

JOINING INSTRUCTIONS
INSTRUCTIONAL AND SUPPORT STAFF
COMMUNICATION RESERVE SCHOOL (SHILO)
1 JANUARY 2006

TABLE OF CONTENTS

1. **INTRODUCTION**
 - a. Purpose
 - b. Staff Selection
 - c. Authorization for Promotion WSE

2. **TRAVEL**
 - a. Travel Claims
 - b. ETA/MOT Messages
 - c. Travel
 - d. TANs
 - e. Personal Transport
 - f. POMV Travel
 - g. Arrival by CAL
 - h. Reception
 - i. Leave/LTA/WTB

3. **PAY AND FINANCES**
 - a. Pay and TD Details
 - b. Pay Statements
 - c. Preventing Pay Problems
 - d. Claim Advances

- e. Personal Responsibility
- 4. **UNIT REPOSIBILITIES**
 - a. Annexes to be Faxed
 - b. Required Documentation
- 5. **DRESS AND DEPARTMENT**
 - a. Military Kit
 - b. Civilian Clothing
 - c. Haircuts
 - d. Jewelry
- 6. **MEDICAL FACILITIES**
 - a. Medical
 - b. Eyewear
 - c. Medications
- 7. **ACCOMMODATION AND MESSING**
 - a. Messes
 - b. Accommodation
 - c. Special Meal Requirements
- 8. **RELIGIOUS SERVICES**
 - a. Availability of Religious Services
- 9. **MISCELLANEOUS**
 - a. Phone Cards
 - b. Retail Outlet
 - c. Comm Res School (Shilo) Mailing Address
 - d. E-Mail Access
 - e. Recreational Facilities

f. Extra Personal Items

10. **CONCLUSION**

ANNEXES

ANNEX A – Staff Military Kit List

ANNEX B – Staff Miscellaneous Kit List

ANNEX C – Parent Unit Military Kit Sign-off Sheet

ANNEX D – Parent Unit Admin Staff Check List

ANNEX E – Points of Contact

ANNEX F – Required Documentation

ANNEX G – Statement of Understanding and Compliance

1. INTRODUCTION

- a. **Purpose.** This order is intended to provide an overview of the administrative procedures required to ensure staff arriving at Comm Res School (Shilo) 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 the School. It details procedures to be followed by parent units and the School with regard to travel, pay and documentation for incremental staff. Questions regarding these administrative instructions may be directed to the Comm Res HQ G3 Trg or the Shilo School Coord (see Annex E).
- b. **Staff Selection.** When selecting personnel to be staff at Comm Res School (Shilo), the parent unit must determine if the member has previous personal commitments (such as family reunions, weddings etc) that they expect to attend while employed at the School. The tasking authority (Comm Res G3) must pre-approve the dates and times for weekend travel or annual leave before the member is accepted for the tasking. The member must also meet the CFTPO position requirements, and the tasking authority must approve any waivers.
- c. **Authorization for Promotion WSE.** Promotion WSE will only be authorized by the School Cmdt. This must be requested in writing IAW CFAO 49-5 (NCMs) or CFAO 49-12 (Officers), ADM(HR-MIL) Instruction 20/04 and supported by the chain of Command. It should only be for the period the member will be employed in the posn and the member must continuously demonstrate the ability to perform at the higher rank.

2. TRAVEL

- a. **Travel Claims.** Transport is a parent unit responsibility. IAW CFAO 20-12, staff will have return transportation booked prior to departure from their parent unit. The most economical means available will be used. Redeployment to parent unit 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 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) three weeks in advance of arrivals. ETD is to be included for any member who must leave early for valid reasons such as school registration. The Cmdt must pre-approve an early departure before the member is accepted for the tasking. Telephone calls will only be used to amend previously dispatched messages.
- c. **Travel.** CAL will be the method of travel for most incremental tasks. Travel shall be booked at least three weeks prior to the tasking 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. Staff should arrive at Comm Res School (Shilo) before 1700 hours (or fly into Winnipeg by 1400), on the day **PRIOR** to the start date of the tasking. Staff departure dates are as follows:

