



National Défense  
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## REGIONAL CADET SUPPORT UNIT (NORTHWEST)

### Gimli Cadet Flying Training Centre – Joining Instructions Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Deputy Chief Training Officer

2018-05-24

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## PURPOSE

1. The purpose of these joining instructions is to provide cadet candidates, staff cadets, and their parents with the necessary information for course participation. It is important to read this document in full as it contains important information about the cadet's participation at the Gimli Cadet Flying Training Centre (GCFTC).

## COURSE DETAIL

2. The Gimli Cadet Flying Training Centre (GCFTC) is located at the former RCAF Station in Gimli, Manitoba. Gimli is located 100 km north of Winnipeg, Manitoba. GCFTC provides three training courses during its summer operations:

- a. Basic Aviation Technology and Aerospace (BATA) - Training 100 cadets over two intakes;
- b. Glider Pilot Scholarship (GPS) - Training 60 cadets over one intake; and
- c. GCFTC provides support and oversight for the Power Pilot Scholarship. This course is not hosted in Gimli, MB. **Additional information regarding the Power Pilot Course can be found in Annex A.**

3. Cadets who arrive in Gimli for the glider pilots' course in excess of the weight and height limits for a glider will be returned to unit in accordance with CATO 52-06. The limitations are as follows:

	Height	Weight
<b>Minimum</b>	5ft 0 in (152.4cm) in socks	90lbs (40.82kg)
<b>Maximum</b>	6ft 3 in (190.5cm) in socks	200lbs (90.72kg)

## PREPARATION

### ESSENTIAL DOCUMENTS FOR GLIDER PILOT SCHOLARSHIP

4. Cadets attending the Glider Pilot Course are required to bring the following documentation to the GCFTC:

Document	Original or Copy	Reason
Birth Certificate, Passport, Citizenship or Landed Immigrant Status	Original or Certified Photocopy	Required for license application
Transport Canada Medical Certificate (Category 1 or 3)	Original	Required for license application, required to begin training
Passport Photograph (1)	Original, stamped and dated by the company that took the photo <b>DO NOT SIGN THE REVERSE</b>	Required for licence application

5. Cadets attending the Glider Pilot Course are required to pay a \$160 fee for a Transport Canada license and test. Cadets can either arrive with these funds at the start of the course or they may use a portion of their training bonus to offset this cost. Further information on the training bonus can be found in paragraph 41.

### PRE-DEPARTURE CHECKLIST

6. A pre-departure checklist can be found at Annex B. Please review it and post it on your fridge as a reminder to help you prepare to send your cadet away for summer training. Please ensure that your cadet has all the information in this check list as it will assist them with travel and having an enjoyable summer.

### CLOTHING AND EQUIPMENT REQUIREMENTS

7. Cadets attending the Glider Pilot Course will be issued with appropriate clothing for flying operations. Cadets on course do not wear flight suits; therefore there is no requirement for cadets to bring them to the GCFTC. Civilian clothes may be permitted during off duty hours. All of the required flying manuals will be issued at the training centre.

8. DND-Issued and civilian clothing and equipment requirements are detailed in the Joining Instructions Kit List found at Annex C. All items should be clearly marked with cadet name and initials in permanent ink. Accouterments including; but not limited to, ceremonial white belts, white lanyards and white gloves are not required and must not be brought to the CFTC.

9. Cadets MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at GCFTC. Any necessary clothing exchanges must be completed at the local corps.

10. With the exception of PT gear, there is no need for cadets to wear civilian clothing. However, the CO may authorize wearing appropriate civilian clothing during off hours provided it is not be defaced, cut, ripped, or have drawings, lettering or other adornment on them that is offensive in nature. Civilian clothing may be permitted during non-training activities such as dances and relaxed periods, along with the training centre T-Shirt. Appropriate PT gear is outlined in Annex C.

11. Personal storage space within GCFTC accommodations is limited. Cadets are discouraged from bringing any items not specifically described in Annex C. Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and the Canadian Forces accepts no responsibility for personal property. All personal items shall be documented on a Record of Valuable Items, found at Annex D, which shall accompany the cadet.

12. Near the end of training flight clothing may be offered for purchase at the individual's expense. The training bonus may be used to offset these costs.

13. Mess Dinners (for staff cadets) may be arranged while at CLCTC. If held, the staff cadet mess dinner will be held during the first week of the course. Staff cadets are to wear Mess Dress (C2 - Sea Cadets, C6 - Army Cadets, and C8 - Air Cadets). The Commanding Officer may permit staff cadets to wear suitable equivalent civilian attire to the dinner.

## TRANSPORTATION ARRANGEMENTS

14. The Regional Cadet Support Unit (Northwest) (RCSU (NW)) Movements staff will arrange transportation to and from the CTC. Details will be made available in Fortress (the administration system of the Canadian Cadet Organizations) to Corps/Squadron's Commanding Officer and Zone Training Officer who will provide cadets with the necessary instructions and/or document. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (NW) Movements Officers is:

- a. Toll Free: 1(855)761-3747; and
- b. for out of region personnel attending Gimli CFTC, contact your applicable region movements staff.

15. Cadets shall travel to and from the CFTC in uniform. The dress and deportment of all cadets shall be above reproach at all times. Cadets are not to wear ceremonial accoutrements while travelling. This includes but not limited to white lanyards, medals, white gloves, etc.

16. All cadets must have a valid Government Issue identification card prior to their departure from home to the CTC. The name must be identical to the legal name submitted when they applied for a CTC. For air travel, as a minimum, cadets under age 16 must have either one piece of photo identification or two pieces of identification, one of which specifies gender, date of birth, and legal name. Documents such as a health card or birth certificate satisfy this requirement. Cadets aged 16 and over must have identification with photo. In both circumstances, a valid passport fulfills the requirements. School identification or Cadet Corps/squadron I.D. cards are not accepted. Cadets whose 16<sup>th</sup> birthday falls within their summer training period will be required to hold the higher level of documentation for their homeward journey.

