

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.

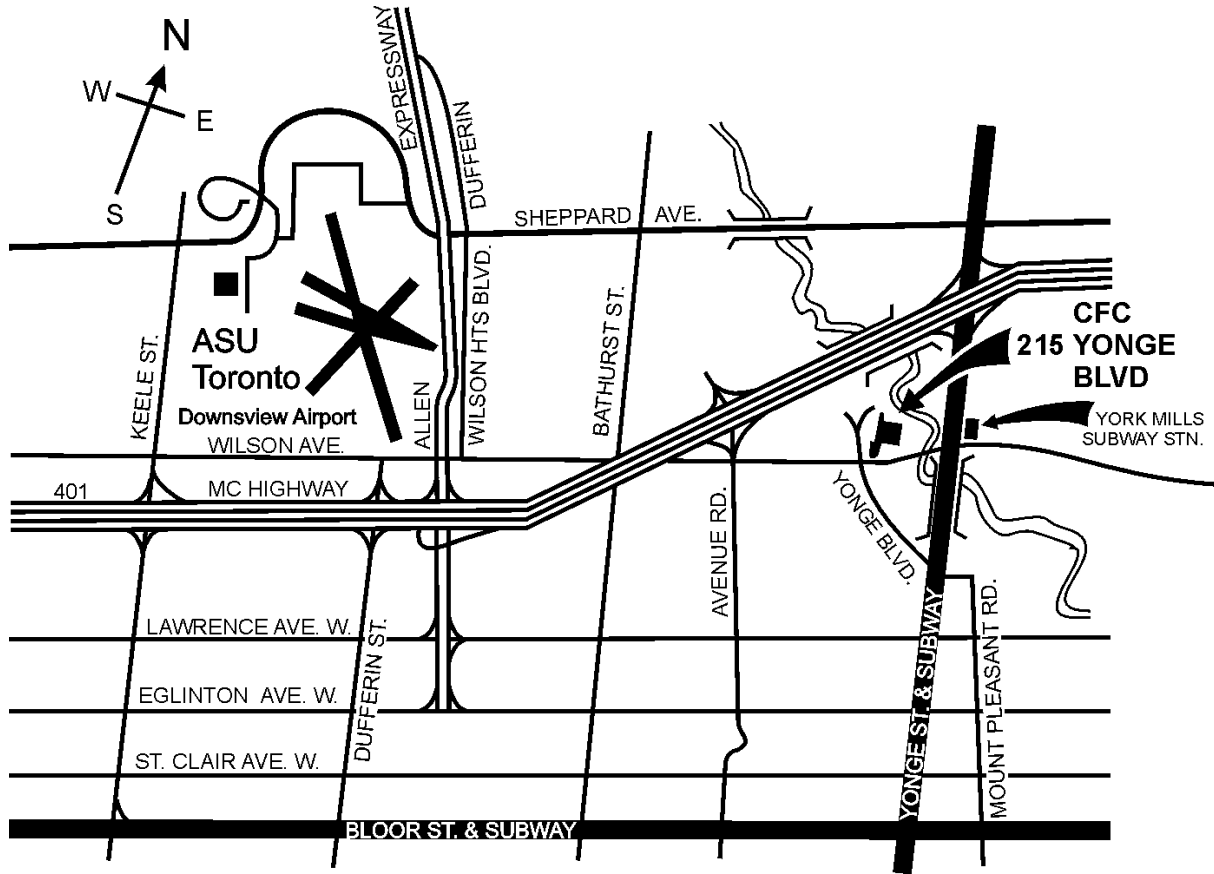
MILITARY CLOTHING SUPPLIES

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.

