

JOINING INSTRUCTIONS

BASIC MILITARY, SOLDIER AND BASIC OFFICER TRAINING QUALIFICATION STUDENT

COMMUNICATION RESERVE SCHOOL (SHILO)

1 JANUARY 2006

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1. **INTRODUCTION**

- a. **Purpose.** This order is intended to provide an overview of the administrative procedures required to ensure students arriving at Comm Res School (Shilo) for Res Basic Military Qualification (BMQ(R)), Soldier Qualification (SQ(R)) or Basic Officer Training pt 1 (BOTP(R) pt 1) are fully aware of what to expect, have the correct clothing and equipment necessary for the training, and have made the necessary personal arrangements to ensure that there will be no problems which have to be resolved at Comm Res School (Shilo). It details procedures to be followed by parent units and the School with regard to travel, pay and documentation. Questions regarding these administrative instructions may be directed to the Comm Res HQ G3 Trg or the School Coord (see Annex E).

2. **TRAVEL**

- a. **Travel Claims.** Transport is a parent unit responsibility. IAW CFAO 20-12, students will have return transportation booked prior to departure from their parent unit. The most economical means available will be used. Redeployment to parent units will be coordinated by the Comm Res School (Shilo) OR. Personnel traveling Commercial Air (CAL) are to be given a sufficient advance to cover the cost of approximately \$50.00 for each piece of baggage in excess of the normal two-bag limit. AMEX bookings are to include requirement for excess baggage. Use of Central Materiel Transportation Terminal (CMTT) is not authorized.
- b. **ETA/MOT Messages.** An ETA/MOT message must be faxed to the Comm Res School (Shilo) OR, or e-mailed (+OR@Comm Reserve School@Shilo) at least three weeks in advance of travel. Telephone calls will only be used to amend previously dispatched messages
- c. **Travel.** CAL will be the method of travel for most courses. Travel shall be booked at least three weeks prior to the course start date. WESTJET or TANGO Airlines should be utilized wherever possible to reduce costs. All flights are to be booked as round trip flights. Exceptions may be coordinated through Comm Res HQ Fin. Students shall arrive at Comm Res School (Shilo) before 1700 hours (or fly into Winnipeg by 1400), on the day **PRIOR** to the crse start date.

NOTE: The return flight for students must be booked as fols:

Course	Departure Date (After 0900 hrs)
BOTP(R) pt 1	1 Jun 06
BMQ(R)/SQ(R) 1 Pl	25 Jun 06
BMQ(R)/SQ(R) 2 Pl (Franco)	20 Aug 06
BMQ(R)/SQ(R) 3 Pl	27 Aug 06
BMQ(R)/SQ(R) 4 Pl	27 Aug 06
BMQ(R)/SQ(R) 5 Pl	27 Aug 06

- d. **TANs.** All Units must use 1 TAN per person, since RTUs are difficult to administer when more than one person is put on the same TAN. Units requiring TANs are to contact the Comm Res HQ Fin. The Comm Res School (Shilo) CC will be provided with a limited number of TANs to be used in the event of an emergency. Unused TANs will be

returned to Comm Res HQ at the end of summer trg. If an emergency TAN is used, Comm Res School (Shilo) CC must immediately advise the Comm Res HQ Fin of the cost incurred, name of the individual and the reason.

- e. **Personal Transport.** CFB/ASU Shilo is located 25 Km South East of Brandon, MB.
Driving- travelling West from Winnipeg along the Trans Canada Highway (Hwy 1), turn South at Douglas (Hwy 340). Highway 340 South will lead you to CFB/ASU Shilo. Parking at Comm Res School (Shilo) is not authorized for BMQ(R), SQ(R), or BOTP(R) pt 1 students.
- f. **POMV Travel.** POMV Travel is not authorized for BMQ(R), SQ(R), or BOTP(R) pt 1 Students.
- g. **Arrival by CAL.** Parent Units are to ensure personnel arrive in Winnipeg before 1400 hrs to ensure that they can get to CFB/ASU Shilo before the Mess Hall closes. The intent is that all students arriving by CAL will be met at the Winnipeg Airport. In the event no DND transport is waiting at the Airport, contact the Comm Res School (Shilo) Duty Centre (See Annex E). **Do not use a taxi to travel to CFB/ASU Shilo.**
- h. **Reception.** Students will report to the Comm Res School (Shilo) Duty Centre located in Bldg T100. Room keys and ration cards will be issued at this time. Students are **NOT** to report to the CFB/ASU Shilo Duty Centre. An instructor will meet the students in the Barrack Block common area, at 1900 hrs prior to the crse start date.
- i. **Leave/LTA/WTB.** LTA/Reverse LTA and WTB will not be authorized for students. Leave may only be approved by the School Cmdt, and will not normally be granted during the course.

