

JOINT COMMAND AND STAFF PROGRAMME

JOINING AND ADMINISTRATIVE INSTRUCTIONS

GENERAL

1. These instructions apply to all Canadian Armed Forces (CAF) members attending the Joint Command and Staff Programme (JCSP) from 21 Aug 23 until 25 June 24 at the Canadian Forces College (CFC).
2. The aim of JCSP is to prepare selected senior officers of the Defence Team for command and staff appointments in the contemporary operating environment across the continuum of operations in national and international settings.
3. The curriculum for the JCSP Residential Programme emphasizes military operations and operational planning, the study of leadership and command, and an understanding of the context of defence through national and international studies. Please note that JCSP students may be required to travel internationally and thus a green passport will be required IAW Official Travel policy.
4. The CFC is located at 215 Yonge Blvd., in Toronto. A map of the area is at Annex A; the detailed layout of the CFC is at Annex B. Note that the College is located on Yonge Blvd., and not the nearby major road of Yonge St.

JCSP 50 EDUCATION DELIVERY

5. JCSP 50 will be delivered in person (residentially) at the CFC commencing with an Arrival Assistance Group (AAG) from 21–23 Aug 23, and CF 101 — Learning Foundations Course from 24–31 Aug 23. Students will receive further instructions on how the AAG will be conducted.
6. The Masters of Defence Studies (MDS) is available to qualified students concurrent with their JCSP studies. The MDS degree investigates the relationships between the Profession of Arms and National Security policies. It includes military command, leadership, and the conduct of major military operations and strategy, including warfighting, peace support operations, and domestic operations for national security. See enclosed 2023–2024 MDS Admission Guidelines for admission requirements and application process.

STUDENT INFORMATION

7. Students are required to complete the Student Personal Information Form at the following link: [CFC Student Intake Form](#) NLT **10 Jun 23**. Should any information change after the form has been submitted, students are to email the positional mailbox: +CFCStudentAdministration@forces.gc.ca.
8. The information collected in this form will be used for planning and delivering the Programme, for support services, and for reporting purposes as required. The student personal information will be managed in accordance with [DAOD 1002-3, Personal Information Management](#).

9. Students' personal (civilian) email addresses and telephone numbers are required as a means of contact by the CFC Orderly Room (COR), and for establishing Microsoft 365 (CFC365) accounts, which will be the CFC's primary means of contact once accounts are created.

10. Students are required to submit Exercise VERITAS SUI NLT **28 Jul 23**. See enclosure for details.

POSTING TO CFC

11. Students' posting messages to the CFC for JCSP 50 will be sent by respective Career Managers.

12. JCSP 50 students wishing to be posted on Imposed Restrictions (IRs) will request this from their respective CM.

AIR AND SPACE POWER REFRESHER COURSE (ASPRC)

13. Prior to JCSP 50, RCAF students of eligible occupations will participate in the ASPRC. These trades are PLT, ACSO, AEC, AERE, CELE-Air, CE, and Log-Air. RCAF uniformed students of other trades may attend if desired. The course will be conducted virtually by the Royal Canadian Air Force Aerospace Warfare Centre (RAWC). Dates for this activity are 8-11 Aug 23. RCAF Students are to contact positional email: RAWC.AWE@forces.gc.ca NLT 30 Jun 23 for further coordination. The virtual learning platform will be accessible via Internet and students will be asked to provide an Internet-accessible email address in order to participate.

IN-CLEARANCES

14. General. Additional information may be sent to the personal email address that students provide to the CFC. If students move their dependants and/or Furniture and Effects to Toronto before 19 Aug 23, they are strongly encouraged to contact the CFC Orderly Room (COR) to start in-clearance procedures and deal with Post-Living Differential (PLD) and pay-related issues as applicable. Otherwise, these will be actioned during the AAG.

15. Arrival Assistance Group (AAG). The AAG will be conducted in person at the CFC from 21-23 Aug 23. In advance of the AAG, students are required to provide the following documentation NLT 2 Aug 23 to the positional mailbox:

+CFCStudentAdministration@forces.gc.ca:

- a. Colour copy of pages 1 and 2 of Valid Green and Blue Passports;
- b. Current Security Clearance Certificate printout from WebSCPS;
- c. Copy of DND ID Card NDI 20, both sides;
- d. Current copy of Next of Kin (NOK) DND 2587;
- e. Current copy of Emergency Contact Notification CF 742;
- f. Current copy of Family Care Plan (FCP) Declaration DND 2886;
- g. Current Designation of Memorial Cross Recipients DND 2105;

- h. Copy of Supplementary Death Benefit (SDB) Plan; and
- i. Copy of Will or Will Certificate.

