

JOINING AND ADMINISTRATIVE INSTRUCTIONS

NATIONAL SECURITY STUDIES COURSE

GENERAL

These instructions pertain to officers attending the National Security Studies Course offered at the CFC.

LOCATION

A map of the area is at [Annex A](#); the detailed layout of CFC is at [Annex B](#).

REPORTING IN

1. Students' units are requested to send ETA messages to CFC Toronto //PSS//.
2. Upon arrival at the College, students are to pick up the following at the Commissionaires' desk:
 - a. access / library / ration card; and
 - b. envelope containing the date and time of appointment with PSS staff.
3. When reporting to the PSS, students are asked to bring their passports. During the PSS signing-in, the following will be dealt with:
 - in-clearance card;
 - separation claims;
 - passports;
 - pay; and
 - security clearance.
4. Dress for reporting to the NSSC is winter Service dress, shirt and sweater.

FIRST ASSEMBLY *

Course members will assemble in appropriate Service dress, shirt and sweater, in Rowley Auditorium at 08h30 hrs, on the first day of the course for NSSC orientation and administrative briefings. Dress for the official opening ceremony, on Wednesday, is service dress with tunic.

ACCOMMODATION AND RATIONS — UNACCOMPANIED MEMBERS

1. Course members from outside the Toronto area attending courses on Imposed Restriction or Attached Posting will be accommodated in the Ralston Residence on the CFC campus. The

mailing address is 215 Yonge Blvd, Toronto, ON, M5M 3H9. Candidates requesting IR at the College must do so through their unit Orderly Rooms prior to their arrival.

2. Living-in members will take their meals in the AHOM Dining Facilities. CFC staff and students may purchase “Casual” meals in the AHOM.

MEDICAL AND DENTAL SERVICES — CF PERSONNEL

1. ASU Toronto Medical / Dental supports the College and is located at the Downsview site. Sick Parade is scheduled from 0730 hrs to 0830 hrs, Monday to Friday. Appointments are conducted between 0830 and 1130 hrs, and may be booked by phoning 416–633–6200 (Ext 3900 for medical); or (Ext 3925 for dental). Canadian students’ medical category and dental fitness should be valid for the entire duration of the Course.

2. Emergencies. After normal working hours, personnel are to report to the nearest local civilian walk-in clinic or hospital. Military personnel are to inform ASU Medical Section the next working day, for follow-up and the settling of the medical bills and accounts. The recommended clinic is the Yorkview Medical Centre at 3695 Keele Street. Note that Blue Cross cards are required at non-military medical centres.

3. Immunization. Students are to ensure that their immunization is up to date and that inoculations are completed prior to reporting to the College. As well, service members should ensure that their Periodic Health Examination, aircrew/over 40 medicals are current and will not lapse while at CFC.

SECURITY CLEARANCE

All students require a minimum-security clearance of SECRET that must be valid for the duration of the Course.

BAGGAGE

1. During the academic year students will be required to participate in two out-of-Canada Field Study Exercises (FSEs) that include travel by commercial means to locations in the United States and Europe. Dress on FSEs to Europe and the USA is business suit. Students are advised to review their insurance policies to ensure that loss of personal baggage and contents is covered and, if not, to obtain suitable coverage. Baggage insurance is a personal responsibility.

2. Canadian course members shipping unaccompanied baggage are to ensure that it is addressed to CMTT at the Area Support Unit Toronto and not directly to the Canadian Forces College.

Address: CMTT
ASU Toronto
Denison Armoury
1 Yukon Lane
Downsview, ON M3M 3J5

PASSPORTS

All officers are asked to arrive with a passport valid for the duration of the Course. The passport must be valid for 10 months from the reporting-in date. It is recommended that all Canadian course candidates obtain a Green Passport (through NDHQ/DTM Passports) prior to arrival at the College.

ID CARD

All officers are asked to arrive with an ID card valid for the duration of the Course.