3. **PAY AND FINANCES**

a. **Pay and TD Details.**

School	Pay Fin Code	TD Fin Code
Comm Res School Shilo (BMQ(R), SQ(R), and BOTP(R) pt 1)	3334BF L112 01134 GRC0000BRT01	3334BF L115 02106 GRC0000BRT01

- b. **Pay Statements.** Parent units are to review pay statement to ensure that members are being paid and in those cases where no pay was generated, contingency payments are to be requested prior to the contingency payment cut off date. Pay statements are to be faxed (or scanned and e-mailed) to the Comm Res School (Shilo) OR prior to payday so member queries can be dealt with promptly.
- c. **Preventing Pay Problems.** Parent units are to ensure that all student route letters have been activated in the Revised Pay System for the Reserves (RPSR) prior to the pay run date to ensure the pay will be in member's account on the first payday after starting the course. The Comm Res School (Shilo) CC is to be advised of pay problems as they arise and what efforts are being taken to ensure that the students can access their pay on payday. In the event that a member has not been input into the RPSR system, arrangements must be taken to ensure that a contingency payment is requested prior to the contingency cut off date. Courier services to the School may take up to five working

days, and personnel may not have an opportunity to deposit their pay if a cheque arrives after the payday run. Because of the distances involved in getting to Brandon and the number of students who must be transported, the students only have one opportunity to check their pay and take sufficient cash out of their accounts to cover their expenses until the next pay day. This is also the only opportunity to make purchases of items not readily available at CFB/ASU Shilo.

- d. **Claims Advances.** Facilities for claim advances are available at the school, but are limited and will be discouraged. All students should make their financial arrangements accordingly.
- e. **Personal Responsibility.** Students proceeding on trg should advise creditors, landlords etc of their mailing address, and provide them with post-dated cheques (or automatic payment) for the duration of their stay. Financial resources in CFB/ASU Shilo are limited. The CANEX retail store has an INTERAC machine for purchases in excess of \$5.00. There is a branch of the Westoba Credit union on Base and a generic ATM machine in the CANEX Mall. Personnel are encouraged to open accounts in large national banks for ease of access. All major financial institutions have branches in Brandon. Students are encouraged to arrive with a minimum of a **\$250.00** cash advance on their Claim to cover expenses (not including excess baggage charges for CAL).

4. **UNIT RESPONSIBILITIES**

- a. **Annexes to be Faxed.** These Annexes must be completed and faxed to the respective points of contacts NLT 3 weeks prior to the crse start date:
 - (1) Comm Res School - Annex C (Parent Unit Military Kit Sign-off Sheet); and
 - (2) Comm Res HQ Fin - Annex D (Parent Unit Admin Staff Check List).
- b. **Required Documentation.** All required documentation will be collected and/or verified by the Comm Res School (Shilo) OR during the bulk in-clearance procedure. It is the responsibility of the parent unit to ensure that the member is in possession of the items at Annex C (Parent Unit Military Kit Sign-off Sheet) and Annex F (Required Documentation).

5. **DRESS AND DEPARTMENT**

- a. **Military Kit.** There is limited military kit available at CFB/ASU Shilo. Annexes A and B detail the clothing and equipment required for students. Personnel deploying to the School must ensure that their kit is clean and serviceable and that they have all items required. Annex C is the parent unit sign-off sheet indicating that the kit list was checked, all deficiencies noted, and must be signed off by the parent unit CO. No dress uniforms (DEU) are required since all parades and ceremonial occasions are conducted in combat gear. Medical chits are required for alternate footwear. All military kit and personal clothing (IAW Annexes A and B) will be taken to the School as part of the student personal baggage since kit will be required as soon as students arrive.
- b. **Civilian Clothing.** Civilian clothing IAW Annex B is required for off duty hours. Clothing containing offensive pictures or slogans are forbidden.

