

JOINT COMMAND AND STAFF PROGRAMME  
JOINING AND ADMINISTRATIVE INSTRUCTIONS

GENERAL

1. These instructions apply to all students attending the Joint Command and Staff Programme (JCSP) at the Canadian Forces College (CFC).
2. CFC is located at 215 Yonge Blvd., in Toronto. A map of the area is at [Annex A](#); the detailed layout of CFC is at [Annex B](#). Note that the College is located on Yonge Blvd., and not the nearby major road of Yonge St.

JCSP 48 EDUCATION DELIVERY

3. The requirement for COVID-19 Personal Health Measures (PHMs) in August is still unclear. Subject to a viability decision in the first week of June 2021; however, CFC plans to start JCSP 48 with a travel day on 17 Aug 21, an Arrival Assistance Group (AAG) on 18 Aug 21, Orientation from 18-24 Aug 21, and 8 days of in-person curriculum delivery at CFC between 25 Aug and 3 Sep 21. The Master of Defence Studies (MDS) will be available. There will be a combination of synchronous virtual, and when conditions allow, residential education engagements throughout the year. Overall programme design is currently ongoing, and given the significant unknowns in delivery format of residential vs. virtual, a finalized calendar of courses, residential activity, and ELV dates is not yet available. Once greater clarity on residential limitations of programme design is known, it will be promulgated by the JCSP Programme Officer (ProgO) and a detailed calendar of activities will be available. Students will receive further instructions on how the AAG and CFC Orientation will be conducted.

STUDENT CONTACT INFORMATION REQUIRED

4. JCSP 48 Students are required to provide the following information to the positional mailbox: [+CFCStudentAdministration@forces.gc.ca](mailto:+CFCStudentAdministration@forces.gc.ca), as CFC will require a means to contact students after they clear out of their units prior to being posted to CFC:
  - a. Provide a Student home/ mailing address (No PO Boxes) before 20 July 2021 to which CFC can mail items between 1 and 17 August 2021;
  - b. Personal Telephone number which CFC can call as of 20 July 2021; and
  - c. Civilian email address as of 30 June 2021.

POSTING TO CFC

5. Students' posted messages to CFC for JCSP 48 will be sent by respective Career Managers. Given that JCSP 48 education delivery will primarily be delivered remotely with identified

“in-person” activities during the academic year, “planned in-person” activities will be identified to students by the end of June 2021. Students will fall into two categories of being posted to CFC:

- a. Remaining in place at current residence/geolocation but posted to the CFC UIC; and
  - b. Moving to Toronto as per posting message and conducting remote education from their principal residence in the Greater Toronto Area.
6. JCSP 48 students will not need to request Imposed Restrictions. If restrictions are lifted and conditions permit JCSP 48 to gather in syndicate group(s), CFC will bring students to Toronto, or a third location, for educational activities on Temporary Duty (TD).
7. Leave. Students shall have only nine Days of Annual Leave remaining upon clearing into CFC during the AAG. If students have more than nine days of annual leave remaining, they will require a letter from their losing unit chain of command explaining why they are accumulating or cashing out leave for Fiscal Year 2021/2022.

#### **RCAF STUDENTS**

8. Prior to JCSP 48, RCAF students will be participating in the Airspace Power Refresher Course (ASPRC). The course will be conducted virtually by the Royal Canadian Air Force Air Warfare Centre (RAWC). Dates for this activity are 10-14 Aug 2021. RCAF Students are to contact LCol Leslie Dicks [Leslie.Dicks@forces.gc.ca](mailto:Leslie.Dicks@forces.gc.ca) from the RAWC no later than 30 Jun 2021 for further coordination.

#### **IN-CLEARANCES**

9. General. Welcome Packages will be sent to the email address that students provide to CFC as instructed below. If students have moved their dependants and/or Furniture & Effects to Toronto before 18 Aug, they are strongly encouraged to contact the CFC Orderly Room (OR) to start in-clearance procedures and deal with Post-Living Differential (PLD) and pay-related issues as applicable. Otherwise, these will be dealt with during or after the Remote Arrival Assistance Group (AAG).

10. Arrival Assistance Group (AAG). The AAG will be conducted “In Person” or “Virtually” over Video-Teleconferencing (VTC) applications or other virtual means (as required). Students will be made aware by early June 2021 on CFC plan to bring students to Toronto on temporary duty for the AAG and programme orientation from 18 August to 3 September 2021. To enable this activity, CFC will require a civilian email address and civilian telephone number at which the CFC OR staff can contact students during the Remote AAG as well as during students’ virtual educational delivery/Distance Learning. In case the phone number and address change during the virtual educational delivery/DL period, students must immediately inform the CFC OR of changes.