17. Under the Government of Canada's Passenger Protect program, for all air travel, full legal names must be used. Cadets' names as registered with their home Cadet Corps/squadron MUST match the identification being carried.

18. Cadets and Staff Cadets travelling by air will have the cost of their first bag paid for. Additional baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. baggage must be tagged with identification tags, displaying cadet's name, address, telephone number and Cadet Corps number, and must not exceed 50 lbs;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged;
- d. aerosol, liquids, gels are only permitted in carry-on luggage in limited amounts. In checked luggage the items together cannot exceed: 2L, or 2kg (75 fl. oz.);

- e. due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc;
- f. a full list of permitted and none permitted items allowed on aircraft can be found at the Canadian Air Transport Security Authority [website](#); and
- g. carry-on luggage should be no larger than a school backpack.

19. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc.) it is the travelling individuals responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. The Movements Officer shall assist in locating the lost baggage.

20. Meals appropriate to the time of day are provided enroute if cadets travel extends over a meal period.

21. Cadets are not authorized to bring private motor vehicles of any type to a CFTC. Parents/guardians may transport cadets to and from the training centre if prior arrangements are made with the Movements Officer through the Squadron Commanding Officer or summer contact officer. Parents/Guardians are to complete the Parental Pick Up/Parental Drop Off Form and submit it to the Movements Officer to ensure all personnel are made aware of the request.

### **TRAVEL TIPS**

22. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a Cadet Training Centre.

23. Always have your travel orders and identification available on you, not packed in your luggage.

### **CADET CODE OF CONDUCT**

24. In order to participate at a CTC, course cadets and staff cadets must complete and submit upon arrival at the CTC the code of conduct located in Annex E and F of the joining instructions and arrive with a signed copy of their offer of participation.

### **MEDICAL AND DENTAL CARE**

25. Medical Services. GCFTC is staffed with medical personnel to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions. When necessary, individuals will be referred to the Gimli Hospital for more comprehensive diagnosis and/or treatment.

26. Dental Services. Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

27. Further details on prescription medication, over the counter medication, eyeglasses, and making a claim can be found at Annex G.

## ACCOMMODATION PLAN REQUIREMENTS

28. Regional Cadet Support Unit (NW) is committed to attempting to resolve requests for accommodations including, but not limited to, gender related requests, except where accommodation would constitute “undue hardship”. Common requests in the CCO are for religious, gender, and medical (mental, physical disability, etc.) accommodations.
29. Requests for food related preferences, intolerances, and/or allergies cannot be accommodated.
30. Until such time as Fortress is able to provide functionality in advising of accommodation plan requirements, RCSU (NW) will implement a regional work process as follows:
- a. cadet corps shall handle requests for accommodations for the local program internally, except in the case of not accommodating based on “undue hardship”, which should only be determined in consultation with their Zone Trg O; and
  - b. requests for accommodations for all other activities including CTC should be made with as much notice as practicable to [NorthwestTraining@forces.gc.ca](mailto:NorthwestTraining@forces.gc.ca). If the specifics of the request cannot be emailed, please use email to request follow-up with RCSU (NW) staff by phone.

## TRAINING CENTRE ROUTINES

### IN-CLEARANCE

31. All cadets are processed through an in-routine upon arrival and will be required to provide the following:
- a. name;
  - b. course attending;
  - c. health card (confirmation cadets have it in their possession);
  - d. eyeglass and other prescriptions (if applicable);
  - e. all required paperwork outlined in the checklist (Annex B);
  - f. any travel documents/tickets;
  - a. original Transport Canada Medical Certificate (Power and Gliding Courses only);
  - b. passport photo with stamp, date, and address of studio (Power and Gliding Courses only); and
  - c. original Birth Certificate, Passport, Citizenship or Landed Immigrant Status documentation (Power and Gliding Courses only).
32. Arriving cadets are subject to a brief interview and health screening examination by medical personnel to help inhibit the possibility of migrating any contagious or communicable

condition to other personnel and to ensure the cadet is medically fit for training. Personal luggage will be subject to inspection upon arrival to ensure that no unsafe or prohibited items are brought into the training centre.

## TRAINING CENTRE SERVICES AND INFRASTRUCTURE

33. Cadet Banking. A banking system will be in place for cadet use. Cadets are encouraged to limit their spending money on hand, and bank the remainder as a safeguard against loss or theft. GCFTC provides an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days spending. Bank accounts are reconciled and the cadet is issued a cheque for the remaining balance upon their departure from the CTC.

34. Cadets may wish to purchase such items as caps, T-shirts, fleece jackets, soft drinks or confections through the cadet canteen. They are responsible for personal hygiene items including soap, shampoo, razors, and haircuts.

35. There are no ATMs (Automated Teller Machines) located within the Training Centre. However, cadets holding their own personal banking cards may be provided periodic opportunities to access an ATM at nearby commercial locations.

36. Canteen. Light refreshments, including soft drinks, chocolate bars, souvenirs, and various sundry items are available at the cadet canteen for purchase.

37. Pay Phone. Pay phones are available within the cadet accommodations for personal calls when cadets are off duty.

38. Barracks. Cadet accommodations are multi-occupant, gender-specific, and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, pillows) is provided. Steel lockers, "barrack boxes" or similar to those in schools provide security for cadets' personal belongings. Cadets are expected to bring their own padlocks

39. Meals. Meals are served to cadets in a cafeteria style mess-hall environment three times daily. CAF facilities do not offer allergen-free foods or food preparation conditions and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, and shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.

40. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. Upon arrival or after purchase any unfinished food and beverages, can be placed in Training Centre Operations or Canteen where the cadet will have access to retrieve the item(s) later.

41. Postal Services. Postage deliveries and pickups occur daily at GCFTC. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at the cadet canteen. Anyone wishing to send mail to a cadet or to a Training Centre headquarters should refer to the address in paragraph 61.



42. Laundry. Full service laundry services are provided to all cadets and staff cadets while they attend training at the GCFTC. Cadets are not required to bring laundry detergent or other items to the training centre.

43. Worship Services And Spiritual Guidance. Each Training Centre maintains a multi-denominational staff of chaplains, making every effort to meet the needs of all religious denominations. The centre provides access to both Protestant and Roman Catholic services for those cadets wishing to attend. Those cadets seeking a service within their own faith are encouraged to approach the Training Centre chaplains for assistance.

## **TRAINING BONUS**

44. Course cadets qualify for a training bonus of \$10.00 per day starting on the first day of training, to a maximum of \$60.00 per week for all courses. The bonus is paid in installments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim instalments are deposited into the cadet's account (detailed above) and the final installment is paid by cheque. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit.

45. Glider Pilot Scholarship and Power Pilot Scholarship candidates qualify for a training bonus of \$60 per week for a maximum of 6 weeks.

## **PERSONAL APPEARANCE**

46. The standards of personal dress, appearance, and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating at a Training Centre. Personal appearance will adhere to CATO 55-04 Air Cadet Dress Instructions.

## **VISITS, LEAVE AND PASSES**

47. Cadets attending the Training Centre are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day.

48. Cadets require parental consent to depart the Training Centre. The cadet must be accompanied by a responsible individual, authorized by the parent/guardian and normally identified in Fortress. The names of these individuals can be communicated to Corps/Sqn staff for input in Fortress. Questions on authorized adults stored in Fortress can be directed to your Administration Officer. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

49. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail or by fax.

50. Leave periods vary according to the training requirements on each course and parents should consult with the Training Centre Staff before making any travel plans. Cadets are required to be in uniform when departing and returning to the Training Centre.

51. Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town. Staff Cadets are to bring with them the Parental Consent Form – Staff Cadet Unsupervised Day Trips indicating if their parent/guardian authorizes unsupervised day trips. The form can be found at Annex H.

### **SMOKING, ALCOHOL, AND DRUGS**

52. Smoking. All Cadet Training Centres have a NO SMOKING policy for all cadets. Course cadets and staff cadets are not permitted to smoke either on or off CTC property. If a cadet attends a training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products.

53. Alcohol. All Cadet Training Centres have a NO ALCOHOL policy for all cadets.

54. Drugs. Drugs are prohibited as defined in the Narcotics Control Act and in Parts 3 and 4 of the Food and Drug Act. This includes 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.

55. At this time, cannabis remains a prohibited drug in Canada. Should that change, the Cadet Training Centre will promulgate an applicable policy with regards to its use. Until such time that a specific policy is promulgated, all Cadet Training Centre's will follow the currently policy that states: "No staff member or cadet shall use any drug unless: the individual is authorized to use the drug by a qualified medical or dental practitioner for the purposes of medical treatment or dental care; or the drug is contained in non-prescription medication used by the individual in accordance with the instructions accompanying the medication."

56. Failure to adhere to any of the above policies or other the rules at CTC may result in the cadet being Returned to Unit (RTU) and/or referral to the appropriate authorities.

### **CELLULAR PHONE**

57. Cadets will be authorized to bring cellular telephones to the CTC. RCSU (NW) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones are valuable items. Each CTC will advise cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of individual's rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CTC. Cadets will only be permitted to use their phone during non-training hours. Cell phone use is prohibited in barracks and washrooms.

### **GRADUATION AND RETURNING HOME**

58. GCFTC conducts a full ceremonial review Graduation Parade at the conclusion of each training serial. Parents and friends are welcome and encouraged to attend. The Graduation Parade dates and times are as follows:

- a. First Serial - 3 week courses: Basic Aviation Technology and Aerospace Course, 27 July 2018,

- b. Second Serial 3 week and 6 week courses:
  - (1) Basic Aviation Technology and Aerospace Course, 17 August 2018; and
  - (2) Glider Pilot Scholarship, 17 August 2018; and
- c. for the Power Pilot Scholarship please see Annex A.

59. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained.

60. It is imperative that parents desiring an early departure with their sons/daughters advise the Training Centre. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the Parental Pick-up Form found at Annex I. If circumstances change, a substitute form may be sent by fax or mailed to the Training Centre, or arrangements may be made by telephone.

61. Parents, or those adults designated by parents as the person authorized by them to transport the cadet home, are obliged to ensure they have adequate identification on their person and that they are indeed the parent or individual identified in Fortress, on the cadet's Offer of Participation or **Parental Pick-up Form**. CFTC staff are obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

## **GCFTC CONTACT INFORMATION**

62. Mailing Address. Mail for cadets should be annotated Cadet, Staff Cadet, or Training Centre Staff in the lower right corner of the envelope. All mail and parcels **MUST** have a return address as some of the mail/parcels are received after the cadet has departed the GCFTC. Mail addressed to the GCFTC HQ may be by *Attn: Orderly Room* or the name/rank of the person you wish to reach. The mailing address is as follows:

RANK, FULL NAME, INITIAL  
Gimli Cadet Flying Training Centre  
PO Box 1960  
Gimli, MB R0C 1B0

63. Phone Number. The phone number to contact cadets and staff cadets at GCFTC is (204)642-9022. Please indicate who you are calling for and what course they are on for messages to be relayed in a timely manner. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

64. Email Address. The email address for GCFTC is [Gimli@cadets.gc.ca](mailto:Gimli@cadets.gc.ca).

## CADET TRAINING CENTRE LOCATION

65. GCFTC can be located using the following coordinates: 97°02'40.4"W or can be found on Google Maps by searching "Gimli Industrial Park Airport" or clicking [here](#). Location map can be found in annex J.