Tasking	Departure Date (After 0900 hrs)
PLQ Pls	Pl Comd, PL WO – 29 Jun 06 Sect Sgt, Sec 2IC, Instructor – 28 Jun 06
BMQ(R)/SQ(R) 1 Pl	Pl Comd, PL WO – 29 Jun 06 Sect Comd, Sec 2IC, Instructor – 28 Jun 06
BMQ(R)/SQ(R) 2 (French)	Pl Comd, PL WO – 24 Aug 06 Sect Comd, Sec 2IC, Instructor – 23 Aug 06
Demo Section	2 Sep 06
BMQ(R)/SQ(R) 3, 4 & 5 Pl	Pl Comd, PL WO – 31 Aug 06 Sect Comd, Sec 2IC, Instructor – 30 Aug 06
School Sp staff	2 Sep 06

Note: The CFTPO dates **do not include leave or travel** (travel dates are indicated above).

- 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 authorized for staff.
- f. **POMV Travel.** Staff may bring their vehicles, since Brandon is 25 Km from CFB/ASU Shilo and the few rental vehicles procured for the summer training are not authorized for personal use. Units requiring POMV authority IAW CBI 209.25 are to complete the POMV Waiver Cost Estimate Form, and fax this to the Comm Res HQ Fin at least three weeks prior to travel. Failure to do so will result in the unit bearing all travel costs. A copy of the approval and a signed travel waiver must be attached to the member's travel claim.
- 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 staff 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.** Staff 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. Staff are **NOT** to report to the CFB/ASU Shilo Duty Centre. School Instructional Staff will be provided with a welcome package by their Crse O, outlining timings and expectations.
- i. **Leave/LTA/WTB -** Leave, LTA/Reverse LTA and WTB may be authorized for eligible staff on the authority of the School Cmdt. All staff are expected to take annual leave

within their contract. For LTA and WTB travel, the member must pay all costs up front and be re-imbursed upon completion of the LTA or WTB travel. Questions on LTA and WTB may be directed through the chain of Command to Comm Res HQ Fin.

3. **PAY AND FINANCES**

a. **Pay and TD Details.**

Employing Unit	Pay Fin Code	TD FIN Code
Comm Res School (Shilo) (all taskings except PLQ)	3334BF L 112 01134 GRC0000BRT01	3334BF L115 02106 GRC0000BRT01.
Comm Res School (Shilo) (PLQ only)	3334BF L 112 01134 GRC0000PLQ01	3334BF L115 02106 GRC0000PLQ01.

- 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 staff 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 tasking. 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 staff can access their pay on payday.
- d. **Claims Advances.** Facilities for claim advances are available at the school, but are limited and will be discouraged. All staff should make their financial arrangements accordingly.
- e. **Personal Responsibility.** Staff proceeding on incremental tasks 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. Pers 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);
 - (2) Comm Res HQ Fin - Annex D (Parent Unit Admin Staff Check List); and
 - (3) Comm Res School – Annex G (Statement of Understanding and Compliance).
- 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), Annex F (Required Documentation), and Annex G (Statement of Understanding and Compliance).

5. **DRESS AND DEPARTMENT**

- a. **Military Kit.** There is limited military kit available at CFB/ASU Shilo. Annexes A and B details the clothing and equipment required for staff. 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 staff personal baggage since kit will be required immediately.
- 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.
- 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 shall 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. The Base Hospital does not have the staff to provide annual medicals to incremental staff, so all pers 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 for Class B contracts less than 180 days. Comprehensive Medical/Dental care is provided at public expense for Class B contracts over 180 days. If an injury occurs after training hours, members must visit a civilian establishment. All personnel **shall** bring their Provincial Health Care Card and, if applicable, their DND Health Care Card (Blue Cross) 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. Staff who require regular medication should ensure they have a sufficient supply to last for the duration of their tasking.