16. During the AAG, staff will review the information provided above to identify any requirement for documentation/information missing. As a minimum, the following information will be verified:

- a. Passports. Passports must be valid for 18 months after the commencement of the programme. Please note that CFC does not reimburse the cost for a regular blue passport.
- b. Security Clearance. Students require a minimum security clearance of SECRET that must be valid for the duration of the programme. Updates, if necessary, must be completed prior to your arrival at the CFC. A printout from WebSCPS of current security clearance status is required to be presented to the COR for confirmation and retention (MPRR is not sufficient for CAF Officers). Students must ensure that their losing unit USS forwards their electronic security file to CFC UIC 8160 prior to their arrival.
- c. DND ID Card. Students are to arrive with a DND ID card valid up to six months beyond the end of programme.
- d. Pay and Administration. Personnel files will be handled by COR, and individual pay and administrative issues will be reviewed by COR staff prior to the AAG.
- e. Leave. Students are to arrive with ten (10) days of annual leave, sufficient to cover the Christmas and Spring Break periods. Officers arriving with more than ten (10) days of FY 23/24 leave will need to request accumulation or cash-out as applicable and with supporting documentation. Officers arriving with fewer than ten (10) days of Annual Leave will be required to use accumulated/accrued leave during the authorized block leave periods.
- f. Finance. In order to ensure that their Claims-X accounts are transferred to CFC's pay office number 927, UIC 8160 CFC Toronto, all students must clear out of their old Claims-X sections, ensure that any pending claims are resolved, and let their old Claims X administrators know that they will require a PON transfer.
- g. Travel Arrangements. Students must arrive with their Travel Identification Number (TIN) and add the "CFC Claims" travel group CFCClaimsSection@forces.gc.ca as an arranger to facilitate travel booking in support of the programme. Students must ensure that their contact information in HRG is up to date and includes a personal email address to get information and updates on their travel itineraries.
- h. Force Test. It is strongly recommended to have a valid force test upon your arrival at CFC. There will be opportunities to arrange for Force Testing through Denison Armoury if required.

17. Instruction to Losing Unit and Pay Issues. All financial and administrative matters should be forwarded to: +CFCStudentAdministration@forces.gc.ca. **CFC Toronto UIC 8160, ALT PON is 927 and must be given NLT 2 Aug 23 in CCPS.**

DRESS

18. Dress for JCSP students is as follows:

- a. For education delivery throughout the year, the standard order of dress is Service dress — No. 3B for Monday, Tuesday, Wednesday, and Friday. No. 3C (sweater) may be worn when environmental considerations indicate that this is a preferred order of dress. Environmental clothing (operational dress: camouflage fatigues, flight suit, or naval combat dress) is normally worn on Thursday.
- b. As part of CFC's fund-raising for charity, students may contribute to the Government of Canada Workplace Charitable Campaign (GCWCC) to wear civilian clothing on Fridays. The standard of authorized civilian dress is business casual (slacks and collared shirt, dress). Jeans are approved only when informal dress is authorized.
- c. On occasion, students will be required to wear uniforms appropriate to the event/activity in which they are participating. Students shall therefore be prepared to wear ceremonial dress — Nos. 1A, 1D and Mess dress — No. 2 for special events and activities.
- d. There will be a visit to Petawawa that will include a field day. Students will be temporarily issued the required items (shirt, pants, gloves, L/W Gore-Tex jacket, field hat, ballistic eyewear, and daypack). Students may wear their own issued Individual Protective Equipment (IPE).
- e. Arctic Kit. All students are to bring Arctic kit as it will be required while participating in an ELV in the Arctic. A list of items can be found at Annex D.

SPORTING EQUIPMENT AND OTHER ITEMS

19. The following items are optional:

- a. Hockey equipment. The CFC has a popular hockey programme for all skill levels and will provide students with most of the required equipment. However, the amount of gear is limited and priority for issue goes to international students. All players must provide their own skates, stick, and athletic support.
- b. Soccer/rugby. Two other popular sports that offer the opportunity for beginners and experienced players.
- c. Other sports gear. CFC has a highly active sports programme and informal groups often form with other, like-minded individuals (running, tennis, squash, golf, etc.).

