

Checklist – CIC Officer Transfer from the Supplementary Reserve

Reference: PRCI 206

Applicant's Last Name:	Initials:	Service Number:
Corps/Squadron:	Date file received from Corps/Squadron:	
INITIAL DOCUMENTATION		
Corps/ Squadron <input checked="" type="checkbox"/>		Elemental Office <input checked="" type="checkbox"/>
	CF 574 – Cadet Instructors Cadre (CIC)- Enrolment or Transfer Form	
	CF 2033 – Medical Examination Record	
	CF 2078 – Medical Questionnaire	
	TBS/SCT 330-279 – Questionnaire –Personnel Security Assessment for Levels I and II	
	CF 742 – Personal Emergency Notification	
	Cdt #103 – Record of Attendance at Cadet Harassment and Abuse Prevention (CHAP) Staff Training Session	
	Cdt #104 – Certification of Completion – Standard for Harassment and Racism Prevention (SHARP) Training	
	Cdt #106 – Certificate of Completion – Training and Education for Environmental Stewardship (TrEES)	
	Cdt #191 – Pay and Allowances – Travel Claim – Direct Deposit Request	
	TD1 E – Personal Tax Credits Return	
	If applicable: Cdt #134 – Statement of Understanding for Relinquishment of Paid Rank Entitlement	
TO BE COMPLETED BY ELEMENTAL OFFICE		
Is there an existing file? If yes, file to be included with Transfer request	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vacancy exists in Corps/Sqn?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Verification of Former Service required? If yes, forward file to Rcds Clk	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TBS/SCT 330-279 required? If yes, forward file to Rcds Section	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ensure ALL forms are completed and included in file prior to forwarding to Records Section		
TO BE COMPLETED BY PERSONNEL ADMINISTRATION OFFICE		
Rcds Clk	Verification of Former Service message sent	
	Verification of Former Service received	
	TBS/SCT 330-279 forwarded to OR	
	ERC completion date	
	Medical documents forwarded	
	Medical category received	
	Verification of all documentation	
	Date file forwarded to SO3 Pers for CO approval	
	Forward Cdt #191 and TD1 E-Personal Tax Credits Return to Fin Office	
	Date of RPDT	
Enter data into database		

Updated 29 May 03