- c. **Haircuts.** Haircuts are available at the CANEX Barbershop for approx. \$10.00. Students shall have sufficient cash on hand to pay for their haircuts. Students are to arrive at Comm Res School Shilo with a proper hair cut as per military standard prior to crse start date.
- d. **Jewelry.** Only wrist watches, wedding bands and Medic Alert bracelets are authorized for wear during training, although females may wear a single pair of plain gold or silver stud earrings, not to exceed 0.6 cm (1/4 in) in diameter, in the centre of each earlobe in pierced ears. Male personnel will not wear earrings.

6. **MEDICAL FACILITIES**

- a. **Medical.** Sick parades are held at the CFB/ASU Shilo Hospital 0730 – 0900 hrs on workdays. Hospital hours are from 0730 hrs to 1600 hrs daily with a duty medic avail for after hours. All students must arrive at Comm Res School (Shilo) medically fit (pers with restrictions must be pre-approved by the Cmdt, and med docs must be sent to Comm Res School (Shilo)). Only emergency Medical/Dental care, while on duty, will be provided at public expense. If an injury occurs after training hours, members must visit a civilian establishment. All personnel **shall** bring their Provincial Health Care Card in the event there is a requirement to visit civilian medical establishments.
- b. **Eyewear.** Personnel who require corrective lenses are advised to bring two pair of glasses, as well as a copy of their current prescription. Wearing of contact lenses is not permitted during any field training.
- c. **Medications.** The drug supply held at CFB/ASU Shilo is limited. Students who require regular medication should ensure they have a sufficient supply to last for the duration of their training.

7. **ACCOMMODATION AND MESSING**

- a. **Messes.** All personnel are required to clear into their appropriate Mess and pay Mess dues.
- b. **Accommodations.** Students will normally be grouped 8 - 16 to a room. Rooms are not co-ed; female rooms are out of bounds to all male personnel and male rooms are out of bounds to all female personnel. A common area is provided with televisions, DVD players, and VCRs for student use. Pay phones are located in the Barrack Block. Internet access is considered a privilege and may be provided.
- c. **Special Meal Requirements.** The mess hall at CFB/ASU Shilo will provide special meals for those personnel who may require a specific type of diet for religious or health purposes (i.e. vegetarian, Hahlal, Kosher, no red meat etc). Individual Meal Packs (IMPs) may be available to cover these dietary and religious needs. Personnel requiring specific meals are to include dietary requirements on their ETA/MOT messages.

8. **RELIGIOUS SERVICES**

- a. **Availability of Religious Services.** There are Roman Catholic and Protestant chapels in CFB Shilo. All major denominations are represented in Brandon, and transportation may be made avail, dependent on number of personnel requiring this service.

9. **MISCELLANEOUS**

- a. **Phone Cards.** Many pay phones at CFB/ASU Shilo use both the pre-paid phone card and coins. Students may wish to acquire a calling card from their local phone company to facilitate making long distance calls. Pre-paid phone cards are available at the retail outlet.
- b. **Retail Outlet.** The CANEX Mall contains a grocery/department store, a Pizza Hut, a barber shop/hairdresser, a civilian medical/dental clinic, a gourmet coffee shop, an ice cream shop and a travel agency. Personnel who require special cleaning brands due to allergies or preference should bring a supply sufficient to last for the duration of their training since selection is limited at the CANEX mall.
- c. **NOK Advisory.** A letter will be sent from the Comm Res School (Shilo) Cmdt to the primary NOK of each student within the first week of arrival. This letter will include the date of the Graduation Parade and an invitation to attend. Students will also be given an opportunity to identify additional personnel they would like to attend the Graduation Parade during their in clearance routine. **Note: Guests are responsible for their travel and accommodation costs.** Students should have their guest names, addresses, and postal codes with them.
- d. **Comm Res School (Shilo) Mailing Address.**

Rank, Name, Initials
Comm Res School
Crse Serial (for example, BMQ/SQ 0501)
Comm Res School (Shilo)
PO Box 5000, Stn Main
Shilo, MB R0K 2A0
- e. **E-Mail Access.** There may be Civilian Internet in the quarters, for access to Internet e-mail or banking.
- f. **Recreational Facilities.** There are a number of recreational facilities on Base or within close proximity. Fully equipped gymnasium facilities, including a bowling alley, indoor running facility, squash courts, swimming pool and saunas are located on Base. A golf course (with club and cart rentals) and a number of recreational clubs may be available to students (such as baseball and rugby).
- g. **Prohibited Items.** Prohibited items found in Student's possession will be confiscated and may be cause for disciplinary action. The following items will not be brought to the school:

- (1) musical instruments;
- (2) any radio larger than 10 inches wide x 4 inches deep x 6 inches high;
- (3) knives, other than a 2-inch pocketknife;

- (4) weapons of any kind;
- (5) alcohol, illegal drugs and paraphernalia; and
- (6) other large items such as golf clubs, water skis, etc.