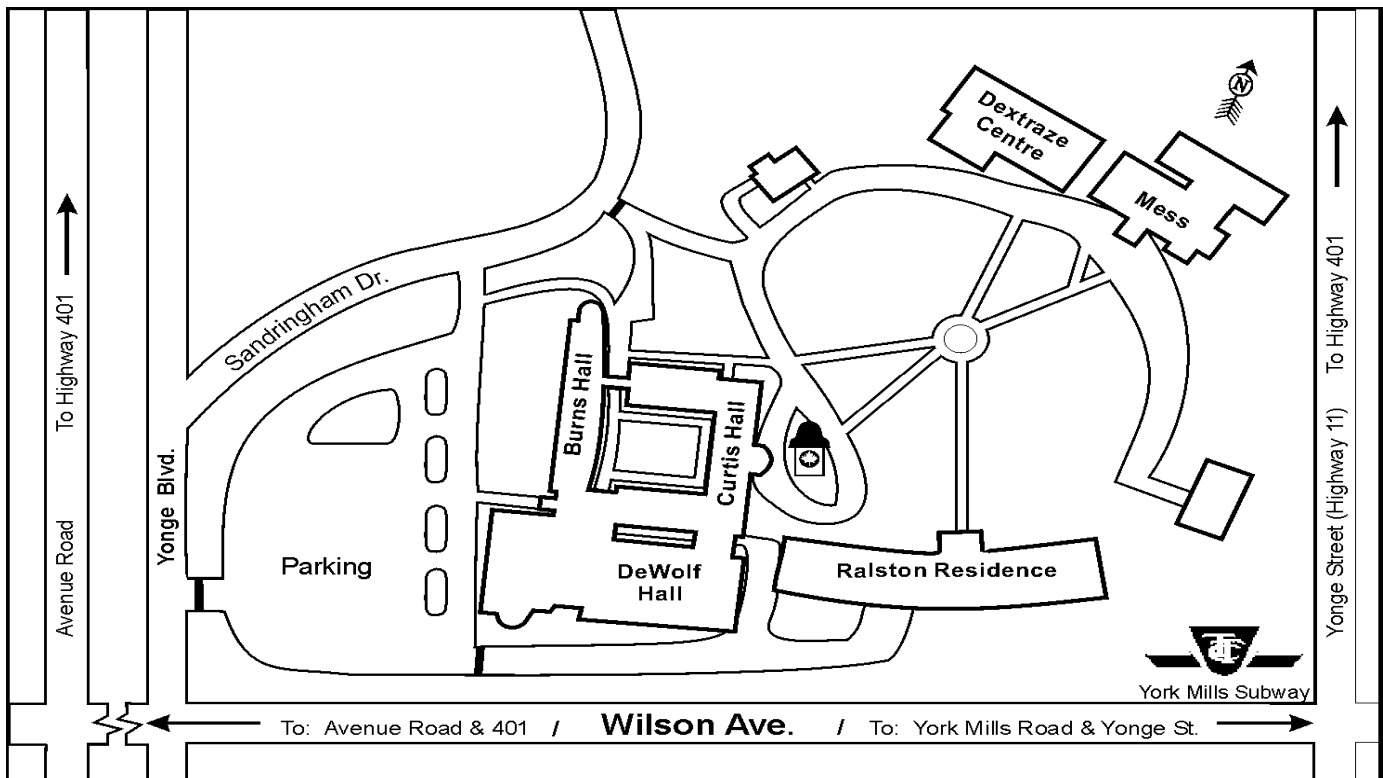
Annexes:

- *[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 Canadian Forces College Programmes

Dates are subject to change

Events Common to All Programmes	2005/6	2006/7	2007/8
Civic Holiday	Mon, 1 Aug 05	Mon, 7 Aug 06	Mon, 6 Aug 07
Labour Day	Mon, 5 Sep 05	Mon, 4 Sep 06	Mon, 3 Sep 07
Thanksgiving Day	Mon, 10 Oct 05	Mon, 9 Oct 06	Mon, 8 Oct 07
Remembrance Day	Fri, 11 Nov 05	Mon, 13 Nov 06	Mon, 12 Nov 07
Christmas Break	Sat, 17 Dec 05 to Mon, 2 Jan 06	Sat, 23 Dec 06 to Mon, 8 Jan 07	Sat, 22 Dec 07 to Mon, 7 Jan 08
Good Friday	Fri, 14 Apr 06	Fri, 6 Apr 07	Fri, 21 Mar 08
Easter Monday	Mon, 17 Apr 06	Mon, 9 Apr 07	Mon, 24 Mar 08
Victoria Day	Mon, 22 May 06	Mon, 21 May 07	Mon, 19 May 08
Canada Day	Mon, 3 Jul 06	Mon, 2 Jul 07	Tue, 1 Jul 08
CFC Staff Orientation	Tue, 2 Aug to Tue, 9 Aug 05	Tue, 8 Aug to Wed, 16 Aug 06	Tue, 5 Aug 08 to Wed, 13 Aug 08
Programme-Specific Events			
Joint Reserve Command & Staff Course	JRCSC 10	JRCSC 11	JRCSC 12
Term 1	Sat, 1 Oct and Sun, 2 Oct 05	Sat, 23 Sep and Sun, 24 Oct 06	Sat, 22 Sep and Sun, 23 Sep 07
Term 2	Mon, 3 Oct 05 to Mon, 30 Jan 06	Mon, 2 Oct 06 to Mon, 29 Jan 07	Mon, 1 Oct 07 to Mon, 28 Jan 08
Term 3	Mon, 6 Feb to Mon, 5 Jun 06	Mon, 5 Feb to Mon, 4 Jun 07	Mon, 4 Feb to Mon, 2 Jun 08
Term 4	Sat, 8 Jul to Fri, 21 Jul 06	Sat, 7 Jul to Fri, 20 Jul 07	Sat, 5 Jul to Fri, 18 Jul 08
Command and Staff Course	CSC 32	CSC 33	CSC 34
Speed-Reading Tutorials (Optional)	Mon, 8 Aug and Tue, 9 Aug 06	Mon, 14 Aug and Tue, 15 Aug 06	Mon, 13 Aug and Tue, 14 Aug 07
International Staff and Student Orientation	Tue, 9 Aug 05	Tue, 15 Aug 05	Tue, 14 Aug 07
Student Orientation	Wed, 10 Aug to Fri, 12 Aug 05	Wed, 16 Aug to Fri, 18 Aug 06	Wed, 15 Aug to Fri, 17 Aug 07
Term 1 Begins	Mon, 15 Aug 05	Mon, 21 Aug 06	Mon, 20 Aug 07
Term 2 Begins	Thu, 20 Oct 05	Mon, 13 Nov 06	TBD
Term 3 Begins	Mon, 23 Jan 06	Mon, 26 Feb 07	TBD
FSE Europe	Wed, 25 Jan to Wed, 8 Feb 06	Thu 1 Feb to Tue, 6 Feb 07	TBD
March Break	Mon, 13 Mar to Fri, 17 Mar 06	Mon, 12 Mar to Fri, 16 Mar 07	TBD
House-Hunting Trip (HHT)	Mon, 8 May to Fri, 12 May 06	Mon, 7 May to Fri, 11 May 07	TBD
Term 4 Begins	Tue, 18 Apr 06	Mon, 14 May 07	TBD
FSE Defence of North America	Mon, 5 Jun to Fri 9 Jun 06	Mon, 28 May to Fri, 1 Jun 07	TBD
Graduation	Sat, 24 Jun 06	Sat, 30 Jun 07	Sat, 28 Jun 08
Advanced Military Studies Course	AMSC 8	AMSC 9	AMSC 10
SDS Orientation	Mon, 22 Aug and Tue, 23 Aug 05	Mon, 28 Aug and Tue, 29 Aug 06	Mon 27 Aug and Tue 28 Aug 07
AMSC Begins	Mon, 29 Aug 05	Tue, 5 Sep 06	Tue 4 Sep 07

