

JOINING AND ADMINISTRATIVE INSTRUCTIONS

CANADIAN OFFICERS

GENERAL

These instructions pertain to officers attending the courses offered at the CFC. Paragraphs marked with an asterisk* contain material of interest to international officers. Separate joining and administrative instructions are provided to JRCSC candidates.

LOCATION *

All courses are conducted by the Canadian Forces College (CFC) located in Toronto. 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:
 - a. in-clearance card;
 - b. separation claims;
 - c. passports;
 - d. pay; and
 - e. security clearance.
4. Dress for reporting to the CSC and the AMSC is summer Service dress (short-sleeve order). Dress for the NSSC is winter Service dress.

FIRST ASSEMBLY *

Course members will assemble in appropriate Service dress in their designated syndicate rooms at 0800 hrs, on the first day of the course for opening orientation and administrative briefings.

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 (a smoke-free facility) 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. The College is supported by ASU Toronto Medical and Dental Sections 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.

ANNUAL LEAVE

As instructed in posting messages, CSC course members are to arrive at the College with no more than nine days of Annual Leave remaining. Officers arriving with more than nine days of FY 04/05 leave are to provide an explicatory letter from their home unit. Officers arriving with less than nine days of Annual Leave will be required to use accumulated/accrued leave during the authorized leave periods at Christmas and during the March Spring Break.

SECURITY CLEARANCE

All students require a minimum security clearance of SECRET that must be valid for the duration of the Course. Updates, if necessary, must be completed prior to your arrival at CFC.

BAGGAGE *

1. During the academic year students will be required to participate in a variety of Field Study Exercises (FSEs), which include travel by military or commercial means to locations in Canada, the United States, and Europe. 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 (green or blue) valid for the duration of the Course. The passport must be valid for 18 months from the reporting-in date. If your passport is not valid, you are asked to obtain a Green Passport (through NDHQ/DTM Passports) prior to your 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. Binders, writing materials, computer diskettes, compact disks, and most reference texts are supplied by the College. Students will receive an initial issue at the start of the Course. Subsequent requirements are a personal responsibility.
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 Sun Ray station providing all required computing access to the College network. The Sun Ray system does not support external devices such as memory sticks, CD drives, etc. Upon request, course members not living in will be provided with a fully-equipped notebook for use while on course. Additional software, including Microsoft Office 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. GP Autovon/CSN: (319) 634-6XXX.
 - e. Fax: 416-482-6908

THE INTERNET *

The CFC Internet site is located at www.cfc.forces.gc.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 services are provided in the Ralston Residence. Telephone services are all-inclusive and provide voicemail, local calls, and unlimited and unrestricted national and international long-distance calls. Rogers 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 100 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.