E.D. McLean  
Major  
J35 Deputy Chief Training Officer

### Annexes

Annex A	Northwest Region Air Cadet Power Pilot Scholarship
Annex B	Check List
Annex C	Kit List - Cadet/Staff Cadet Uniform And Clothing Requirements
Annex D	Record Of Valuable Items
Annex E	Code of Conduct for Course Cadets
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Appendix 1	OTC (Over The Counter) / Prescribed Medication Administration
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Annex I	Parental Pick - Up Form & Consent Of Release And Liability
Annex J	Gimli Cadet Flying Training Centre Map

NORTHWEST REGION AIR CADET POWER PILOT SCHOLARSHIP

1. The Air Cadet Power Pilot Scholarship course will be located at various selected locations. Each cadet will be informed of his or her specific location for training prior to departure.
2. The wings graduation parades dates are:
  - a. Regina Flying Club, Regina, SK, 17 Aug 18; and
  - b. Harv's Air, TBD MB, 17 Aug 18.
3. It is imperative to understand that regardless of the location of the training, Power Pilot Scholarship Cadets are cadets. Therefore all the rules, regulations and orders involved with the cadet organization still pertain and govern behaviour and conduct. Cadets will be briefed and presented with the respective rules and regulations for the location that they are attached to. Cadets will be required to read, understand, and sign as having read and understood these regulations. Any breach of these rules or inappropriate behaviour may result in the cadet being returned to unit. A high level of discipline and maturity is required throughout all aspects of summer training both in and out of the aircraft.
4. Cadet squadrons must ensure all cadets are issued required clothing items. This should include one extra pair of boots (to be returned to the squadron immediately after course completion) and appropriate rank insignia.
5. At the course location, cadets will be issued a Canadian Armed Forces flying suit, flight computer, ruler, protractor and the training publication "From the Ground Up". All items must be returned to the Supervisory Officer at the completion of training. A pilot logbook and maps will also be issued and retained by the cadet.
6. Cadets, upon arrival, must have in their possession, the following additional items:
  - a. proof of age and citizenship, birth certificate, baptismal or Canadian Landed Immigrant status documentation. The actual certificate, not a photocopy, is required;
  - b. the original Licence Validation Certificate (not a copy), showing a Medical Category 3 (or 1);
  - c. one passport photo if the candidate is not already in possession of a Transport Canada Aviation Document Booklet. The back of the photo must be stamped and dated by the company that took the photo. Do not sign the back of the photo, the signature on the photo must match the signature on the license application; and
  - d. Transport Canada Aviation Document Booklet (if the candidate has been issued one.)
7. The following list of additional items may be brought to the Training Centre:

## Annex A

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- a. personal owned flight suits may be worn only if properly badged and attired according to CAF regulations and Northwest Region Flying Orders. Cadets will be briefed on arrival as to these regulations;
- b. suitable civilian clothing, especially for hot weather;
- c. personal sports gear (i.e. roller blades, tennis racquets);
- d. additional blue plain t-shirts, cadets will each be issued two at the course location, as these are required to be worn under the flight suit; and
- e. additional funds to cover the cost of course shirts and or crests. These are purchased at personal expense.

Note: All cadets are reminded that although their training may be conducted at a civilian establishment, military discipline will be maintained. A high standard of both dress and deportment is expected.

8. Cadets should have sufficient funds to pay for the following items, which have an approximate cost of \$300.00; however, they are reminded that their training bonus may be used to offset these costs:

- a. Transport Canada Private Pilot Licence Application and licensing Fees. (\$160.00);
- b. Aeronautical Information Manual. If you have an up to date copy of this publication, bring it with you; and
- c. Aircraft Operating Manual.

9. Cadets with an existing glider pilot licence must ensure that this issued glider pilot licence is brought to the training centre.

Note: Each Supervisory Officer will have a Cell phone for 24-hour contact. This number along with a postal address will be given to the cadets upon arrival at each location.

## Annex B

### Gimli Cadet Flying Training Centre – Joining Instructions Course and Staff Cadets

#### CHECK LIST

(Please print and fill in at your own leisure prior to departure for the training centre)

- \_\_\_1. Check cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing. (1 Month before departure)
- \_\_\_2. Put name on all items brought to the training centre. (Week before departure)
- \_\_\_3. Know travel arrangements and reporting date. (Week before departure).
- \_\_\_4. Pack complete cadet kit and personal kit. (Week before departure)
- \_\_\_5. If required, bring copy of eyeglasses prescription and/or extra pair of glasses. (Week before departure)
- \_\_\_6. Consider amount of spending money for two weeks. (Week before departure)
- \_\_\_7. Label all luggage with name and home address, place name and address inside of luggage. (Week before departure)
- \_\_\_8. List of medications and dispensing information (dosage, frequency). (Week before departure)
- \_\_\_9. Prescribed medication. (Week before departure)
- \_\_\_10. Get haircut. (Day before departure)
- \_\_\_11. Obtain travel orders and information. (Carry with you)
- \_\_\_12. Proper Identification for Travel. (Carry with you)
- \_\_\_13. Long Distance Calling Card (to call home periodically). (Carry with you)
- \_\_\_14. Pocket money for personal expenses (canteen snacks, souvenirs, etc. - \$15-20 per week). (Carry with you)
- \_\_\_15. Bring (carry with you) all required paperwork including:
  - \_\_\_ Signed Offer of Participation
  - \_\_\_ Completed Annex D Record of Valuable Items
  - \_\_\_ Completed Annex E/F Code of Conduct
  - \_\_\_ Completed Annex G Appendix 1 for Over The Counter Medications (if applicable)
  - \_\_\_ Completed Annex H Staff Cadet Unsupervised Day Trip Consent (if applicable)
  - \_\_\_ Completed Annex I Parental Pickup (if applicable)
  - \_\_\_ A copy of your Provincial Health Card.
  - \_\_\_ Original Transport Canada Medical Certificate (Power and Gliding Courses only);
  - \_\_\_ Passport photo (Power and Gliding Courses only); and
  - \_\_\_ Original Birth Certificate/ Passport/Citizenship/Landed Immigrant Status documentation (Power and Gliding Courses only).