ACCOMMODATION POLICY — UNACCOMPANIED MEMBERS

20. General. The allocation of quarters in the Ralston Residence will be based on the following priorities: a) International students; b) Public Servant (PS) Students; c) NSP Students (Imposed Restrictions/Separation Expense (IR/SE)); d) JSCP Students (IR/SE); and e) Single members. Quarters will be filled before IR/SE expenses on the economy will be approved. All students who are on IR/SE must request, if not already requested, quarters using +CFCStudentAdministration@forces.gc.ca as soon as possible.

21. Imposed Restriction (IR). Students may apply for IR only if they are married, living common-law, or single with children residing with them on a full-time basis. To apply for IR, please contact your Career Manager who has the authority to approve an IR request.

22. Non-CFC Accommodation (On the Economy). IR/SE students who are directed to live on the economy are to familiarize themselves with [CBI 208.997 — Separation Expense](#) to understand their entitlements. Students are reminded that commercial and non-commercial accommodations contain no more than one bedroom as defined in this CBI. If members are required to sign a lease, they are reminded not to sign a one-year lease agreement. The CFC will not pay for the extra months of lease liability once the member is posted out. Security deposits are strictly a member's responsibility.

MEALS

23. Living-in members will take their meals in the AHOM Dining Facility. Students living on the economy may purchase "Casual" meals. A vegetarian option is always provided at the facility. Notice of religious (Kosher and Halal only), medical (MEL form is required), or Vegan (contact CFC OR for CoC approval process: +CFCStudentAdministration@forces.gc.ca) may be brought to the attention of the Mess Manager upon arrival. IAW CANFORGEN 204/17 CMP 105/17 221941Z NOV 17, rations are no longer covered as part of IR. The CFC has determined that it will not de-link rations and quarters for those living in Ralston Residence. For IR personnel, the cost for rations (subject to change) is \$619.13 full (21 meals/week), or \$353.79 partial (10 meals/week), which is selected during the in-clearance/AAG. Remittances are paid when students are absent for service reasons, but not forecasted leave periods.

MEDICAL AND DENTAL SERVICES

24. Students are supported by 32 Canadian Forces Health Services Centre (32 CF H Svc C) located at 4 Canadian Division Support Base (CDSB) Det Toronto, 1 Yukon Lane, North York (approximately fifteen minutes' drive from the College). Sick Parade is scheduled between 0730 h and 0900 h, Monday to Friday. Appointments are conducted between 0900 h and 1500 h and may be booked by phoning 416-633-6200 (Ext 3900 for medical or Ext 3925 for dental). Major medical and dental issues should be addressed prior to arrival at the CFC.

25. Emergencies. After normal working hours, CAF personnel are to report to the nearest local civilian walk-in clinic or hospital and report to 32 CF H Svc C the next working day for follow-up. The closest Medical Clinic that accepts Blue Cross is the Hullmark Medical Clinic, 4789 Yonge St Unit 1019, 647-748-4448. Note that personnel must present Blue Cross cards at non-military medical centres prior to receiving treatment. For emergencies, the nearest hospitals are the Humber River Hospital, 1235 Wilson Ave, 416-242-1000, and North York General Hospital,

4001 Leslie St, Toronto, ON, 416-756-6000.

26. Travel to Medical/Dental Appointments. There is no reimbursement for POMV travel to and from 32 CF H Svc C or 4 CDSB Det Toronto; however, arrangements can be made with CFC Ops for transport, as available.

27. Immunization. Students are to ensure that their immunizations (North American standard in particular) are up to date and inoculations are completed prior to reporting to the College. Please refer to the Canadian Immunization Guide Recommended immunization schedules [Table 5](#) for more information. If required, immunization booklets will be collected and sent to the 32 CF H Svc C to validate any travel outside of Canada.

MILITARY CLOTHING SUPPLIES

28. Clothing stores at 4 CDSB Det Toronto have limited item availability. For RCAF and RCN, many items must be ordered and the delivery time can be up to 90 days. Students must complete all anticipated clothing procurements and issues prior to arriving in Toronto. Tailoring and medal mounting services are limited.