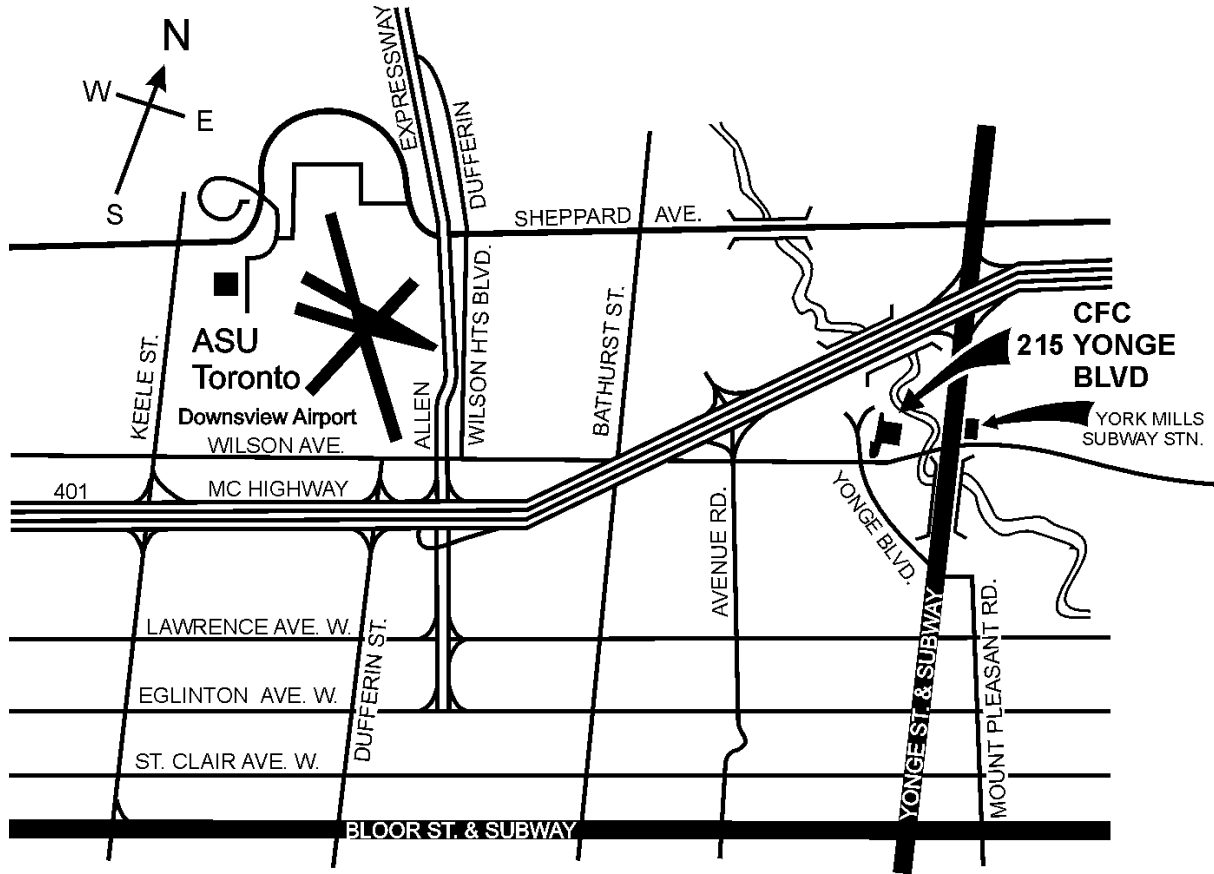
MILITARY CLOTHING SUPPLIES

All CF personnel posted to Canadian Forces College Toronto should be aware that only a small military clothing stores (DEU items) exists in Toronto. Many items have to be ordered and the delivery time can be up to 90 days. It is recommended that personnel complete all anticipated clothing procurements and issues prior to arriving in Toronto. Combat/environmental dress is required.

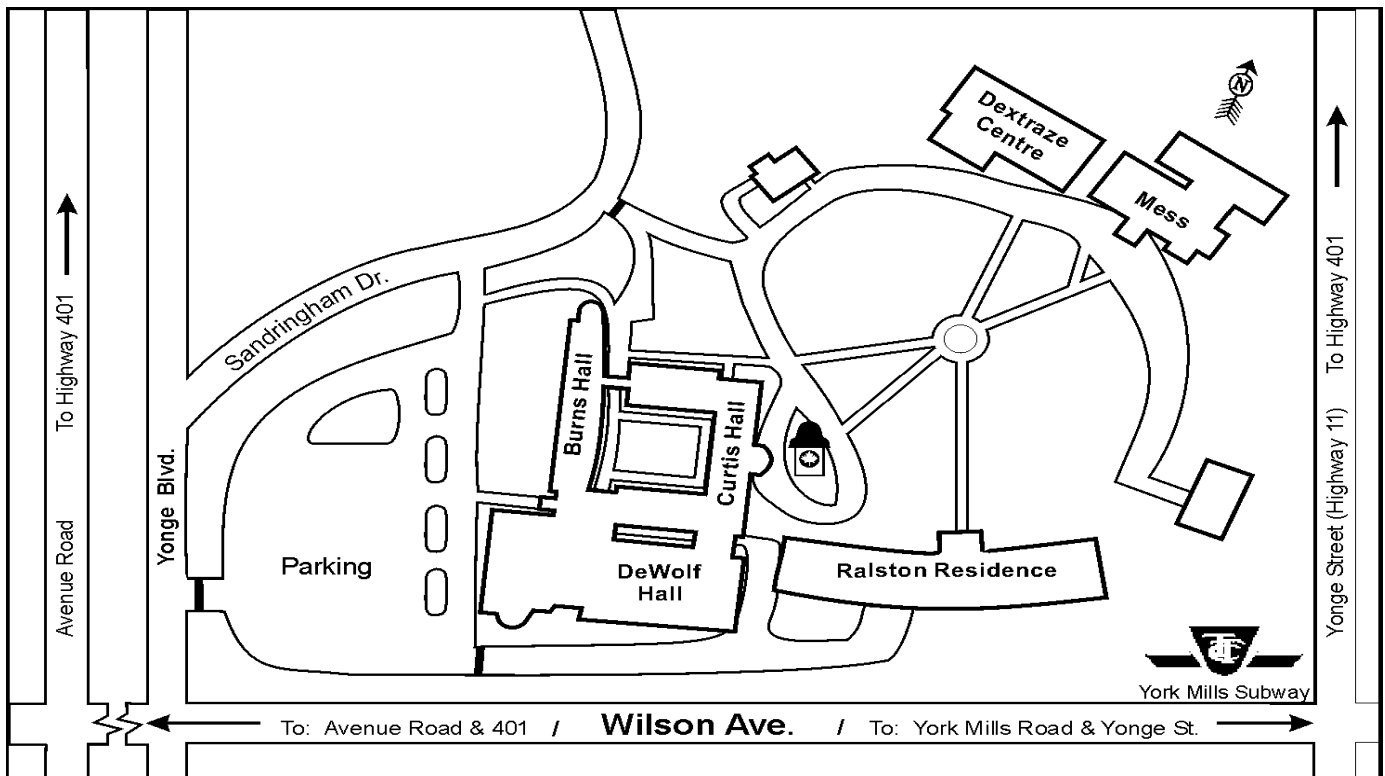
Annexes:

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

SKETCH MAP OF CFC LOCATION



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. An international officers' staff and student orientation programme will be conducted in advance of the course commencement. You will be advised of details in your joining instructions. The College requests that those international officers who are accompanied by family members be allowed to arrive in Toronto on or before the Friday three weeks prior to the start date of the course. Unaccompanied officers should arrive on or before the Wednesday two weeks before the start date of the course. Arrival by these dates allows for essential domestic and personal preparation prior to the commencement of the course.
4. Provided that you advise the College of arrival details, you will be met by an officer in uniform. The following details should be provided:
 - a. your name and the number of accompanying dependants;
 - b. mode of transportation and time of arrival; and
 - c. requirements for interim hotel accommodation if not prearranged.
5. 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

6. 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

7. 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 AND STUDENT AUTHORIZATION

8. 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.

9. 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.

10. 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.

11. All documentation must be valid for the duration of your stay in Canada.

12. Following their arrival in Canada, all international officers 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 [here](#). 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

13. International officers must be in possession of documentation certifying that they hold a security clearance of SECRET.

UNACCOMPANIED BAGGAGE

14. 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 available [here](#)).

HEALTH CARE

15. Medical care for all military personnel will be provided by ASU(T) Canadian Forces Health Facilities at the Denison Armoury. Medical care for family members of US 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

16. Liquor Control Board of Ontario (LCBO) 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](#) (extension 6812).

BANKING

17. 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.scotiabank.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, OR SERVICE MARCH MUSIC

18. 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.

Key Dates for CFC Programmes			
Subject to change			
Common to All Programmes	2004/5	2005/6	2006/7
August Civic Holiday	Mon, 2 Aug 04	Mon, 1 Aug 05	Mon, 7 Aug 06
Labour Day	Mon, 6 Sep 04	Mon, 5 Sep 05	Mon, 4 Sep 06
Thanksgiving Day	Mon, 11 Oct 04	Mon, 10 Oct 05	Mon, 9 Oct 06
Remembrance Day	Thu, 11 Nov 04	Fri, 11 Nov 05	Mon, 13 Nov 06
Christmas Break	Sat, 18 Dec 04 to Mon, 3 Jan 05	Sat, 17 Dec 05 to Mon, 2 Jan 06	Sat, 23 Dec 06 to Mon, 7 Jan 07
Good Friday	Fri, 25 Mar 05	Fri, 14 Apr 06	Fri, 6 Apr 07
Easter Monday	Mon, 28 Mar 05	Mon, 17 Apr 06	Mon, 9 Apr 07
Victoria Day	Mon, 23 May 05	Mon, 22 May 06	Mon, 21 May 07
Canada Day	Fri, 1 Jul 05	Mon, 3 Jul 06	Mon, 2 Jul 07
Programme-Specific			
CFC All Staff Orientation	CSC 31 Tue, 3 Aug 04 and Wed, 11 Aug 04	CSC 32 Tue, 2 Aug 05 and Wed, 10 Aug 05	CSC 33 Tue, 8 Aug 06 and Wed, 16 Aug 06
JRCSC	JRCSC 9	JRCSC 10	JRCSC 11
Term 1	Sat, 2 Oct 04 and Sun, 3 Oct 04	Sat, 1 Oct 05 and Sun, 2 Oct 05	Sat, 31 Sep 06 and Sun, 1 Oct 06
Term 2	Mon, 4 Oct 04 to Mon, 31 Jan 05	Mon, 3 Oct 05 to Mon, 30 Jan 06	Mon, 2 Oct 06 to Mon, 29 Jan 07
Term 3	Mon, 7 Feb 05 to Mon, 6 Jun 05	Mon, 6 Feb 06 to Mon, 5 Jun 06	Mon, 5 Feb 07 to Mon, 4 Jun 07
Term 4	Sat, 9 Jul 05 to Fri, 22 Jul 05	Sat, 8 Jul 06 to Fri, 21 Jul 06	Sat, 7 Jul 07 to Fri, 20 Jul 07
CSC International Staff and Student Orientation	CSC 31 Thu, 29 Jul and Fri, 30 Jul 04	CSC 32 Thu, 28 Jul 05 and Fri, 29 Jul 05	CSC 33 Thu, 27 Jul 06 and Fri, 28 Jul 06
CSC	CSC 31	CSC 32	CSC 33
Speed-Reading Tutorials (Optional)	Mon, 9 Aug 04 and Tue, 10 Aug 04	Mon, 8 Aug 05 and Tue, 9 Aug 06	Mon, 14 Aug 06 and Tue, 15 Aug 06
Orientation	Wed, 11 Aug 04 to Fri, 13 Aug 04	Wed, 10 Aug 05 to Fri, 12 Aug 05	Wed, 16 Aug 06 to Fri, 18 Aug 06
CSC Term 1 Begins	Mon, 16 Aug 04	Mon, 15 Aug 05	Mon, 21 Aug 06
CSC Term 2 Begins	Wed, 20 Oct 04	TBD	TBD
CSC Term 3 Begins	Mon, 24 Jan 05	TBD	TBD
March Break	Mon, 14 Mar 05 to 18 Mar 05	Mon, 13 Mar 06 to Fri, 17 Mar 06	Mon, 12 Mar 07 to Fri, 16 Mar 07
House-Hunting Trip (HHT)	Mon, 18 Apr 05 to 22 Apr 05	TBD	TBD
CSC Term 4 Begins	Mon, 18 Apr 05	TBD	TBD
CSC Graduation Day	Sat, 25 Jun 05	Sat, 24 Jun 06	Sat, 29 Jun 07