**(Left blank intentionally)**



KIT LIST - CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS

1. Cadets are to ensure that all uniform items fit properly (especially running shoes and boots) and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CFTC. The Army Cadet Field Training Uniform (FTU) should not be brought to GCFTC. Cadets are not to bring any regimental or ceremonial accoutrements; only C-1's are authorised due to limited space.
2. Cadets will be issued PT gear upon arrival at the CTC/CFTC. All cadets will be issued two pairs of shorts, two elemental t-shirts and a Tilley hat. Cadets will need to bring their own footwear. Footwear must be appropriate for extended outdoor physical activity. Cadets arriving without or with improper PT clothing will be issued appropriate clothing from training centre stocks.
3. The following personal items of kit must be brought to the CFTC:
  - a. toothbrush, toothpaste, dental floss;
  - b. soap and shampoo (biodegradable);
  - c. two bath towels and if desired hand towels and face cloths;
  - d. shaving kit (if required);
  - e. hairbrush or comb;
  - f. fingernail clippers or nail file;
  - g. handkerchief or tissue;
  - h. deodorant;
  - i. shoeshine kit;
  - j. sewing kit;
  - k. laundry soap (biodegradable) \* Staff Cadets only;
  - l. writing material;
  - m. two padlocks (combination type);
  - n. several changes of underclothing, T-shirts and socks (enough for one week);
  - o. pyjamas;
  - p. sweat suit and sweatshirts;
  - q. conservative swimsuit;
  - r. sweater;

Annex C

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- s. hangers;
- t. lint brush;
- u. eyeglass retainer bands for sports (for eyeglass wearers);
- v. shower sandals; and
- w. neutral colour bobby pins/hair accessories (if necessary).

**ITEMS PROHIBITED AND NOT ALLOWED**

4. The following items are prohibited or not allowed and shall not be brought to the training centre under any circumstances. These items will be confiscated and may be handed to the applicable police agency or disposed of if brought to the training centre:

Prohibited By Law	Prohibited by The CCO	Items Not Allowed
Firearms (any kind)	Daggers / Knives	Gaming Consoles
Non-prescribed and illicit drugs	Straight razor blades	Altered Parade Boots
Controlled Substances	Pornographic materials	Motor Vehicles
Alcoholic Beverages (if under provincial age limit)	Alcoholic Beverages (regardless of age)	Pets
Explosives	Laser Pointers	
Weapons (Brass knuckles, ninja stars, etc.)	Lighters and other fire starting equipment	
	Flammables	
	Tobacco products	

**VALUABLES AND DISCOURAGED ITEMS**

5. The following items are strongly discouraged from being brought to the training centre:

- a. Smart phones / Cellular Phones;
- b. iPods;
- c. MP3 players; and
- d. Tablets / laptop computers.

6. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewellery, iPods, tablets or other “attractive items” to the CFTC. Cadets who bring valuables to CFTC are to complete the Record of Valuable Items (Annex C) form and bring a copy of the completed form to the CFTC. The form is to be presented to the administration staff during intake.



**(Left blank intentionally)**

COURSE CADET CODE OF CONDUCT

Last Name		First Name	
Course	Home Unit		Year

1. I, hereby agree to respect the rules at Gimli Cadet Flying Training Centre (GCFTC) during my training period. I understand that my attendance at the CFTC is subject to the following rules:
  - a. I will familiarize myself with and abide by all CFTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
  - b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
    - (1) alcohol;
    - (2) unlawful drugs, non-prescription medication, or mood altering substances;
    - (3) cigarettes/tobacco products; and
    - (4) knives, guns, weapons or any pornographic materials;
  - c. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
  - d. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
  - e. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
  - f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
  - g. I will use a reasonable and firm tone when in a position of leadership and giving orders;
  - h. I will not harass any member of the CFTC and will avoid any gesture, comment, action, or display that may be interpreted as demeaning, humiliating, or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media);
  - i. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);

Annex E

Gimli Cadet Flying Training Centre – Joining Instructions Course and Staff Cadets

- j. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
  - k. I will not lie, cheat, or make a false declaration when I am required to be honest;
  - l. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;
  - m. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
  - n. I will respect the environment and my surroundings;
  - o. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency, or life-threatening situations;
  - p. I will request the presence of an adult supervisor when the circumstances dictate;
  - q. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
  - r. I will not act in a manner which brings discredit to the cadet organization;
  - s. I will not act or fail to act in a manner which results in the safety of another cadet being jeopardized;
  - t. I will report all situations implying any emotional and/or moral problems to my immediate superior;
  - u. I will stay out of the opposite gender's quarters;
  - v. should I be Returned To Unit (RTU) before the end of summer training, I authorize the CFTC authorities to inform my parents or guardian of the reasons that have led to my early return.
2. I am aware that the expectations detailed above are in effect both while I am at the CFTC and when I am away from the CFTC for the duration of my summer training course. I am aware that any failure to follow this Code of Conduct will result in disciplinary action, possibly including a Return To Unit (RTU). I am aware that I may speak with an adult or staff cadet at any time if I require any clarification on this Code of Conduct or if I need help with any situation.
3. I have read the above and by signing below, I am agreeing to follow this Code of Conduct.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