BAGGAGE

29. Unaccompanied baggage (UAB) is to be sent not directly to the CFC but to CMTT at 4 CDSB Det Toronto at the following address:

CMTT
4 CDSB Det Toronto
Denison Armoury
1 Yukon Lane
Toronto, ON M3K 0A1

30. During the academic year, programme participants will be required to participate in ELVs including travel by military or commercial means to locations in Canada. Programme participants 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 against loss or damage, whether travelling via military or civilian carriers, is a personal responsibility.

STUDENT IDENTITY CARD

31. Personnel attending programmes at the CFC may qualify as full-time students at the Royal Military College of Canada (RMCC), if enrolled in a RMCC graduate programme. Application and payment for an International Student Identity Card (ISIC) <https://isiccanada.ca> are the responsibility of the student. A letter confirming student status can be requested from the COR.

VIRTUAL CAMPUS

32. The CFC continues to evolve and modernize its education delivery processes and infrastructure. The physical campus is well supported by network and web-based systems, allowing students to participate and collaborate across media regardless of physical location

(supported by an open Internet connection).

33. The Academic (ACAD) network is accessible via Wi-Fi on campus (full access) and remotely (web-based access), which further supports and incorporates:

- a. CFC365, which is the core to communication, information sharing, and productivity applications. The CFC's tenant of Microsoft 365 is known as CFC365 and is separate from Defence 365 (D365). Students will receive a Microsoft 365 A5 Education user account in Mid-August which will provide them with a CFC email address, firstname.surname@cfc.dnd.ca. An auto-generated email from "Microsoft on behalf of your organization ms-noreply@microsoft.com" will be sent to each student at the personal email address provided to CFC. Students are encouraged to check their spam (junk) folder for this email as it can sometimes be filtered out. Access to CFC365 accounts is dependent on Internet Access and a mobile device for Multi-Factor Authentication (MFA). While on CFC campus, CFC-issued computing devices will have Internet Access. Internet at home is each student's responsibility. MFA, using a mobile device, is a security requirement that must be met in order to have continued access. Purchase and maintenance of a mobile device is each student's responsibility. These requirements must be met throughout the entire academic year.
- b. CFCLearn (CFC's Moodle-based Learning Management System), through which courses, exercises, content delivery, and grades are managed.
- c. The Information Resource Centre (IRC), which supports teaching, learning, and research at CFC by providing access to research resources and services as well as instruction on how to plan and conduct research. [IRC SUMMON](#), a dedicated research portal, is the start point for access to the full text of the IRC's collections of journals, books, reports, news sources, and reports. IRC credentials and access instructions will be emailed to each student's CFC365 email address. The IRC's team of information professionals is available to support student research while at CFC, and post-CFC provides research services to CAF and DND personnel through the CAF Virtual Library. Reach out to the team on email at irc@cfc.dnd.ca.

34. Information Technology (IT). During the AAG, students will receive CFC-owned computing devices and will use them to connect to the ACAD network. These devices will continue to remain the property of CFC, to be used solely for the purposes of learning, and to be subject to proper maintenance, safety, and return at the end of the programme.

35. Defence Wide Area Network (DWAN). There are a limited, but adequate, number of shared DWAN terminals at the CFC. Students are strongly recommended to enrol in SelfServe Password Reset prior to arriving at CFC IOT facilitate expedient password resets, if required. Students are encouraged to leave their DWAN account at their previous unit. Students will have access to D365 (ECN) applications. The CFC service desk will be able to assist service requests for DWAN and ECN accounts.

36. For all IT technical assistance, students can contact CIS at cfchelpdesk@cfc.dnd.ca.

37. The CFC Internet site is located at www.cfc.forces.gc.ca. CFC can also be found on Twitter @CAF_College and @FAC_College.

POSTAL ADDRESS AND TELEPHONE NUMBERS

38. All correspondence should be addressed as follows:

- a. Letter: Canadian Forces College
215 Yonge Boulevard
Toronto, ON M5M 3H9
- b. Message: CFC Toronto
- c. Commissionaire: 416-482-6800, ext 6934 (24 hrs)
- d. AUTOVON/CSN: 634-6XXX
- e. Fax (incoming) (COR): 416-482-6908

RALSTON RESIDENCE

39. ACAD Network and Internet. All rooms have access to the wireless ACAD network. There is NO fee for this service, but this access is subject to [DAOD 6000-0, Information Management and Information Technology](#) and Canadian Defence Academy (CDA) Information Technology (IT) Security Briefing and Authorization agreement. In addition, students must use their issued computing devices to access the Academic Network. Note that there is limited wireless Internet access available at the Armour Heights Officers' Mess (AHOM) for web browsing via personal devices.