AMSC	AMSC 7	AMSC 8	AMSC 9
SDS Orientation	Wed, 18 Aug and Thu, 19 Aug 04	Mon, 22 Aug 05 and Tue, 23 Aug 05	Mon, 28 Aug 06 and Tue, 29 Aug 06
AMSC Begins	Mon, 30 Aug 04	Mon, 29 Aug 05	Tue, 5 Sep 06
AMSC Ends	Fri, 10 Dec 04	Fri, 16 Dec 05	Fri, 15 Dec 06
JSOC	JSOC 4	JSOC 5	JSOC 6
JSOC Begins	Mon, 18 Oct 04	Mon, 17 Oct 05	Mon, 16 Oct 06
JSOC Ends	Fri, 29 Oct 04	Fri, 28 Oct 05	Fri, 27 Oct 06
Executive Leaders' Symposium	ELS 2004	ELS 2005	ELS 2006
ELS Begins	Mon, 4 Oct 04	Mon, 3 Oct 05	Mon, 2 Oct 06
ELS Ends	Fri, 8 Oct 04	Fri, 7 Oct 05	Fri, 6 Oct 06
Senior Mentors Symposium	SMS 2004	SMS 2005	SMS 2006
OPP training for CFC exercises	Mon, 15 Nov 04 to Fri, 19 Nov 04	TBD	TBD
NSSC	NSSC 7	NSSC 8	NSSC 9
NSSC Student Orientation	Tue, 4 Jan 05 to Fri, 7 Jan 05	Tue, 3 Jan 06 to Fri, 6 Jan 06	Tue, 9 Jan 07 to Fri, 12 Jan 07
NSSC Term 1 Begins	Mon 10 Jan 05	Mon, 9 Jan 06	Mon, 15 Jan 07
NSSC Term 2 Begins	TBD	TBD	TBD
NSSC Final Day of Course	Fri, 24 Jun 05	Fri, 23 Jun 06	Fri, 29 Jun 07
CDS Seminar	CDSS 2005	CDSS 2006	CDSS 2007
Coincides with CSC/NSSC FSE Europe	TBD	TBD	TBD
NSSS	NSSS 2005	NSSS 2006	NSSS 2007
NSSS Begins	Mon, 18 Apr 05 to	TBD; coincides	TBD; coincides with
NSSS Ends	Fri, 29 Apr 05	with CSC HHT	CSC HHT
Other CFC Activities			
IRC Maintenance Period - IRC Closed	Mon, 27 Jun 05 and Tue, 28 Jun 05	Mon, 26 Jun 06 and Tue, 27 Jun 06	Wed, 4 Jul 07 and Thu, 5 Jul 07
CFC Maintenance Period - no facilities available	Mon, 26 Jul 04 to Fri, 6 Aug 04	Mon, 25 Jul 05 to Fri, 5 Aug 05	Mon, 26 Jul 06 to Fri, 7 Aug 06
Terry Fox Run	Wed, 15 Sep 04	Wed, 14 Sep 05	Wed, 13 Sep 06
CFC Fall Mess Dinner	Wed, 20 Oct 04	Wed, 19 Oct 05	Wed, 18 Oct 06
CFC JRs Christmas Dinner	Mon, 13 Dec 04	TBD	TBD
AHOM Maintenance	Sat, 18 Dec 04 to Fri, 31 Dec 04	Sat, 24-31 Dec 05	Sun, 24-31 Dec 06
CFC Spring Mess Dinner	Tue, 22 Mar 04	TBD	TBD

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Schedule updated on 18 Jan 05