STAFF CADET CODE OF CONDUCT

Rank	Last Name	First Name	
Position	Home Unit	Year	

1. I have agreed to serve as a staff cadet at Gimli Cadet Flying Training Centre (GCFTC). I will fulfil my responsibilities to the best of my ability. I agree to adhere to the following:
  - a. I will familiarize myself with and abide by all CFTC rules and regulations and Canadian Cadet Organizations (CCO) orders and will report to my superiors others who do not do the same;
  - b. I will not purchase, possess, consume and/or sell the following at any time and will report any observations of such use or possession to an adult supervisor:
    - (1) alcohol;
    - (2) unlawful drugs, non-prescription medication, or mood altering substances;
    - (3) cigarettes/tobacco products; and
    - (4) knives, guns, weapons or any pornographic materials;
  - c. I will not willfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency or life-threatening situations;
  - d. I will not engage in inappropriate personal relationships with anyone including course cadets, staff cadets, civilians, or Canadian Armed Forces (CAF) personnel;
  - e. I will use a reasonable and firm tone when correcting faults or passing on orders and will not use profanity, coaxing or making jokes to do so;
  - f. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
  - g. I will not lie, cheat, or make a false declaration when I am required to be honest;
  - h. I will not act or fail to act in a manner which results in the safety of another member being jeopardized;
  - i. I will serve as a good example to other cadets by respecting my peers and superiors including their privacy and personal property;
  - j. I will serve as a good example by maintaining the required standard of uniform, hair, and appearance as well as my belongings, and my bed space;
  - k. I shall take care of, and be responsible for, all Cadet/CAF clothing articles and all Department of National Defence (DND) equipment and will not sell, exchange, or give them away;
  - l. I will request the presence of an adult supervisor when a circumstance is beyond my authority or ability;

Annex F

Gimli Cadet Flying Training Centre – Joining Instructions Course and Staff Cadets

- m. I will not harass any member of the CFTC and will avoid any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing. This includes comments made verbally or in writing, as well as electronic communications (i.e. email, text message, or on social media, etc.);
- n. I will not make any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics. This includes comments made verbally or in writing, as well as electronic communications;
- o. I will ensure that my use of social media sites, even on my personal time, does not reflect negatively on the CCO or CFTC and that my online communications will follow the principles of respect, responsibility and consideration of others;
- p. I will not disclose any personal or protected information related to any other person by any means, which includes verbally or in writing (as well as via electronic communications (i.e. email, text message, or social media, etc.) ;
- q. I will not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations;
- r. If a cadet refuses to obey an order promptly, I will repeat it; after a second refusal, I will inform the cadet that they will be reported to their superior officer and do so;
- s. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of a superior;
- t. I will not act in a manner which brings discredit to the cadet organization;
- u. I will behave in a manner that does not belittle, embarrass, demean, or humiliate another person, and which is not contrary to the DND policy on Harassment;
- v. I will report all situations implying any emotional and/or moral problems to my immediate superior;
- w. I will respect the environment and my surroundings;
- x. I will stay out of the opposite gender's quarters unless specifically authorized for duty purposes;
- y. should I be Returned To Unit (RTU) before the end of summer training, I authorize the CFTC authorities to inform my parents or guardian of the reasons that have led to my early return.

2. I acknowledge that the expectations detailed above are in effect both while I am at the CFTC and when I am away from the CFTC for the duration of my period of service as a staff cadet. I acknowledge that any failure to comply with this Code of Conduct will result in disciplinary action, including a Return To Unit (RTU).

3. I am aware that I may speak with an adult supervisor at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to any situation.

4. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## MEDICAL CARE FOR CADETS

### **CLINICS AT CADET TRAINING CENTRES**

1. Cadet Training Centres (CTCs) will be equipped with a clinic whose mission is to provide emergency healthcare. The mission of the clinic is to stabilize the patient and evaluate the need for more advanced healthcare. In accordance with current regulations, cadets are provided treatment at the CTC similar to what one would expect at an average walk-in clinic dealing with minor ailments. These clinics also oversee the distribution of prescription medications at hat cadets have when they arrive. Major ailments or injuries to cadets beyond the capacity of the clinic are referred to provincial/territorial health authorities for treatment.

2. There is a screening process completed prior to attending a CTC to ensure the cadet is medically able to complete the training offered. Clinics are not able to provide care for pre-existing dental or medical problems that prevent the cadet from participating in the directed training. A cadet with an ailment that cannot be supported by the CTC will be returned home.

### **PROVINCIAL/TERRITORIAL HEALTH CARDS**

3. All cadets must have a copy of their provincial/ territorial health and original photo identification card in their possession. Cadets who live outside of Northwest Region must also have a photocopy of their personal or family health card issued by the respective province.

### **PRESCRIPTION MEDICATION**

4. Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Medications will be logged in and retained by CTC Medical staff, together with dispensing instructions. Although CTC staff supervise proper dosages and frequency, cadets are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed CATO 16-04 Record of Medication found in Annex F Appendix 1.

### **OVER-THE-COUNTER AND PATIENT MEDICINES**

5. Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CTC medical staff will administer any appropriate medication(s). All over the counter medication must be accompanied with a completed CATO 16-04 Record of Medication found in Annex F Appendix 1.

6. Medic-Alert Bracelets. Cadets in possession of and/or with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending a Cadet Training Centre.