STUDY AIDS

1. The College supplies binders, writing materials, computer diskettes, compact disks, and most reference texts. Students will receive an initial issue at the start of the Course. Subsequent requirements are an individual responsibility to request.
2. Information Systems (IS) support at the College includes all aspects of information technology (IT): computers; office automation and network operating system software; printers; notebook computers; audiovisual equipment; telephones; facsimile; voice mail; cable plant; and communications.
3. Course members living on campus will have in their suite a networked Sunray station providing all required computing access to the College network. The Sunray system does not support external devices such as memory sticks, CD drives, etc. Course members not living-in will be provided with a fully equipped notebook for use while on course. Additional software, including Microsoft Office Suite 2000, is provided permitting access to the CFC e-mail system (with links to Internet E-mail), the IRC and its electronic research tools, and the Internet. Please note that it is not permitted to connect personal computers into the College network. All required computing resources are provided by the College.
4. There is a limited, but adequate, number of DEMS terminals at CFC. Course members requiring a DWAN account must ensure that any other DWAN account they have is deactivated before one is set up at CFC. Course members have access to a self-service outgoing fax terminal; all incoming faxes are routed through the PSS at the number shown elsewhere in this instruction. All syndicate rooms are equipped with telephones which have access to the CSN and may be used for local and official long distance commercial calls.
5. During the first few days of the course, students will be offered introductory sessions on operating the CFC hardware and software described above, as well as the audio-visual equipment located in each syndicate room.

POSTAL ADDRESS AND TELEPHONE NUMBERS

1. All correspondence should be addressed as follows
 - a. Letter: Canadian Forces College
215 Yonge Boulevard
Toronto, ON M5M 3H9

- b. Message: CFC Toronto
- c. Telephone: Commissionaire 416-482-6800, ext 6934
J1 416-482-6800, ext 6998
J1 Pers 416-482-6800, ext 6808
Chief Clerk 416-482-6800, ext 6803
- d. Autovon/GPCSN: 634-6XXX.
- e. Fax: 416-482-6908

THE INTERNET

The CFC Internet site is located at www.cfc.dnd.ca. Course members will have the opportunity to establish personal internet e-mail accounts while on course. Due to bandwidth restrictions, Internet chat is not permitted.

RALSTON RESIDENCE

Telephone and cable television service is provided to Ralston residents for a monthly fee of \$61.12 CDN. Telephone services are all-inclusive and provide voicemail, local calls, and unlimited and unrestricted national and international long-distance calls. Rodgers high-speed lines are available; however, at the course members' own expense.

