

2ND CANADIAN DIVISION TRAINING CENTRE



JOINING INSTRUCTIONS

**TAII/THII
Valcartier**

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GENERAL

1. Good day. Lieutenant-Colonel Wellwood, Commandant of the 2nd Canadian Division Training Centre (2 Cdn Div TC), would like to welcome you. This document is aimed at all students and instructors of the TAI and THII courses taking place at the 2 Cdn Div TC. It includes all the information required in order for you to report to the course with all the necessary equipment and documents.

GOAL

2. The primary goal of this document is to provide you with information on the 2 Cdn Div TC, including its rules, procedures and services and how to get there.

DATES AND TIMES OF ARRIVAL

3. All military members must report on the date and time indicated in the course-loading confirmation message. A course representative will be on site to greet you and direct you to your quarters. The representative will give you instructions relating to your course.

4. If, for exceptional reasons, you are unable to be there on time, you must notify the duty personnel by calling 418-844-5000 extension 7255, or the Unit Chief Clerk at 418-844-5000 extension 5649 or 6227.

TRANSPORTATION

5. The 2 Cdn Div TC, a lodger unit at Base Valcartier, is located 20 km north-west of Quebec City and can be accessed via Highway Henri IV North. You are allowed to come using personal transportation. Public transportation does not go all the way to Base Valcartier. The last bus stop is at the corner of Pie XI Boulevard North and Highway Henri IV North. From there, you must take a taxi to reach the base. The following website provides information on the public transportation schedules in the greater Quebec City area: Réseau de transport de la Capitale (RTC) <http://www.rtcquebec.ca/>

6. If you travel by commercial plane, you will arrive at the Québec City Jean Lesage International Airport. You will then need to take a taxi to the base. The cost of a taxi from the airport is estimated at \$40.00.

7. The train arrives in downtown Quebec City at the Gare du Palais (Palace Station). The cost of a taxi from the train station is estimated at \$52.00.

8. As always, the most economical means of transportation must be used. If you use your personal car to travel, you must have your vehicle registration and insurance certificate in your possession.

DRESS REQUIRED

9. Please take note of the following information:
- a. All students and instructors are to present themselves in combat dress (CADPAT) upon their arrival for the course, regardless of the method of transportation they used.
 - b. No hunting knife or other weapon is authorized.

PARKING

10. There is a parking lot for students and instructors at CSEM-1.

REQUIRED DOCUMENTS

11. The following documents are required upon arrival on the course:
- a. all military members who are not from the Base Valcartier administrative region must have a claim form (DND 99);
 - b. Military ID CAFIB 20 or CAFIB 13 or unit Military ID;
 - c. if applicable, a duly completed and signed CF 100 form;
 - d. for those who have a military driver's licence, their DND 404;
 - e. students having an exemption for wearing a beard must bring their updated medical paper with them;
 - f. students must have a legible copy of the DND 279, Force program, or have the documents signed by their commander to prove they successfully passed the Land Force Command Physical Fitness Standard (13 km) or FORCE Test (note that students who present themselves for training, and who are not physically and medically fit or do not have the above-mentioned documents, will be returned to their unit);
 - g. CF 742 (copy), signed and updated;
 - h. DND 2587 (copy), signed and updated;
 - i. driver's license, insurance certificate and vehicle registration;
 - j. vaccination record; and
 - k. Entrust card.

Note that CF 899 forms must remain in the units. The 2 Cdn Div TC will not take any CF 899 forms. Reservists who come with this form will have to return it to their home unit.

12. All military personnel are to arrive for the course with the entire complement of equipment. The home units are responsible for ensuring that their members are equipped PRIOR to the beginning of the course. You can find the required equipment lists on the following site: <http://www.army-armee.forces.gc.ca/en/2-cdn-div-training-center/trainees.page>

QUALIFICATION REQUIREMENT

13. Students reporting for the PLQ-I or PLQ-A must have proof of completion of the Gender-Based Analysis Plus (GBA Plus) qualification, as indicated in CANFORGEN 154/16 CMP 074/16 241553Z Aug 16.

OPHTHALMOLOGICAL EXAM – LASER

14. Given the increased use of laser range finders and simulators at the 2 Cdn Div TC, ophthalmological exams are mandatory (personnel exposed to laser beams), as per CFMO 27 13. All personnel, including back-up personnel, taking the basic sniper course must have had an ophthalmological exam prior to arriving at the 2 Cdn Div TC.