40. Telephone, Cable TV, Personal Internet. Rooms are equipped with HDTVs, Blu-ray players, and telephones. Telephones can dial local Toronto locations only. Cable TV and personal Internet are a student responsibility. As this would be a private contract, this service is not subject to Departmental use policies. Rogers services (or providers that can provide service over Rogers infrastructure) are the ONLY available services that are compatible with the current infrastructure in Ralston Residence.

DEXTRAZE GYM

41. Dextraze Gym facility is located on CFC campus. The facility is free of charge for all Military members. Civilians require recreational membership to access the gym via link: <https://bkk.cfmws.com/torontopub/account/client/index.asp>.

ARMOUR HEIGHTS OFFICERS' MESS

42. As stipulated in Canadian Forces Administrative Orders (CFAOs), all CAF students are members, effective on change of strength date, of the AHOM, situated on the CFC grounds. The dress in the mess is business casual during working hours. After 1800 hrs, relaxed dress is approved outside of specific events. Further details will be provided during the AAG.

PERFORMANCE APPRAISAL REPORT (PAR)

43. All CAF students must have an annual PAR or a PAR exemption (PARX) to cover the period from 1 Apr 23 to their change of strength (posting date). All CAF students will receive a DND 4756-E PARX to cover the year.

OFFICIAL LANGUAGES

44. CFC is designated as a bilingual unit of the CAF and has the mandate to comply with all relevant legislation, policies, and directives as they pertain to Official Languages (OL) in Canada. With respect to OL, your learning experience at CFC will be shaped primarily by the following two areas:

- a. **Language of Work for a Bilingual Unit:** A bilingual organization/unit is a DND organization or a CAF unit in which English and French are the languages of work. Language of Work encompasses all communication activities in the performance of duties by Defence Team members. CFC Defence Team members have the right to use either OL at work.
- b. **Delivery of CFC Programmes:** In addition to being a bilingual unit, CFC is designated a National Level Training Establishment. This means that Individual Training & Education courses will be offered to you in both OL. Additionally, and prior to attending CFC, you will be given the opportunity to identify the OL of your choice to be used during your learning experience.

Further information is available in the CFC Directive and Guidance on Official Languages. This document will be accessible on CFC's SharePoint site once your student enrollment is completed. Additional information is also available on Government of Canada public websites.

COVID-19

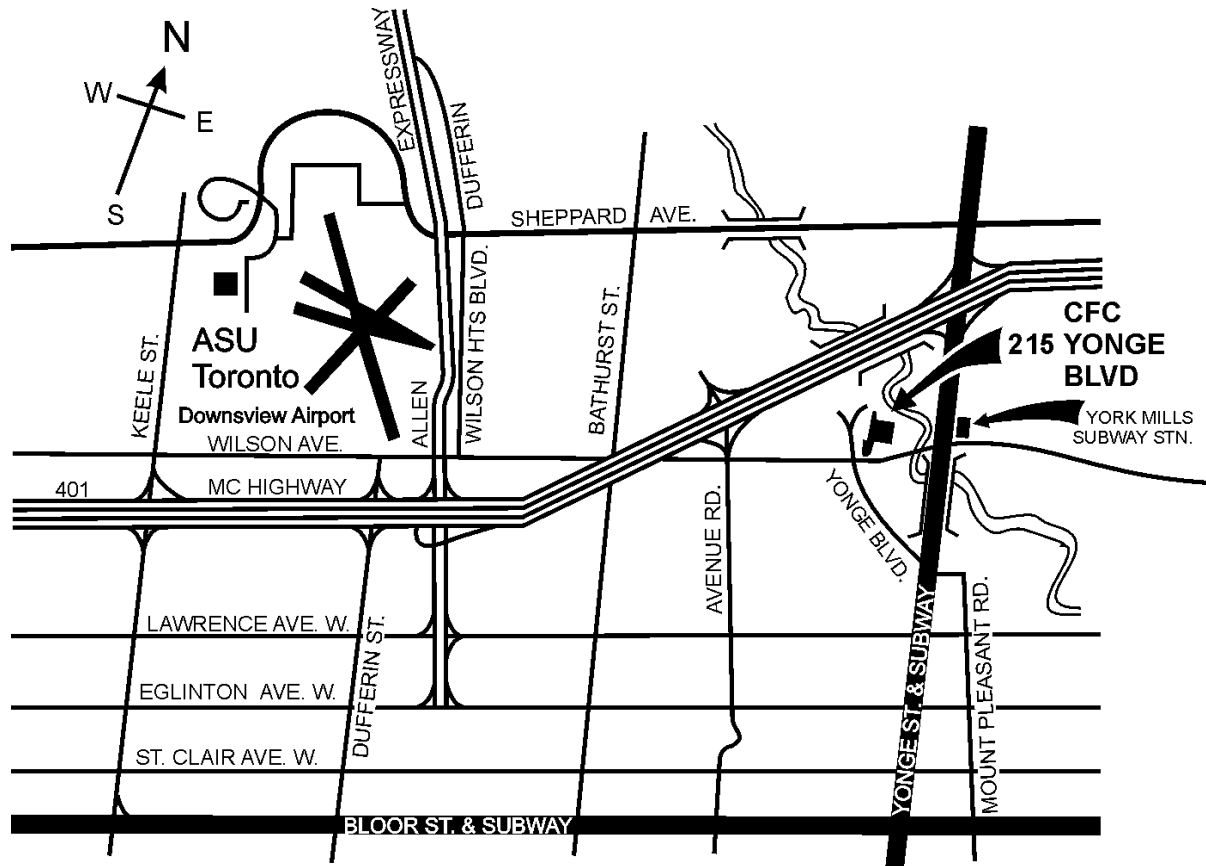
45. Public Health Measures (PHMs) at CFC are governed by the Canadian Forces College Directive on Operating in a Persistent COVID-19 Environment. Vaccination remains one of the most effective tools to protect against COVID-19, including recommended booster doses.

