

## Checklist – CIC Officer Enrolment

Reference: PRCI 201

Applicant's Last Name:	Initials:	Service Number:
Corps/Squadron:	Date file received from corps/squadron:	
<b>INITIAL DOCUMENTATION</b>		
Corps/ Squadron		Elemental Office
	CF 574 – Cadet Instructors Cadre (CIC)-Enrolment or Transfer Form	
	TBS/SCT 330-23E – Personnel Screening, Consent and Authorization Form	
	DND 2170 – Employment Application – Canadian Forces	
	Cdt #115 – Reference Contact Information	
	“Certified True Copy” of applicant’s Social Insurance Number (SIN) card	
	“Certified True Copy” of applicant’s birth certificate	
	“Certified True Copy” of applicant’s Secondary School Leaving Certificate (or proof of equivalent educational, professional, or trades training certificates or diplomas)	
	“Certified True Copy” of applicant’s transcript of marks from secondary school	
	If applicable – any documents relating to previous military service (including foreign services)	
	If applicable – any name change documents or adoption papers	
	If applicable – proof of Canadian citizenship or Permanent Resident Card	
	If applicable – request for citizenship waiver	
<b>TO BE COMPLETED BY ELEMENTAL OFFICE</b>		
Vacancy exists in corps/squadron?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Check CI or staff files for previous service documents		
Elemental SO2’s recommendation on CF 574		
If required – Forward to Records for SN or verification of former service (VFS)		
Rcds Clk	SN assigned/VFS completed and file returned to elemental office	
Letter to CFRC prepared and signed by elemental SO2		
If applicable, letter requesting citizenship waiver signed by elemental SO2		
Prepare file for CFRC, ensuring that all prerequisites are met		
Date sent to CFRC		
<b>TO BE COMPLETED BY PERSONNEL ADMINISTRATION OFFICE</b>		
	Date returned from CFRC	
SO3 Pers	Obtain CO RCSU approval on CF 574	
	If applicable – medical limitations letter for CO RCSU signature	
	If applicable – citizenship letter for CO RCSU signature	
Rcds Clk	Date medical limitations/citizenship letter sent to applicant & CO	
	Date enrolment attestation package sent to corps/squadron	
	Date enrolment attestation package returned from corps/squadron	
	Amalgamate existing CI and staff files	
	Date of RPDT	
	Date of database/PeopleSoft entry	

Updated 1 Jun 06