OFFICERS' MESS

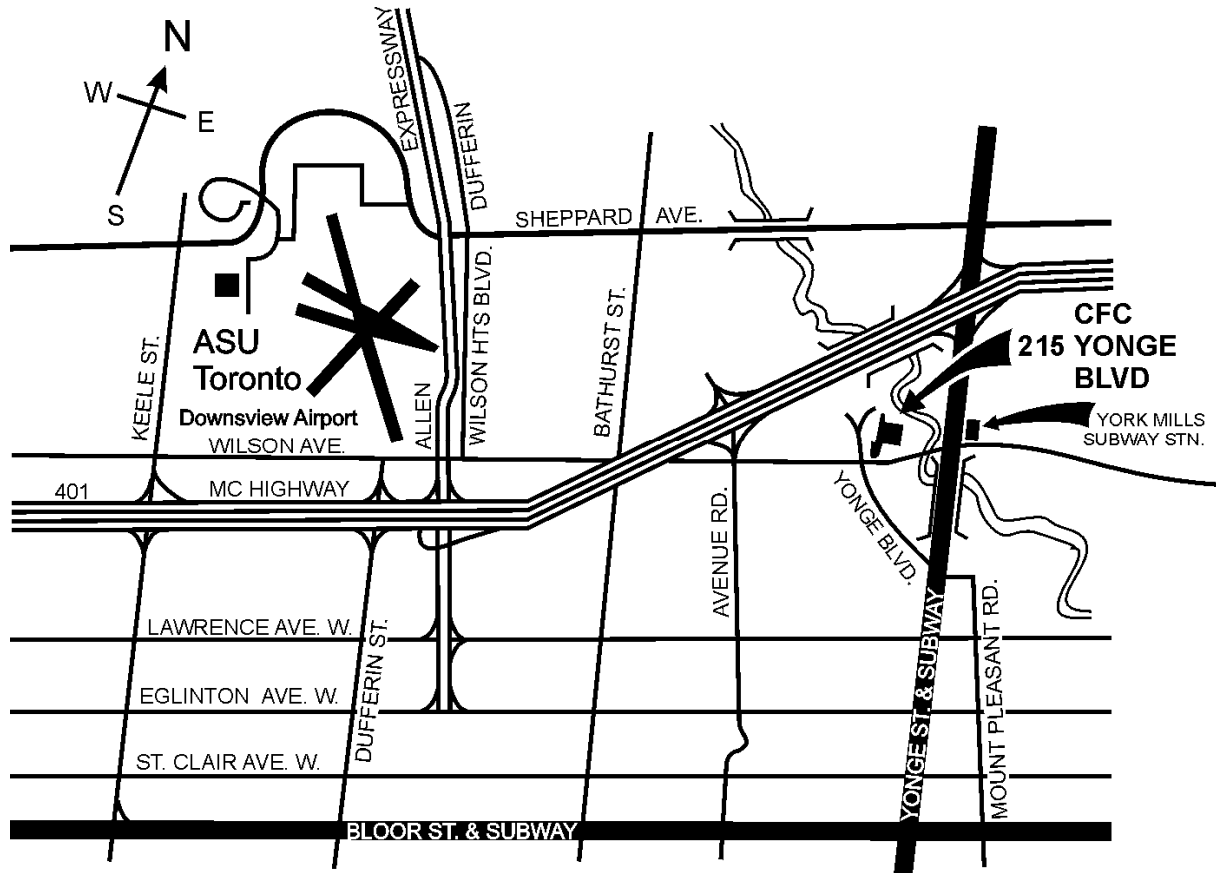
1. All Course members and staff are members of the Armour Heights Officers' Mess, situated on the CFC grounds, adjacent to the Ralston Residence single quarters and some one hundred metres from the main academic building.
2. As stipulated in CFAOs, CF Officers will be required to join the mess (effective on COS date) on clearing in. There will be one mess dinner during NSSC course members are advised to bring their environmental mess dress.

Annexes:

- *[Annex A](#) Sketch Map of CFC Location
- *[Annex B](#) Detailed Layout of CFC Site
- *[Annex C](#) International Students