AMSC Ends	Fri, 9 Dec 05	Fri, 15 Dec 06	Fri 14 Dec 07
Joint Staff Operations Course	JSOC 5	JSOC 6	JSOC 7
JSOC Begins	Mon, 19 Sep 05	Mon, 16 Oct 06	TBD
JSOC Ends	Fri, 30 Sep 05	Fri, 27 Oct 06	TBD
Bridging Programme	BP 2	BP 3	BP 4
BP Begins	Mon, 7 Jun 05	June TBD	TBD
BP Ends	Thu, 10 Jun	TBD	TBD
Executive Leaders Symposium	ELS 2005	ELS 2006	ELS 2007
ELS Begins	Mon, 3 Oct 05	Mon, 2 Oct 06	TBD
ELS Ends	Fri, 7 Oct 05	Fri, 6 Oct 06	TBD
Senior Mentors Symposium	SMS 2005	SMS 2006	SMS 2007
OPP training for CFC exercises	TBD	TBD	TBD
National Strategic Studies Course	NSSC 8	NSSC 9	NSSC 10
NSSC Student Orientation	Tue, 3 Jan to Fri, 6 Jan 06	Tue, 9 Jan to Fri, 12 Jan 07	Tue, 8 Jan to Fri, 11 Jan 08
Term 1 Begins	Mon, 9 Jan 06	Mon, 15 Jan 07	Mon, 14 Jan 08
Term 2 Begins	TBD	Mon, 16 Apr 07	Mon, 14 Apr 08
Graduation	Fri, 23 Jun 06	Fri, 29 Jun 07	Fri, 27 Jun 08
CDS Seminar	CDSS 2006	CDSS 2007	CDSS 2008
Coincides with FSE Europe	TBD	TBD	TBD
National Strategic Studies Seminar	NSSS 2006	NSSS 2007	NSSS 2008
NSSS Begins	Mon, 24 Apr 06	TBD	TBD
NSSS Ends	Fri, 5 May 06	Coincides with CSC HHT	TBD
Other CFC Activities			
CFC Maintenance Period No facilities available	Mon, 25 Jul to Fri, 5 Aug 05	Mon, 26 Jul to Fri, 7 Aug 06	Mon, 21 Jul to Fri, 6 Aug 08
Terry Fox Run	Wed, 14 Sep 05	Wed, 13 Sep 06	Wed, 11 Sep 07
Fall Mess Dinner	Wed, 19 Oct 05	Wed, 18 Oct 06	Wed, 16 Oct 07
JR Christmas Dinner	TBD	TBD	TBD
AHOM Maintenance AHOM closed	Sat, 24 Dec to Sat, 31 Dec 05	Sun, 24 Dec to Sun, 31 Dec 06	Sat, 22 Dec to Sun, 30 Dec 07
Spring Mess Dinner	Wed, 22 Mar 06	Wed, 21 Mar 07	Wed, 19 Mar 08
IRC Maintenance Period IRC closed	Mon, 26 Jun and Tue, 27 Jun 06	Wed, 4 Jul and Thu, 5 Jul 07	Thu, 3 Jul and Fri, 4 Jul 08

OPI: Scheduler

Date Modified: 2006-04-06