10. **CONCLUSION.** This order should clarify the administrative procedures to be utilized to facilitate student travel and pay concerns regarding the Comm Res School BMQ(R), SQ(R), and BOTP(R) pt 1 courses at Comm Res School (Shilo). Any areas that require clarification should be brought to the attention of the Comm Res HQ G3 Trg or the School Coord.

ANNEX A
 TO JOINING INSTRUCTIONS
 BASIC MILITARY, SOLDIER AND BASIC OFFICER TRAINING QUALIFICATION STUDENT
 COMM RES SCHOOL (SHILO)
 DATED 1 JANUARY 2006

STUDENT MILITARY KIT LIST

1. Military clothing is to be issued to students at their parent units. All clothing and equipment must be in clean and serviceable condition. Particular attention must be given to ensure two (2) pairs of properly fitting combat boots are available to prevent foot problems. The following military kit is to be taken to Comm Res School (Shilo):

Cap Utility	1	Towel, Hand	2
Combat Shirt	2	Towel, Bath	2
Combat Pants	2	Beret, Green	1
Combat T-Shirt	3	Gas Mask C/W Carrier/Kit	1
Combat Boots (MK 82)	2 Pair	Cap Badge, CF	1
*Combat Boot (wet weather)	1 Pair	Helmet with Cover	1
Grey Wool Socks	3 Pair	Plate/Cup	1
Combat Glove	1 Pair	Knife/Fork/Spoon (KFS)	1
Combat Glove Liner	1 Pair	Raingear, Jacket w/Hood	1
Combat Jacket	1	Raingear, Pants	1
Belt, Green	1	Flashlight	1
Long Underwear Pants	1	Duffel Bag	1
Long Underwear Shirt	1	Coveralls (grey or green)	1
Ballistic Eyewear	1		
Webbing to include:		Rucksack complete with all straps	
Cup, Canteen	1	Valise to include:	
Canteen. water	1	Sleeping bag inner and outer	
Cover, canteen	1	Liner	
Patrol pack	1	Utility sheet	
Case, Ammo	1	Bivy bag;	
Yoke	1	Mosquito bar and	
Strap, Webbing	4	Air mattress.	
Carrier, Utensils	1		
Mag Pouch	2		

* Note this is a suggested item, since the weather in Shilo is unpredictable.

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 TO JOINING INSTRUCTIONS
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Combat Boots (MK 82)	2 Pair	Cap Badge, CF	1
*Combat Boot (wet weather)	1 Pair	Helmet with Cover	1
Grey Wool Socks	3 Pair	Plate/Cup	1
Combat Glove	1 Pair	Knife/Fork/Spoon (KFS)	1
Combat Glove Liner	1 Pair	Raingear, Jacket w/Hood	1
Combat Jacket	1	Raingear, Pants	1
Belt, Green	1	Flashlight	1
Long Underwear Pants	1	Duffel Bag	1
Long Underwear Shirt	1	Coveralls (grey or green)	1
Ballistic Eyewear	1		
Webbing to include:		Rucksack complete with all straps	
Cup, Canteen	1	Valise to include:	
Canteen, water	1	Sleeping bag inner and outer	
Cover, canteen	1	Liner	
Patrol pack	1	Utility sheet	
Case, Ammo	1	Bivy bag;	
Yoke	1	Mosquito bar and	
Strap, Webbing	4	Air mattress.	
Carrier, Utensils	1		
Mag Pouch	2		

* Note this is a suggested item, since the weather in Shilo is unpredictable.

ANNEX B
 TO JOINING INSTRUCTIONS
 BASIC MILITARY, SOLDIER AND BASIC OFFICER TRAINING QUALIFICATION STUDENT
 COMM RES SCHOOL (SHILO)
 DATED 1 JANUARY 2006

STUDENT MISCELLANEOUS KIT LIST

1. Security is always an issue in group living situations. Personal cell phones may be brought but shall not be turned on during the training day, and must be turned off during quiet hours.
2. In view of the limited space, it is recommended that students not bring anything bulky or any valuables (chains, rings, pendants, bracelets, etc.). Civilian clothing that you expect to wear must be in good repair and free of any logos that could be construed to be political, offensive, or controversial. The mandatory and recommended civilian clothing and personal items are as follows:

Mandatory		Recommended	
Underwear	5 Pair	Dress Shirt	1
Swim wear (not cut-offs)	1 Pair	Jeans	1 Pair
Shirts for PT	2	Dress pants	1 Pair
Sports Shorts	2	T-Shirts	As required
Running Shoes	1 Pair	Pullover/Sweater	1
Bathrobe and Shower Sandals	1 ea	Track or Sweat Suit	1
White cotton socks for PT	2 Pair	Sewing Kit	1
Padlocks Dudley Combination	2	Band-aids/Moleskin	As required
Clothes Hangers Brown Steel	12	Light Raincoat/Jacket	1
Watch	1	Laundry Products	As required
Shoe Polish Kit including: KIWI Black shoe polish Polish application brush Large boot brush		Nail file/Clippers/Scissors	1
Wash kit to include: 2 (white) Face Cloths Shaving Kit (Not applicable to females) Hair Brush Soap/Shampoo Tooth Brush Tooth Paste		Note: Selection of toilet items at CANEX is limited. If specialty items are required due to allergies, etc, ensure to bring a sufficient supply.	

ANNEX D
 TO JOINING INSTRUCTIONS
 BASIC MILITARY, SOLDIER AND BASIC OFFICER TRAINING QUALIFICATION STUDENT
 COMM RES SCHOOL (SHILO)
 DATED 1 JANUARY 2006

UNIT ADMIN STAFF CHECK LIST:

Student Name _____

Parent Unit _____

ITEM	INITIALS	DATE
Mbr entered into RPSR		
Route Letter raised with correct FIN code (3334BF L112 01134 GRC0000 BRT01)		
Travel Arrangements made		
Travel Claim raised with parent unit FIN code		
ETA/MOT msg sent		
Banking info entered into RPSR (from a void check to avoid errors)		
Employment activated in RPSR with correct fin code (3334BF L112 01134 GRC0000 BRT01)		
File made for mbr to hand carry, all documentation listed at Annex F to be included		
Annex C (Parent Unit Military Kit Sign-off Sheet) and Annex F (Required Documentation) to be hand carried.		
Mbr issued cash advance		
Mbr briefed on pay, benefits, claim, receipts required and any other pertinent info.		

Commanding Officer's Signature:

_____ Dated _____

Fax this Annex to Comm Res HQ Fin NLT 3 weeks prior to start of this course.

ANNEX E
 TO JOINING INSTRUCTIONS
 BASIC MILITARY, SOLDIER AND BASIC OFFICER TRAINING QUALIFICATION STUDENT
 COMM RES SCHOOL (SHILO)
 DATED 1 JANUARY 2006

POINTS OF CONTACT

1. School Support

Position	Name	Tel No	Fax No
Comm Res HQ G3 Trg	Capt C.B. Carrier	(613) 998-3395 CSN 848-3395	(613) 991-2099
Comm Res School (Shilo) Coord	WO R.D. Thompson	(306) 347-9300 ext 702 CSN 826-6702 Cell # 204-573-5869	(306) 347-9343
Comm Res HQ Fin	WO W.L. Boone	(613) 990-2221 CSN 840-2221	(613) 990-3809

2. Comm Res School (Shilo)

Room	Tel No	Fax No	E-Mail
Comm Res School (Shilo) OR	(204) 765-3000 ext 3845 CSN 258- 3845	(204)765- 3929	+OR@Comm Reserve School@Shilo
Comm Res School (Shilo) QM	(204) 765-3000 ext 3904 CSN 258-3904	(204) 765- 3923	
Comm Res School (Shilo) Duty Centre	DO Cell – (204) 573-8938 Duty NCM – (204) 573-8935	N/A	N/A

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DATED 1 JANUARY 2006

REQUIRED DOCUMENTATION

Student Name _____

Parent Unit _____

- CF 899 – Route Letter
- CF 742 – Completed Personal Emergency Notification Form (up to date)
- CAFID/NDI – Valid Identity Card for duration of tasking
- Identity Discs
- Copy of photo identification card (photocopy acceptable)
- Provincial Health Care Card
- Copy of clothing docs, or confirmation that mbr clothing docs are aval electronically
- DND 99 – Travel Order Claim (annotated with the locator number)
- DND 279 – CF Express Test (Pass)

Commanding Officer's Signature:

_____ Dated _____

This Annex and associated documentation must be hand carried to Comm Res School (Shilo).