool grey (2 pairs);
- (6) boots, black issue (1 pair);
- (7) wedge (air)/beret (army)/whitetop (sea) (1);
- (8) cadet issued parka & fleece (1);
- (9) underwear/socks (as required);
- (10) personal hygiene items (as required);
- (11) sleepwear (1);
- (12) shower sandals (1 pair);
- (13) towel (1);
- (14) (optional, linen will be provided) sleeping bag (1);
- (15) appropriate civilian clothing (as required) ;
- (16) Master Cadet/Phase 5/ Level 5 workbook (1);
- (17) writing materials (as required); and
- (18) Medical Services Plan (MSP) or BC Care Card.

e. Prohibited Items. The following items are prohibited and shall not be brought under any circumstances:

- (1) alcohol;
- (2) illicit drugs;
- (3) ammunition;
- (4) laser pointers;

- (5) combat clothing or equipment;
 - (6) firearms/weapons (including toy replicas);
 - (7) knives;
 - (8) lighters or other fire starting items;
 - (9) tobacco products;
 - (10) straight blade razors; and
 - (11) pornographic material.
- f. Medical. Corps/Squadron CO's are reminded to ensure all participating cadets have a valid medical entered in Fortress and that their cadet's participation limitations are within tolerance for this activity.

SERVICE SUPPORT

5. Meals. RCSU (Pac) has arranged rations to be provided at the training location by CFB Esquimalt:
- a. Corps/Squadron COs are reminded that as per the CF 1158, the Canadian Armed Forces does not have the mandate, are not equipped nor staffed to offer allergen-free foods or food preparation conditions; and
 - b. Corps/Squadron CO's are required to contact J5 Plans Officer (Regional Training) of any dietary concerns for their cadets NLT 0900 hrs Wednesday, 14 November 2018.
6. Accommodations. Cadets and staff quarters have been arranged at Work Point Barracks for the duration of the workshops.

COMMAND AND SIGNALS

7. The following positions shall coordinate activities as indicated:
- a. planning and logistical support – Captain Matheson 250-363-0900; and
 - b. facility access and workshop coordination – OPI, Lieutenant (Navy) Carson Stoney 204-955-8000.
8. Discipline. In order to maintain a safe and orderly environment, cadets are required to follow the rules set out for the Canadian Cadet Organization. In the interest of providing a healthy environment, a strict no smoking policy exists for all cadet activities. No cadet will be

permitted to smoke and/or use any tobacco products.

9. Cadets may bring a personal cell phone, however the RCSU (Pac) will not be responsible for lost or stolen items.

10. In cases of emergency, parents/guardians are to be directed to contact RCSU (Pac) at 250-363-0900.

//Original signed by//

D. Matheson
Captain
J5 Plans Officer (Regional Training)

Distribution List

Action

CO RCSCC 5	CO RCSCC 296	CO RCSCC 325
CO RCACC 2483	CO RCACC 3005	CO RCACC 89
CO RCACS 257	CO RCACS 205	CO RCACS 676
CO RCACS 893		

Information

J3 OIC Vancouver Island
J3 Zone Training Officer (Comox)
J3 Zone Training Officer (Nanaimo)
PAO

Annex A
Joining Instructions Work Point 16-18 November 2018
6 November 2018