7. **ACCOMMODATION AND MESSING**

- a. **Messes.** All personnel are required to clear into their appropriate Mess and pay Mess dues.
- b. **Accommodations.** Most staff will be required to share rooms. A common area is provided with televisions, DVD players, and VCRs for all staff to use. Pay phones are also located in each 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. Staff 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. The School Cmdt will dictate CSN acceptable use policy.
- 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 tasking, since selection is limited at the CANEX mall.
- c. **Comm Res School (Shilo) Mailing Address.**

Rank, Name, Initials
 Comm Res School (Shilo)
 PO Box 5000, Stn Main
 Shilo, MB R0K 2A0

- d. **E-Mail Access.** It is important that all staff have their e-mail accounts hidden by their parent units before departure. In order to have access to Comm Res School (Shilo) IS equipment and e-mail, all staff are to read and sign Annex G, and fax this to the Comm Res School (Shilo) OR at least 3 weeks prior to the start of the tasking. A positional e-mail account will be assigned upon arrival.
- e. **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 are also available to staff (such as baseball and rugby).

f. **Extra Personal Items.** Staff are reminded that personal storage space in staff accommodations is limited, as most staff are required to share accommodations.

10. **CONCLUSION.** This order should clarify the administrative procedures to be utilized to facilitate staff travel and pay concerns regarding the 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
 INSTRUCTIONAL AND SUPPORT STAFF
 COMM RES SCHOOL (SHILO)
 DATED 1 JANUARY 2006

STAFF MILITARY KIT LIST

1. The following military kit is to be taken to Comm Res School (Shilo):

Cap Utility	1	Towel, Hand	2
Combat Shirt	3	Towel, Bath	2
Combat Pants	3	Beret, Green	1
Combat T-Shirt	3	Gas Mask C/W Carrier/Kit	1
Combat Boots (MK 82)	2 Pair	Cap Badge	1
*Combat Boot (wet weather)	1 Pair	Helmet with Cover	1
Grey Wool Socks	3 Pair	Belt, Green	1
Combat Glove	1 Pair	Raingear, Jacket w/Hood	1
Combat Glove Liner	1 Pair	Raingear, Pants	1
Combat Jacket	1	Flashlight, right angled	1
Long Underwear Pants	1	Duffel Bag	1
Long Underwear Shirt	1	** Cot folding	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.

**Note this is a suggested item for instructional and Support Staff.

ANNEX B
 TO JOINING INSTRUCTIONS
 INSTRUCTIONAL AND SUPPORT STAFF
 COMM RES SCHOOL (SHILO)
 DATED 1 JANUARY 2006

STAFF 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 staff 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 C
TO JOINING INSTRUCTIONS
INSTRUCTIONAL AND SUPPORT STAFF
COMM RES SCHOOL (SHILO)
DATED 1 JANUARY 2006

PARENT UNIT MILITARY KIT SIGN-OFF SHEET

Staff Name _____

Parent Unit _____

1. All kit issued at Annex B? Yes/No

2. If No, list the shortcomings:

Item Name	Quantity	Size

Commanding Officer's Signature:

_____ Dated _____

Fax this Annex to the Comm Res School (Shilo) SQMS at least 3 weeks prior to the tasking start date.
This Annex must be hand carried to Comm Res School (Shilo).

ANNEX D
 TO JOINING INSTRUCTIONS
 INSTRUCTIONAL AND SUPPORT STAFF
 COMM RES SCHOOL (SHILO)
 DATED 1 JANUARY 2006

PARENT UNIT ADMIN STAFF CHECKLIST:

Staff Name _____

Parent Unit _____

ITEM	INITIALS	DATE
Mbr entered into RPSR		
Route Letter raised with correct FIN code (3334BF L112 01134 GRC0000 BRT01 or PLQ01)		
Travel Arrangements made		
Travel Claim raised with parent unit FIN code		
POMV Waiver approved (if applicable)		
ETA/MOT msg sent		
Employment activated in RPSR with correct FIN code (3334BF L112 01134 GRC0000 BRT01 or PLQ01)		
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), Annex F (Required Documentation), and Annex G (Statement of Understanding and Compliance) 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 the tasking start date.

ANNEX E
 TO JOINING INSTRUCTIONS
 INSTRUCTIONAL AND SUPPORT STAFF
 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	(204) 765-3000 ext 3387 CSN 258-3387 DO Cell- TBD	N/A	N/A

Note – E-mail accounts will be created with the person’s name @CommRes School.