15. Students taking the course must provide certification that they have had an ophthalmological exam.

QUARTERS

16. Students must live in the quarters that are assigned to them. Students cannot leave training during this period without the Coy Comd's permission. For instructors and support personnel, under the control of the Coy Comd, the course requirements will dictate whether they need to stay in the garrison.

LEAVE

17. The home units are responsible for managing their members' annual leave. However, annual leave management becomes more complicated when members are assigned to duties outside their home unit. To avoid any ambiguity, those employed as instructors at the 2 Cdn Div TC during the period from January to March must make sure they have taken all their annual leave prior to the start of their duty. It is, however, recommended that they keep five days of annual leave if they plan to take time off for March break.

- a. For the students, no vacation leave will be approved during the course, and no expenses to return home will be authorized. For those arriving from outside, the same policy will be applied.

PAY

18. Attendance will be taken and sent to the units so that they can activate their members' pay. You will receive your pay via direct deposit into your bank account on the fifteenth and the last day of the month. If you do not receive your pay then, please contact the Coy clerk as soon as possible.

19. The students' claims will be produced and finalized by their home units and the course personnel. The students will then receive their reimbursements by direct deposit into their bank accounts within 5 to 10 working days following the date of signature. The Coy clerk will prepare the Casual Land Duty Allowance (CLDA) requests.

COMMUNITY SERVICES

20. The CANEX shopping centre is located near Base Valcartier's married quarters. It includes a supermarket, a department store and a hair salon for men and women. There is also a drug store, a flower shop, a snack bar and a Caisse d'économie affiliated with the Caisses populaires Desjardins, with a bank machine. The supermarket offers dry cleaning and post office services.

MEDICAL INSTRUCTIONS

21. Medication. All students and instructors with special medication requirements must come with the quantity required for their entire employment period (EpiPen, asthma puffer, etc.).

22. Medical and dental support. Medical and dental support are provided by the Valcartier Health Centre and the 1 Dental Unit. Should there be an emergency outside regular working hours, the 2 Cdn Div TC duty officer must be notified immediately. However, you must go to a civilian facility. During regular working hours, the course assistant or any instructors present will take charge of emergencies. All personal who do not meet the minimum medical standard for their MOS ID will be returned to their home unit at their own expense.

23. Physical training prior to courses. Health professionals suggest that all students on courses start preliminary training a few weeks before the start of the course. This training will reduce the risk of injuries during the course.

24. Wearing new combat boots: It is strongly recommended that all students wear their new combat boots several times before their arrival in order to reduce the risk of injuries and related complications during the course.

RATIONS

25. The kitchens serve meals on the following schedules:

a. Weekdays

(1) Breakfast from 0600 to 0930 hours;

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- (2) Lunch from 1130 to 1300 hours; and
- (3) Supper from 1630 to 1830 hours.

b. Weekends and statutory holidays

- (1) Breakfast from 0600 to 0930 hours;
- (2) Brunch from 1130 to 1300 hours; and
- (3) Supper from 1630 to 1800 hours.

26. Military members who have dietary restrictions for religious or other reasons will, if possible, be offered meals adapted to their needs (without pork, vegetarian, etc.). It is important that members who have dietary restrictions inform the staff upon arrival.

INFORMATION AND ADDRESS

27. Mail must be addressed to:

Serial number, rank, name, initials

2 Cdn Div TC – [redacted] Coy

Building 133

Course name and number

P.O. Box 1000, Station Forces

Courcelette QC G0A 4Z0

SECURITY

28. Everyone should bring at least three padlocks to secure their personal effects. Also, try to avoid bringing attractive personal items, such as sound systems, jewelry, laptops, video games, etc. The 2 Cdn Div TC will not assume responsibility for lost or stolen personal items.

EMERGENCY NUMBERS

29. The numbers where you can be reached at the 2 Cdn Div TC in an emergency are as follows:

- a. Between 0800 and 1630 hours: 418-844-5000 extension 6227 or 5649.
- b. After regular business hours: 418-844 5000 extension 7255 or cell 418-802 0421.

MESS

27. All students, instructors and other personnel must make contributions to the mess as per the regulations of their respective messes and in accordance with their rank throughout their employment period. The CFTPO employing-authority document will be used to determine the contribution amount. Students should have cash available to facilitate its administration.

DISTRIBUTION OF THE JOINING INSTRUCTIONS

29. The home units of the members registered for this course are responsible for distributing the joining instructions.