46. CFC will continue to assess and employ appropriate levels of adherence to PHMs, which have proven effective in reducing the impacts of COVID-19. Masks are a personal choice at CFC, but coupled with vaccines, and rapid testing where appropriate, they continue to be our most effective tools for mitigating the risks associated with COVID-19. The requirement for rapid testing, and the approach taken, will be dependent on the effectiveness of other PHMs in place, the type of activity occurring, and the COVID-19 context.

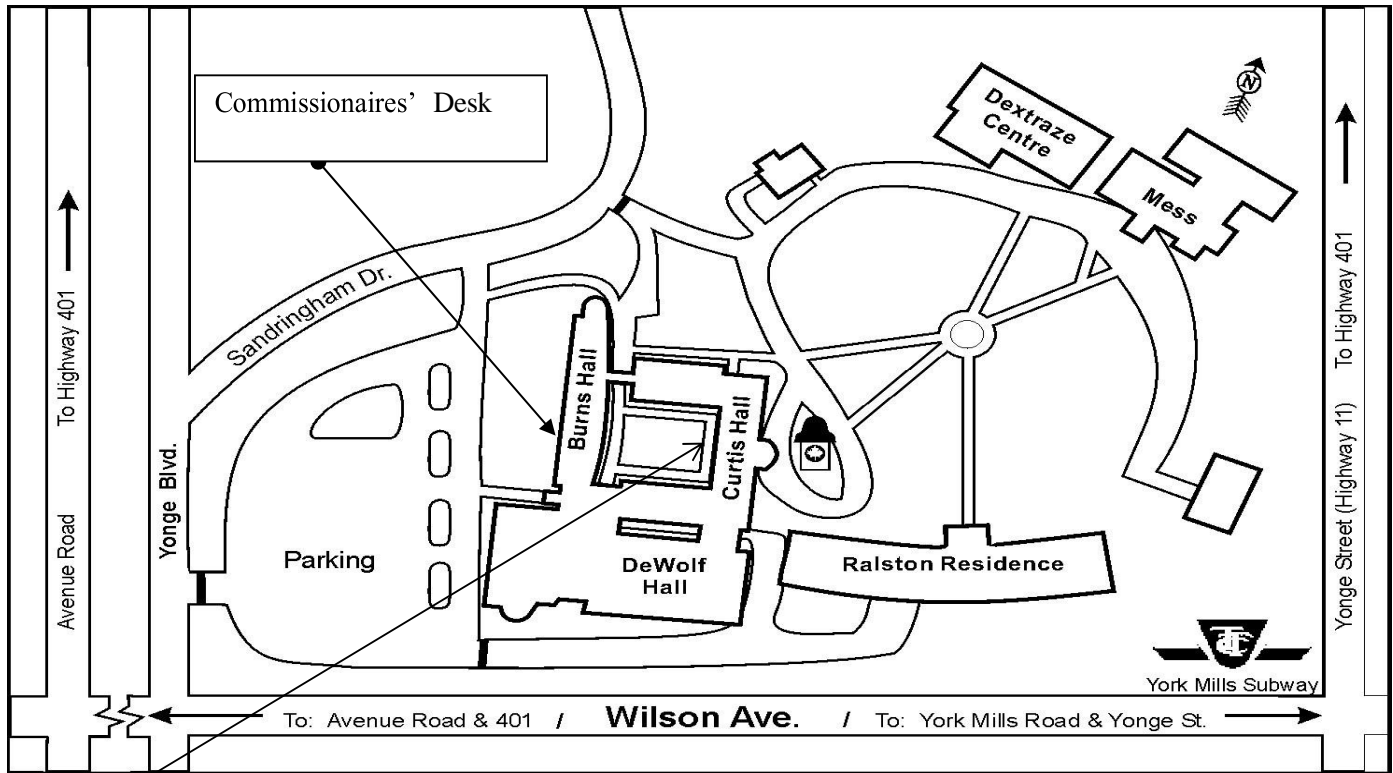
Annexes:

Annex A	Sketch Map of CFC Location
Annex B	Detailed Layout of CFC Site
Annex C	Key JCSP 50 Dates
Annex D	Arctic Kit List

SKETCH MAP OF CFC LOCATION



DETAILED LAYOUT OF CFC SITE



KEY JCSP 50 DATESAugust 2023

21-22 August 2023

AAG and Welcome Briefs

21-31 August 2023

CF101 — Foundation Course (TBC)

September 2023

4 September 2023

Labour Day (Statutory Holiday)

11 September 2023

Roto 1 Starts

30 September 2023

National Day for Truth and Reconciliation (Statutory
Holiday 2nd Oct)October 2023

2-6 October 2023

Remote Week 1

November 2023

6-10 November

Reading Week 1

11 November 2023

Remembrance Day (Statutory Holiday 13th Nov)

20–24 November 2023

Experiential Learning Visit 1 — Institutional
(Ottawa)/Component (Army, Air Force, Special Forces)

27 November 2023

Roto 2 Starts

December 2023

16 December 2023-7 January 2024 Holiday Leave Period

January 2024

8-12 January 2024

Remote Week 2

29 January-2 February 2024

Experiential Learning Visit 2 — Component (Navy and
Joint Task Force North)February 2024

8 February 24

Comp Studies End

19 February 2024

Ontario Family Day

March 2024

11-15 March 2024

Spring Academic Break (aligned with Ontario Public
School Break)

18-22 March 2024

Reading Week 2

29 March-1 April 2024

Easter Long Weekend (Statutory Holiday)

April 2024

1 April 2024
14-20 April 2024
21-27 April 2024
29 April-3 May 2024

Roto 3 Starts
House Hunting Trip/Normandy ELV Week 1
House-Hunting Trip/Normandy ELV Week 2
Remote Week 3 (TBC)

May 2024

20 May 2024
30 May 2024

Victoria Day (Statutory Holiday)
Spring Sports Day

June 2024

10-21 June 2024
25 June 2024

Capstone Exercise
Graduation

Dates are subject to change.

ARCTIC KIT LIST

Toque, Green
Neck Gaiter, Green
Balaclava, Green
Balaclava, White
Snow Goggles
Parka, Extreme Cold Weather
Jacket, Fleece
Under Shirt, Thermal
Mittens, Arctic, pr
Gloves, Cold Weather, pr
Gloves, Mortar, pr
Bib-Pants, Extreme Cold Weather
Pants, Fleece
Long Underwear, Thermal
Boots, Cold Wet Weather, pr
Mukluk, Outer, pr
Mukluk, Duffel Socks, pr
Mukluk, Felt Insoles, pr
Mukluk, Mesh Insoles, pr
Socks, Liner, pr
Socks, Wool, pr
Socks Extreme Cold Weather, pr
Duffle Bag
Sleeping Bag, Inner
Sleeping Bag, Outer
Sleeping Bag, Liner
Bivy Bag, Gortex
Sleeping Bag, Valise