### **EYEGASSES, LENSES, CONTACT LENSES AND FRAMES**

7. The CAF will replace or repair lost or broken glasses or contact lenses, if the damage or loss is directly attributable to training or duty and was unavoidable. These items are the personal property of the cadet; therefore, it is strongly recommended that the cadet or the

parent have insurance coverage for repair/replacement of eyeglasses. In addition, cadets requiring eyeglasses shall have in their possession two pairs of glasses and a copy of the prescription. Cadets are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.).

## **DENTAL SERVICES**

8. When a cadet suffers any injury to the teeth and adjacent oro-facial structures attributable to performance of duty, a cadet is entitled to the treatment that is necessary to restore a state of oral health comparable to that, which existed prior to the injury. Re-constructive oral surgery to correct a pre-existing condition will not be provided.

## **ENTITLEMENTS/BENEFITS/COMPENSATION**

9. Cadets, civilian instructors and volunteers are not eligible for compensation and benefits set out in Compensation and Benefits Instructions (CBI) for the Canadian Armed Forces: only CAF members are eligible/entitled to receive such benefits.

10. The cadet will receive health care to treat the attributable condition until the responsibility for providing health care has been, in the opinion of the senior medical authority, successfully transferred to the provincial/territorial authority.

11. The CAF/DND and/or League Insurance will pay for necessary health care that is not covered by provincial/territorial health authorities which is required to treat the attributable condition and is authorized by the senior medical authority.

## **ALLERGIC REACTIONS/ANAPHYLAXIS**

12. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen with them. Parents must also ensure that the Anakit/Epi-pen has not passed its expiry date and that it will not expire while the cadet is at the Training Centre. Cadets are to bring a signed copy of their emergency response plan and parent consent form that provided by the Regional Cadet Medical Liaison Officer when they completed a Detailed Health Questionnaire. Questions regarding these forms can be directed to Master Warrant Officer Gerald Power, [Gerald.power@forces.gc.ca](mailto:Gerald.power@forces.gc.ca).

## **MAKING A CLAIM**

13. In order to make a claim, Cadets must go to the applicable league website below and fill out / submit the claim form online:

- a. Sea Cadets: [Claim Form – Navy Cadet League of Canada](#);
- b. Army Cadets: [Claim Form – Army Cadet League of Canada](#); and
- c. Air Cadets: [Claim Form – Air Cadet League of Canada](#).

OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION ADMINISTRATION

MUST BE FILLED PRIOR TO CFTC

1. Identification of cadet: \_\_\_\_\_  
(Full name and initials, unit and date of birth)
  
2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.
  
3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.
  
4. Medication and quantity brought by the cadet:
  - a. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
  
  - b. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
  
  - c. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_

Note: The medication needs to be in the original package or (if possible) blister packed.

\_\_\_\_\_  
(Parent/guardian/physician – Printed)

\_\_\_\_\_  
(Parent/guardian/physician – signature)

\_\_\_\_\_  
(date)

Identification of cadet: \_\_\_\_\_  
(Full name and initials, unit and date of birth)

- d. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
- e. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_
- f. Name of drug: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Administration time: \_\_\_\_\_  
Total quantity: \_\_\_\_\_

Note: The medication needs to be in the original package or (if possible) blister packed.

\_\_\_\_\_  
(Parent/guardian/physician – Printed)

\_\_\_\_\_  
(Parent/guardian/physician – signature)

\_\_\_\_\_  
(date)

**PARENTAL CONSENT FORM**  
**STAFF CADET UNSUPERVISED DAY TRIPS CADET TRAINING CENTRE**

**IMPORTANT:** This form must be completed in full and brought by the Staff Cadet to the CTC.

Staff Cadets may have the opportunity to take outings away from the CTC or activity site. These could be to a shopping mall or the nearest town, for example.

Staff Cadets will need to request time off through their chain of command in accordance with established CTC policies. Staff Cadets will normally be required to return prior to lights out. Each CTC/CFTC will establish the required return time as indicated in the CTC/CFTC Standing Orders.

Staff Cadets will not normally be permitted unsupervised leave overnight.

<b>SECTION "A" CADET PERSONAL DATA</b>	
<b>CADET'S LAST NAME</b>	<b>GIVEN NAMES</b>
<b>CORPS/SQUADRON</b>	<b>COURSE</b>
<b>SECTION "B" UNSUPERVISED DAY TRIPS</b>	
Staff Cadets may have the opportunity to take outings away from the CTC or activity site during off time. For example these could be to a shopping mall or the nearest town.	
Authority is granted for the above named Staff Cadet to have unsupervised day trips away from the CTC.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Comments</b>	
<b>SECTION "C" PARENT/GUARDIAN'S SIGNATURE (AS LISTED IN FORTRESS)</b>	
The information provided below is complete and accurate to the best of my knowledge.	
<b>Parent/Guardian's Name</b>	<b>Relationship to Cadet</b>
<b>Signature</b>	<b>Date</b>