11. In advance of the AAG, students are required to provide the following documentation to the positional mailbox: [+CFCStudentAdministration@forces.gc.ca](mailto:+CFCStudentAdministration@forces.gc.ca).

- a. Copy of Valid Blue Passport in Colour (not required for JCSP);
- b. Current Security Clearance Certificate printout from WebSCPS;
- c. Copy of DND ID Card NDI 20 (front and back);
- 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.

12. Arrival Assistance Group. The AAG will take place upon students' arrival to CFC if they relocate to Toronto or when residential education delivery resumes. Detailed info is provided below. CFC Orderly Room (OR) staff will review information provided during Remote AAG to identify any requirement for documentation/information verification. As a minimum, the following information will be required from students:

- a. Passport. Please note CFC does not reimburse the cost for a regular blue passport.
- b. Security Clearance. All 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 CFC. International students should note that written proof of a SECRET clearance will be required before the start of the programme. CAF students should verify with their Unit Security Officer that their security clearance will remain valid for the duration of the programme: Level II security clearance is valid for 10 years, and Level III for 5 years, from date of approval. A printout from WEBSCPS of current security clearance status is required to be presented to the clerk for confirmation and retention (MPRR is not sufficient for CAF Officers). All CAF 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. All CAF officers are to arrive with a DND ID card valid up to six months beyond end of programme. A colour photocopy of DND ID is required to be presented to the clerk for retention.
- d. Pay and Administration. All pers files will be handled by COR. All individual pay and administrative issues will be reviewed by COR staff prior to the Remote AAG.
- e. Medical and Dental Issues. Students are to ensure that their immunizations (North American standard in particular) are up to date and that inoculations are completed

prior to reporting to the College. Please refer to the Public Health immunization schedule [Table 5](#) for more information.

If required, immunization booklets will be collected and sent to the 32 Canadian Forces Health Services Centre (32 CF H Svc C) to validate any travel outside of Canada. Major medical and dental issues should be addressed prior to arrival at CFC.

- f. Leave. All CAF students are to arrive with nine (9) days of annual leave, sufficient to cover the Christmas and Spring Break periods. Officers arriving with more than nine days of FY 2021/2022 leave need to accumulate leave and are therefore to provide a memorandum to the CO, through their Chain of Command, justifying the accumulation request. Officers arriving with fewer than nine days of Annual Leave will be required to use accumulated/accrued leave during the authorized block leave periods at Christmas and during the March Spring Break.
  - g. 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.
13. Instruction to Losing Unit and Pay Issues. All financial and administrative matters should be forwarded to: [+CFCStudentAdministration@forces.gc.ca](mailto:+CFCStudentAdministration@forces.gc.ca).  
CFC Toronto UIC 8160, ALT PON is 927 and must be given NLT 1 Aug 2021 in CCPS.

## **DRESS**

14. Dress for JCSP students is as follows:
- a. For remote education delivery the dress will be business casual or otherwise directed by the JCSP 48 Programme Officer and Directing Staff during video-teleconferencing activities.
  - b. On occasion, military members will be required to wear appropriate uniforms (military tunic, tie, sweater, ribbons, medals, and mess dress). However, please note that dress uniform (DEU 1D — tunic with ribbons) may also be required.

## **MEDICAL AND DENTAL SERVICES**

15. During the Remote Educational Delivery portion of the programme, students will be supported by their current support units/bases. Once arrived at CFC, CAF Students are supported by the 32 CF H Svc C located at 4 Canadian Division Support Base (CDSB) Det Toronto, 1 Yukon Lane, Toronto (approximately fifteen minutes' drive from the College). Sick Parade is scheduled from 0730 hrs to 0900 hrs, Monday to Friday. Appointments are conducted between 0900 and 1500 hrs, and may be booked by phoning 416-633-6200 (Ext 3900 for medical or Ext 3925 for dental). Civilian students must determine their own medical and dental support locations. Specific

information on medical and dental coverage for international students is provided at Annex C. Please note that there is very limited availability to renew medical coverage, particularly for air-crew/divers at 32 CFHSC. Please ensure that your medical coverage is valid beyond the duration of your course.

16. Emergencies. After normal working hours, CAF personnel are to report to the nearest local civilian walk-in clinic or hospital. Military personnel are to 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, located at 4001 Leslie St, Toronto, ON, 416-756-6000.

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

18. During the academic year, programme participants will be required to participate in a variety of Experiential Learning Visits (ELVs) if and when regional restrictions allow. The ELVs may include 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.