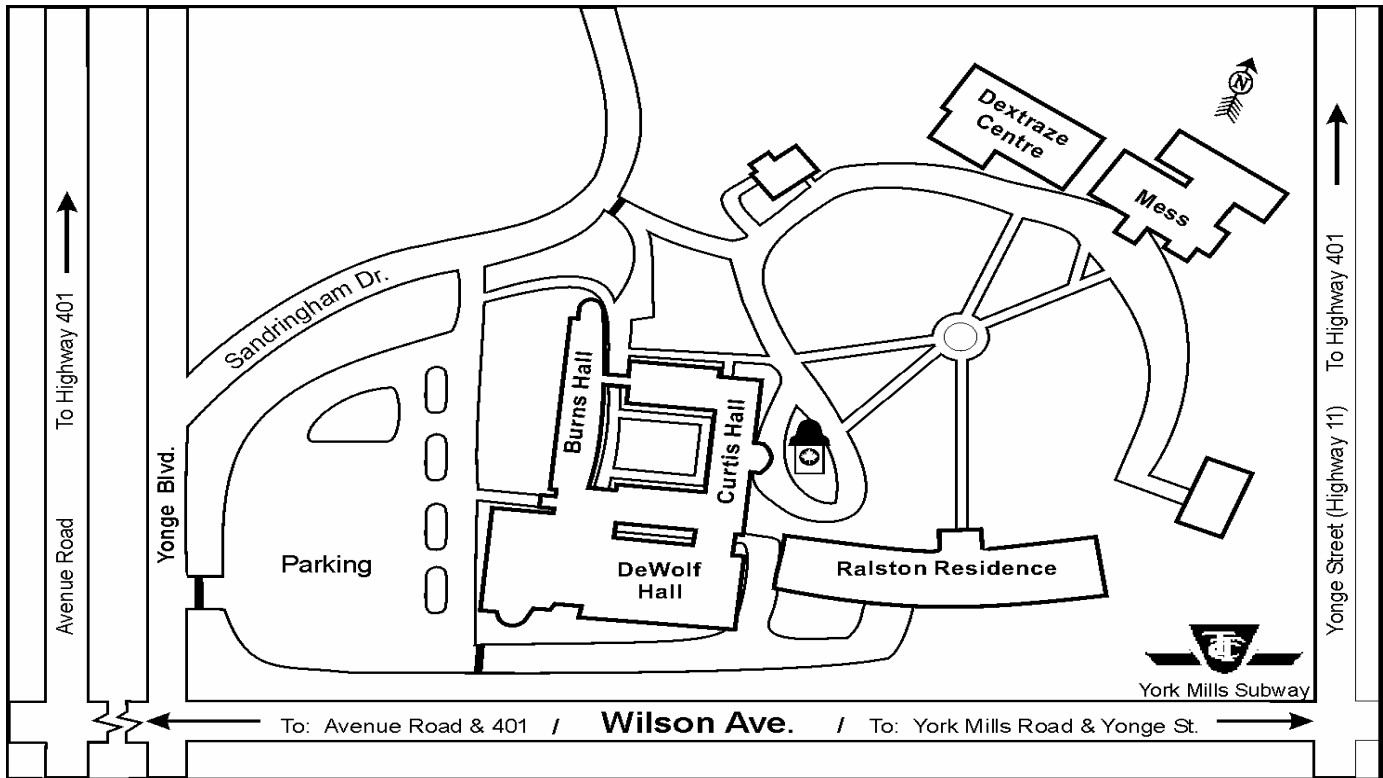
ANNEX A

SKETCH MAP OF CFC LOCATION



ANNEX B

DETAILED LAYOUT OF CFC SITE



INTERNATIONAL OFFICERS

GENERAL

1. This annex provides joining and administrative information particular to students and should be read in conjunction with the relevant articles in the main document, which are marked by an asterisk *.
2. International students are encouraged to establish early contact with their national representatives at CFC for additional information and assistance. In the event that there is no one from your nation at CFC, contact the Student Support Office at 416-482-6800, extension 6812 ([Ms Rose Suppa](#)) or 6912 (Mr Bill Winter) in Curtis Hall.

ARRIVAL

3. Provided that you advise the College of arrival details, a member of the College staff will meet you. The following details should be provided:
 - a. Your mode of transportation and time of arrival; and
 - b. Requirements for accommodation if not prearranged.
4. You should advise the College of your location and phone number as soon as you arrive in Toronto (telephone 416-482-6800, extension 6934) so that messages can be passed to you. You should also report to the College Personnel Support Section (Curtis Hall, Room 140) in person as soon as convenient after your arrival for advice, directions, and time-saving hints and details concerning administrative clearances and procedures. The Student Support Services Clerk (extension 6812 or 6912) is the College point of contact on international administration and will assist you with many details or requests.

ACCOMMODATION

5. It is an individual responsibility to secure accommodation; however, the College has made provision for lodgings at the same location as Canadian course members. As mentioned above, you should contact your national representative or the student Support Services Clerk as early as possible and discuss your accommodation requirements.

SPONSORS

6. International staff and course members will be assigned civilian sponsors to assist with their integration into the military and civilian communities in Toronto.