**Staff Cadet to bring to CTFC**

**(Left blank intentionally)**

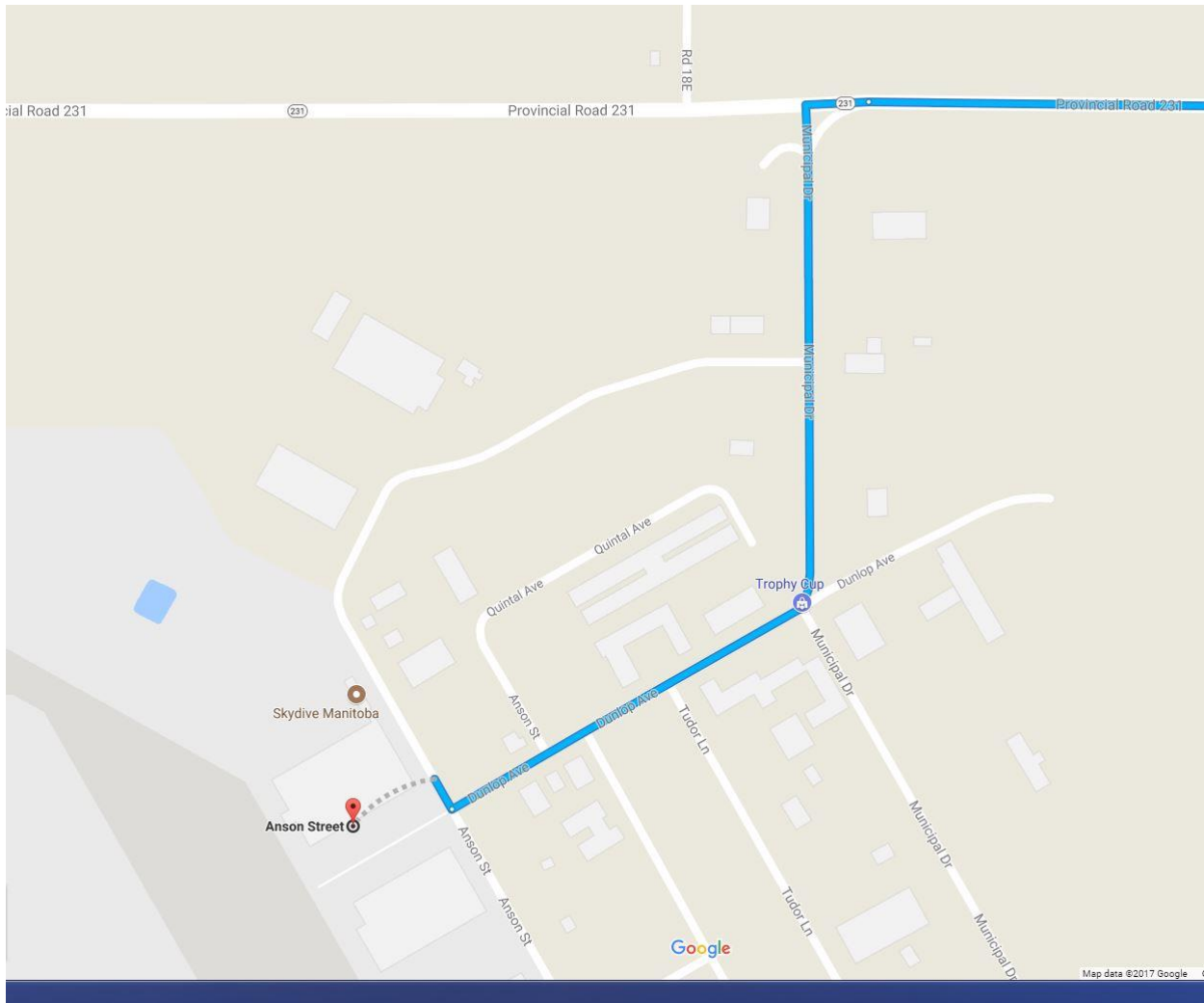
**REQUEST FOR DEVIATION OF TRAVEL  
PARENTAL PICK UP AND/OR DROP OFF**

<b>SECTION "A" CADET PERSONAL DATA</b>				
CADET'S RANK	CADET'S LAST NAME	CADET'S FIRST NAME	CADET'S INIT	TELEPHONE (       )
HOME ADDRESS		CITY	PROV.	POSTAL CODE
CADET CORP/ SQUADRON NUMBER & NAME			CADET CORP/SQUADRON'S LOCALITY (CITY)	
<b>SECTION "B"</b>		<b>CADET ACTIVITY</b>		
THE COURSE/EXCHANGE/EMPLOYMENT THE CADET IS ATTENDING		THE TRAINING CENTRE/COUNTRY THE ACTIVITY IS LOCATED		
<b>SECTION "C"</b>		<b>PICK UP / DROP OFF POINT</b>		
DROP OFF POINT		DATE/ TIME (dd/mmm/yyyy – hh:mm )		
PICK UP POINT		DATE/ TIME (dd/mmm/yyyy – hh:mm )		
<b>SECTION "D"</b>		<b>AUTHORIZED PERSON</b>		
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET			TELEPHONE : (       )	
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET (print)			TELEPHONE : (       )	
<b>SECTION "E"</b>		<b>PARENT / GUARDIAN SIGNATURE</b>		
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE (See point 4 below)  (PRINT)			TELEPHONE : (       )	
<b>SECTION "F"</b>		<b>SIGNATURE OF PERSON PICKING UP CADET</b>		
(to be signed at time of pick up)  (SIGNATURE)			DATE (dd-mmm-yyyy)  (PRINT)	

- This form must be completed if the pick up or drop off point differs from the pick up or drop off point assigned in the travel orders and/or the person picking up the cadet differs from the person(s) identified in the national cadet database (Fortress).
- The Canadian Armed Forces is responsible for transporting the cadet from a centralized point to the cadet training centre location. Any deviation from the provided transport arrangements are the financial and administrative responsibility of the authorizing parent or guardian.
- The completion of this form does not automatically guarantee that transport staff will be able to accommodate the request.
- Parent or Guardian authorizing name and corresponding signature in Section E of this form must be the same as the name identified in the national cadet database.
- The person picking up the cadet must:
  - be the person(s) authorized in Section D of this form;
  - be at least 18 years old; and
  - possess government issued identification proving to be the individual identified in Section D.
- Completed form is to be emailed to NorthwestTransport@forces.gc.ca.

Annex J  
Gimli Cadet Flying Training Centre – Joining Instructions Course and Staff Cadets

GIMLI CADET FLYING TRAINING CENTRE MAP



Orderly Room, 2nd Floor, West end of Hangar 1, Gimli Industrial Park