## **COMPUTERS (CIS)**

19. All academic activity will be conducted on multiple applications, remotely and at CFC: the 'Academic Network' — through the CFC MS 365 Education Webportal, CFCLearn — Learning Management System (LMS), and Video-Teleconferencing applications. Students will receive a user account for the CFC MS 365 Education account which will provide them with a CFC email address, [firstname.surname@cfc.dnd.ca](mailto:firstname.surname@cfc.dnd.ca), access to CFC MS 365 applications, etc.

20. Programme members will also be provided with a laptop computer and a memory stick. The laptop operates on the Windows 10 operating system and has the full Microsoft Office suite (Word, Excel, PowerPoint). Programme members can use the same laptop to access the Internet, and the Information Resource Centre (library) and its electronic research tools. If required, the laptop and accounts will be shipped to students not later than 18 Aug 2021. They will be shipped to the Home Mailing addresses provided as per para 4a. The CFC Internet site is located at [www.cfc.forces.gc.ca](http://www.cfc.forces.gc.ca). CFC can also be located on [Twitter @CAF\\_College](https://twitter.com/CAF_College) and [@FAC\\_College](https://twitter.com/FAC_College).

21. It is understood that students will not have regular access to the DWAN while conducting remote education. Students are requested to leave their DWAN accounts at their geographical location; this will allow support by the local service desk. Students will have access to DND's Defence Office 365 (ECN) applications which will provide students with access to the DND email Global Address List. The CFC service desk will be able to assist service requests WRT ECN accounts. Any service desk inquiries students may have regarding CIS service requests will be facilitated through students' ProgO and the CFC Orderly Room.

## **POSTAL ADDRESS AND TELEPHONE NUMBERS**

22. All correspondence should be addressed as follows:

Letter:	Canadian Forces College 215 Yonge Boulevard Toronto, ON M5M 3H9
Message:	CFC Toronto
Commissionaire:	416-482-6800, ext 6934 (24 hrs)
AUTOVON/CSN:	319-634-6XXX
Fax (incoming) (COR):	416-482-6908

## **ARMOUR HEIGHTS OFFICERS' MESS (AHOM)**

23. 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. At this time the AHOM Bar is closed indefinitely as per VCDS direction. When the bar is open, the dress in the mess is Business Casual (slacks and collared shirt) during working hours. After 1800 hrs relaxed dress is approved outside of specific events. Further details will be provided during Orientation.

## **MILITARY CLOTHING SUPPLIES**

24. All CAF personnel posted to CFC and who reside in Toronto should be aware that only a small military clothing store exists at 4 CDSB Det Toronto. For RCAF and RCN, many items have to 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. A recommended kit list is included at [Annex C](#). Tailoring and medal-mounting services are limited.

## **PERs**

25. All CAF students must have an annual PER or a PER exemption to cover the period from 1 Apr 2021 to their change of strength (posting date). All CAF students will receive a PER exemption to cover the year; for exemptions, students must arrive with an ORIGINAL signed PER from their home unit to submit to CFC for processing.

## **OFFICIAL LANGUAGES**

26. CFC is a bilingual institution. All reference material and (where possible) lecture details will be provided in English and French. However, limited resources are available. In the case of French-only presentations, simultaneous interpretation services will be provided to the extent possible.

