

**CIC OFFICER SELECTION –  
2004 RCAC NATIONAL DOMESTIC ADVENTURE EXPEDITION**

**GENERAL**

1. RCSU (A) has received approval to plan and execute the 2004 Royal Canadian Army Cadet National Domestic Adventure Expedition in New Brunswick. This instruction will serve to outline the requirements and selection process for conducting officers.
2. This instruction will be placed on the National Cadet Website at [www.cadets.ca](http://www.cadets.ca). Links will be available through the regional websites.

**RESPONSIBILITIES OF CONDUCTING OFFICERS**

3. Detailed terms of reference forwarded upon conclusion of the selection process. A general overview of the responsibilities expected from the conducting officers for this expedition are as follows:
  - a. Stage the first phase of the expedition in CFB Gagetown, NB before departing for the Adventure Expedition Site at Dipper Harbour, NB and upon return;
  - b. Supervise, the cadets during all phases of the expedition including; the preparation and wrap-up phases, travel to and from Dipper Harbour, during the hiking, mountain biking, and sea kayaking phases;
  - c. Officers will be required to participate in all phases of the adventure expedition, including the hiking, mountain biking and sea kayaking portions conducted by the professional guides;
  - d. Coordinate expedition matters while in CFB Gagetown, Dipper Harbour, NB and during the expedition, including, administration, rations, quarters, finance, transportation, public affairs, etc; and
  - e. Supervise the provision of contracted services.

**OFFICER VACANCIES**

4. There will be vacancies for 3 Army CIC Officers (one of which must be bilingual) as follows:
  - a. Officer In Charge (OIC)- Selected from Atlantic Region;
  - b. Conducting Officer (female)- Open to officers from all regions; and
  - c. Conducting Officer (male)- Open to officers from all regions

**OFFICER SELECTION CRITERIA AND PROCEDURES**

5. Selected officers shall meet the following criteria:
  - a. be an Army CIC officer (92A) currently employed in the CCM;
  - b. be available for Class B employment during the period 19 September to 07 October 2004. The OIC must be available for Class A employment prior to the commencement of the expedition (8 days, to be split between the early and late summer).

- c. be at the rank of Lt or Capt (OIC will be Capt);
  - d. a minimum of 1 bilingual (English and French) conducting officer will be selected;
  - e. be physically fit. Officers will be expected to take part in all phases of the expedition, therefore officers should meet the gold level of the [Army Cadet Fitness Test](#) (minimum);
  - f. be medically fit in accordance with [CFAO 34-27](#);
  - g. be experienced in leading outdoor adventure training activities/treks (experience and/or qualifications in cycling, kayaking and hiking will be considered an asset);
  - h. be certified in Standard Level first aid and Level A Cardiopulmonary Resuscitation (CPR) with St. John Ambulance or equivalent;
  - i. possess a combination of Cadet Corps and Cadet Summer Training Centre experience;
  - j. be strongly recommended by Corps' CO; ACO(Army); RCSU CO.
6. The following procedures and timeline will be used to select officers for the expedition:
- a. **Step 1** – 03 –31 May 2004 - to apply, an officer shall submit a letter of application/resume outlining their qualifications/experience and form "Application for Employment: Exchange Escort Officer, Para and Expedition Staff CATO 45-02 (10-03)" to their respective Corp CO. Corps CO shall forward application/resume, recommendation and supporting documents through their respective ACO/Detachments.
  - b. **Step 2** – 01-15 Jun 2004 –ACO/Detachments shall add their recommendation, prioritize the applicants and submit the letters of application/resumes to their respective Region HQ no later than (NLT) 15 Jun 2004;
  - c. **Step 3** – 15-22 Jun 2004 - Region HQ shall vet all letters of application/resumes, and review recommendations and supporting documents. Regions shall prioritize nominees, add their recommendation and forward the letters of application/resumes and other supporting documents by fax to RCSU (AtI) (902 460-2153 - Attention: DCO/RCLTS) NLT 22 Jun 2004; and
  - d. **Step 4** – 23-30 Jun 2004 – A Selection Committee comprised of the D Cdts 4-4, DCO RCSU(A) Reg Army Trg O RCSU (A) and DCO RCLTS(A), shall review documents for all nominees from the regions, select the conducting officers and establish a stand-by list. Selections shall be announced by email to all stakeholders and the announcement shall be posted to the national website NLT 01 Jul 2004.