ANNEX F
TO JOINING INSTRUCTIONS
PRIMARY LEADERSHIP QUALIFICATION-LAND STUDENT
COMM RES SCHOOL (SHILO)
DATED 1 JANUARY 2006

REQUIRED DOCUMENTATION

Staff 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
- National Defence Health Card (Blue Cross) (if applicable)
- Provincial Driver’s License (if applicable)
- DND 404 – Driver Operator Permit (if applicable)
- Certified True Copy of DND 416 – Driving Record (if applicable)
- POMV Waiver Cost Estimate Form (if applicable)
- DND 99 – Travel Order Claim (annotated with the locator number)

Commanding Officer's Signature:

_____ Dated _____

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

ANNEX G
TO JOINING INSTRUCTIONS
INSTRUCTIONAL AND SUPPORT STAFF
COMM RES SCHOOL (SHILO)
DATED 1 JANUARY 2006

Reference: CFB/ASU Shilo IS Security Orders

STATEMENT OF UNDERSTANDING AND COMPLIANCE

Last Name: _____ First Name: _____ Full Initials: _____

SN #: _____ Rank: _____ Unit & Sect: Comm Res School (Shilo)

Position: _____ Bldg #: C103 Rm# : N/A Work Local: N/A

NOTES

I acknowledge that I have read and completely understand the principles and regulations of CFB/ASU Shilo Information System (IS) Security Orders. I am aware that I am subject to the provisions of the Official Secrets Act if, either by intent or negligence, I allow classified/designated information or material to pass to unauthorized personnel.

I fully understand that adherence to CFB/ASU Shilo IS Security Orders does not relieve me of my responsibility of compliance with other appropriate regulations for the protection of classified/designated information. Where there appears to be a conflict in security provisions, I shall immediately refer the problem to the Shilo TIS Support desk or through my chain of command to the Information Systems Security Officer (ISSO) for resolution.

I understand and shall comply with the following rules:

1. I shall use the system and information resources only in direct support of authorized Department of National Defence/Canadian Forces Operations or projects.
2. I shall not do any of the following without explicit authorization of the 731 Signal Squadron Service desk:
 - a. add, move or change communications software or equipment; and
 - b. move or remove any hardware (except laptops or personal digital assistants), communications, or software items from DND property.
3. I shall not disclose or share with anyone any user IDs, passwords or access control items including Smart Cards or tokens.
4. I shall observe all restrictions, which limit my access to specific locations, times, systems, files and programs.
5. I shall not allow unauthorized persons access to the system resources.

6. I understand that any activity on DND/CF Information Systems may be monitored at any time. I understand that I should not expect any level of privacy on DND Information Systems.

7. I shall always comply with all of the conditions that are outlined in DND/CF Internet Acceptable Use Policy.

8. I fully understand that license agreements and copyright laws protect all software in use at CFB/ASU Shilo. I understand as well that depending on the license agreements, fines ranging from twenty-five thousand to one million dollars and/or imprisonment, are major penalties for violation of the Canadian Copyright Act. I shall not copy, or otherwise ignore the laws and agreements that are in force for any DND IS software.

9. I understand that I shall not deliberately introduce unauthorized software/hardware or unverified macro documents into CFB/ASU Shilo Information Systems unless personally approved by the Information Systems Security Officer. Should I electronically receive a suspicious or inappropriate mail attachment, file or executable program, I will immediately inform the Service Desk at 3888. I shall also take reasonable efforts to secure the attachment, file or executable program as evidence and any evidence as to the origin of the unauthorized mail attachment, file or executable program.

10. I understand that I have a responsibility to report all breaches of security to the Information Systems Security Officer.

11. I understand that ignorance of the regulations governing DND/CF Information Systems will not constitute a reasonable defence.

12. I understand that violation these rules and regulations may lead to administrative and/or disciplinary action.

Signed: _____

Witnessed: (Section IS Rep) _____

Date: _____

Fax this Annex to the Comm Res School (Shilo) OR at least 3 weeks prior to the tasking start date. This Annex must be hand carried to Comm Res School (Shilo).