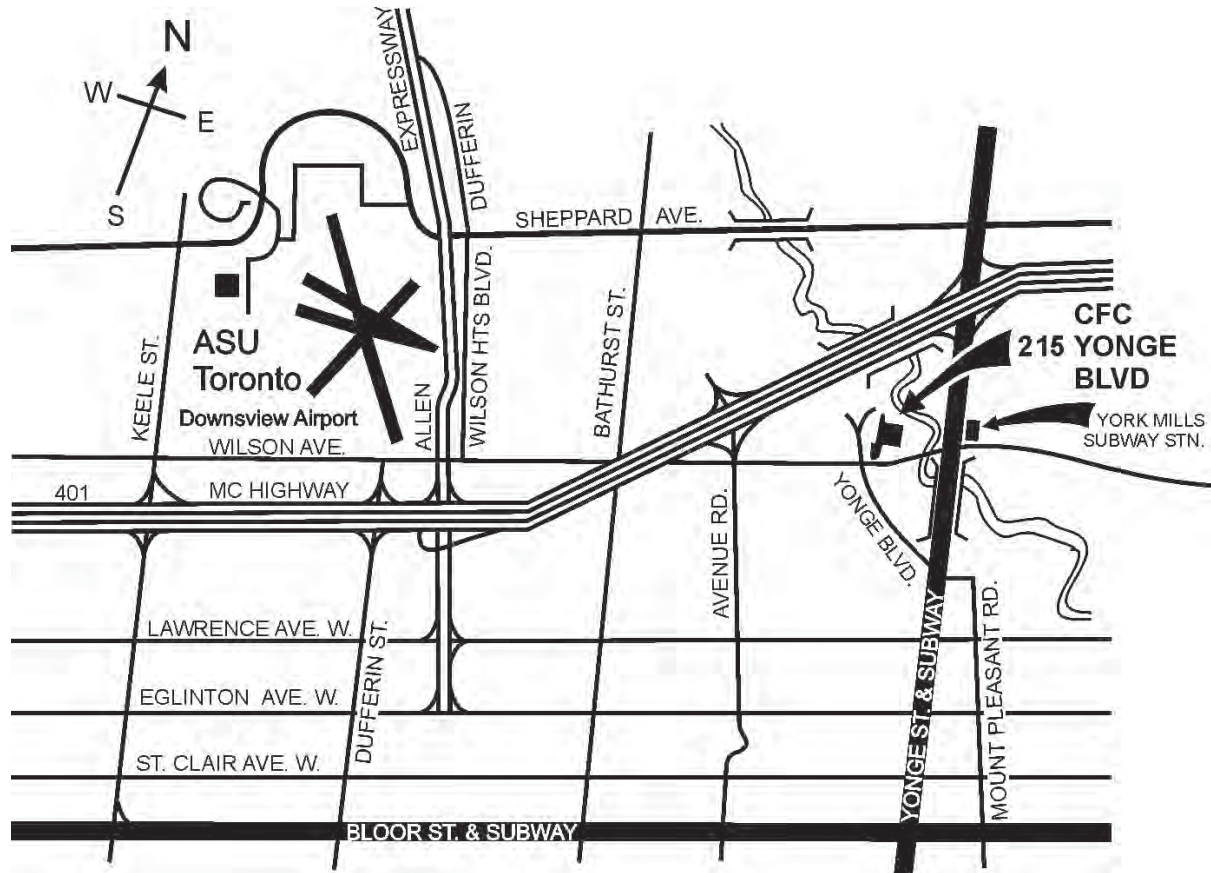
## **PROMOTION**

27. If CAF or international military students anticipate that they will be promoted during their time on JCSP, this is to be mentioned to the JCSP Programme Officer (Prog O) on arrival. Details, to include external participants, promotion dates, etc., will need to be coordinated and synchronized with the JCSP programme schedule.

### **Annexes:**

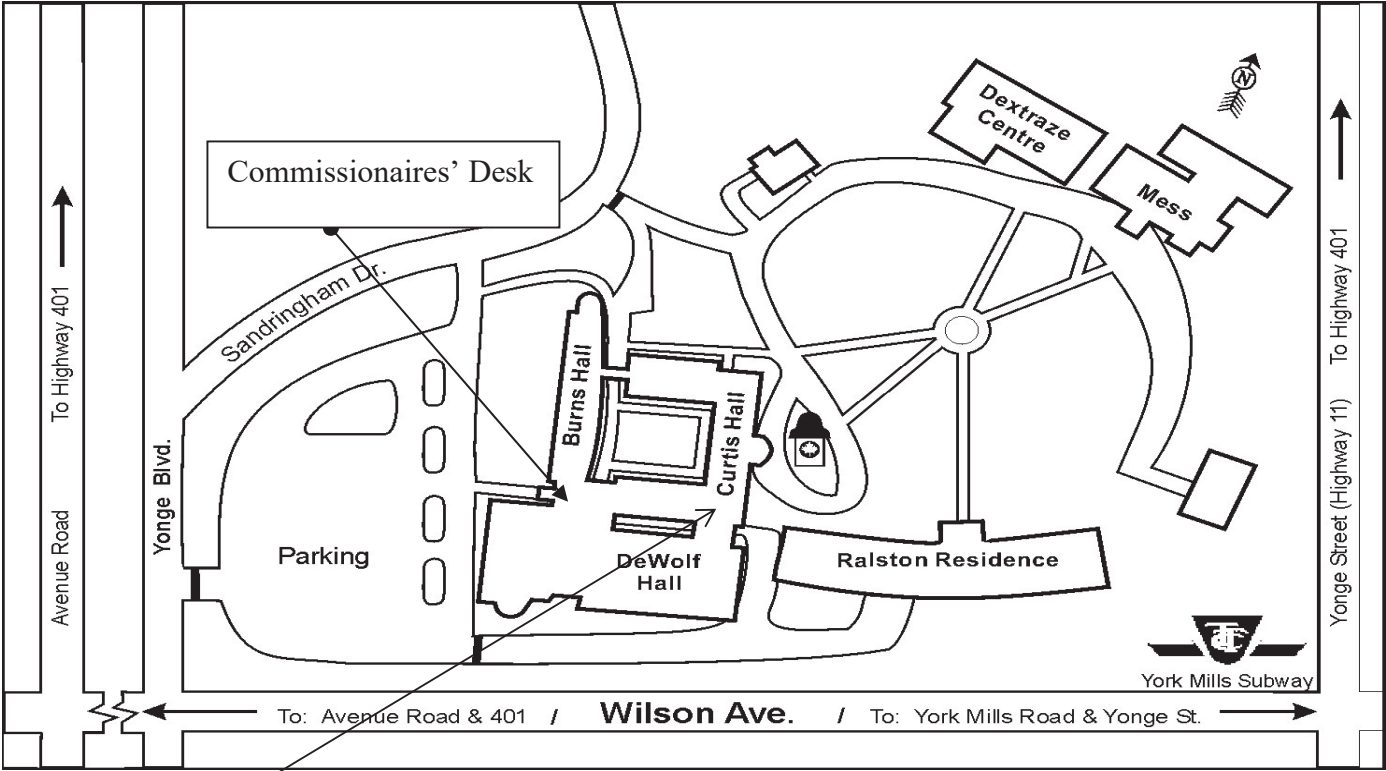
<a href="#">Annex A</a>	Sketch Map of CFC Location
<a href="#">Annex B</a>	Detailed Layout of CFC Site
<a href="#">Annex C</a>	Kit List
<a href="#">Annex D</a>	JCSP 48 Key Dates