IDENTIFICATION/PASSPORTS/VISAS/STUDENT AUTHORIZATION

7. International officers must be in possession of a military identification card as well as a passport. The Commandant's letter should be used as a letter of introduction and shown to the Canada Immigration Officer at the point of entry into Canada.
8. A Visitor's Record valid for duration of stay should be obtained by international officers from Canadian Immigration upon entry into Canada and should be retained with passports.
9. Visas for travel to the United States and/or a Schengen Visa for travel to European countries, where required, must be obtained prior to departure from your home country (American personnel excepted). Both business and tourist/private visas will be required. Please read the U.S. Department of State notice (included in your joining information) about the Visa Waiver Program. A multi-entry visa for Canada is essential, where applicable.
10. All documentation must be valid for the duration of your stay in Canada.
11. All international Forces personnel will be processed for and issued with identification cards (CAFIB-22) by the Area Support Unit (ASU), Toronto's Identification Section. These cards will provide personal identification. For personnel subject to the Visiting Forces Act, these cards will also serve as authorization for remission of customs duty, sales and excise taxes, and excise duties on goods imported by visiting forces personnel and their dependants for their own use under Revenue Canada Memorandum D21-4-3 dated 29 Feb 00. A copy of this memorandum is available on request. These cards must be returned to the Personnel Support Section, or to the Student Support Services Clerk, prior to final departure from the College.

SECURITY CLEARANCE

12. International officers must have a minimum security clearance of SECRET.

UNACCOMPANIED BAGGAGE

13. Unaccompanied baggage should be shipped to the Canadian Forces College, Toronto, either by surface or air, and must be cleared by individual students before it will be released by Canada Customs. Import of unaccompanied baggage is permitted under Revenue Canada Memorandum D21-3-1 dated 30 Dec 98 (a copy is enclosed).

HEALTH CARE

14. Medical care for all military personnel will be provided by ASU (T) Canadian Forces Health Facilities at the Denison Building. Medical care for family members of USA personnel is provided by the Canadian Forces. Arrangements with civilian doctors will be the responsibility of the member, keeping the College and ASU Toronto Health Section informed. Officers are eligible for medical treatment in a Canadian military medical facility. Major medical costs relating to serious illness or injury, or requiring treatment in other than Canadian military medical facilities, or for elective surgery, will normally be borne by the home country.

DUTY-FREE PURCHASES

15. Liquor Control Board of Ontario cards are issued to NATO-affiliated or NATO Partner officers. During the orientation briefings, one of the international staff officers will brief you on the procedures for obtaining duty-free spirits, wine and beer. The first step in the process is to obtain a duty-free liquor permit. This permit is normally arranged through your country's embassy or consulate. Should you encounter difficulties, assistance can be obtained from [Ms Suppa](#) (6812).

BANKING

16. Occasionally international students have experienced minor difficulties in locating and organizing their finances, particularly during the initial few weeks in Canada. Most banks in Toronto are equipped to handle problems equally well, and if you have a preference it is suggested that you communicate with the head office of the bank concerned. The following is a partial list of head offices:

- a. Royal Bank of Canada
200 Bay Street
Toronto ON M5J 2J5

www.royalbank.com

416-974-3940
- b. Canadian Imperial Bank of Commerce
Commerce Court West — Concourse Level
Toronto ON M5L 1G9

www.cibc.com

416-980-2211
- c. Bank of Nova Scotia
44 King Street West
Toronto ON M5H 1E2

www.scotialbank.com

416-866-6777
- d. Bank of Montreal
P.O. Box 1
1st Canadian Place
100 King Street West
Toronto ON M5X 1A1

www.bmo.com

416-867-5050

- e. TD Canada Trust
55 King Street West
Toronto ON M5K 1A2

www.tdcanadatrust.com

416-982-2322

REGIMENTAL/BRANCH/SERVICE MARCH MUSIC

17. It is Canadian military tradition that Regimental, Branch, Corps or Service marches are played at the conclusion of the Mess dinners, which are held on a number of occasions during the Courses. Regrettably, Canadian military bands are rarely able to obtain the music for marches not commonly used within the Canadian Forces. International Course members (other than from the USA) are, therefore, urged to bring with them the sheet music of their own unit march, preferably scored for all standard brass band instruments, which should be given to the Mess Manager on arrival.