SKETCH MAP OF CFC LOCATION





DETAILED LAYOUT OF CFC SITE



College Orderly Room

**JCSP 48 KIT LIST WHEN ON TD OR AT CFC**

1. Required:
  - a. S3 (Incl tunic, medals and ribbons, sweater, SS and LS shirts);
  - b. Operational dress (CADPAT, Flight Suit, NCD);
  - c. PT gear, indoor and outdoor; and
  - d. Mess dress.
2. Optional (Military):
  - a. CADPAT for RCAF, RCN pers. “TBC” — We will have a visit to Petawawa that will include a field day. You will be temporarily issued the required items (shirt, pants, gloves, L/W Gore-Tex jacket, field hat, and daypack) but if you prefer to wear your own, bring it.
  - b. Individual Protective Equipment (IPE). If you have your own IPE and wish to wear it for the day in the field, you may do so. This includes Ballistic eyewear, with prescription inserts (if required). Otherwise, it will be issued at Petawawa.
3. Optional (Civilian Clothing) if there is JCSP 48 group activity:
  - a. Civilian attire appropriate for GCWCC Fridays (blazer and slacks or female equivalent). When staying at CFC Accommodations on “IR” or “TD”, the dress standard for the AHOM dining room is as follows (from the Mess Constitution & By-Laws):
    - 1) Gentlemen. Service dress-of-the-day or dress slacks (no jeans or jean-like trousers with patch pockets), open-necked shirt with collar, with or without sweater and dress shoes; and
    - 2) Ladies. Service dress-of-the-day or dress/skirt/slacks/dress shoes as appropriate.
  - b. Hockey equipment. The College 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.
  - c. Soccer/rugby footwear. Again, two popular sports that offer the opportunity for beginners and experienced players.

- d. Other sports gear. The College has a very active sports programme and informal groups often form with other, like-minded individuals (running, tennis, squash, golf, etc).
- e. Musical instruments. Jamming is a popular way for students to relax with other musicians and informal bands often play in the mess for the enjoyment of their peers.

**KEY JCSP 48 DATES**

August 2021

9-13 August 2021 — Air Space Power Refresher Course (ASPRC), for RCAF Students only  
19-20 August 2021 — Remote AAG and/or In-Person AAG, Welcome Briefs  
23 August-3 September 2021 — JCSP Foundations (TBC)

September 2021

6 September 2021 — Labour Day  
8 September 2021 — Roto 1 Commences (TBC)

October 2021

31 October 2021 — Halloween

November 2021

11 November 2021 — Remembrance Day

December 2021

18 December 2021-9 January 2022 — Holiday Leave Period

January 2022

10 January 2022 — Roto 2 Starts (TBC)  
13 January 2022 — AHOM New Year's Levee (TBC)

February 2022

??-?? February 2022 — ELV 3 (TBC)  
21 February 2022 — Ontario Family Day

March 2022

14-18 March 2022 — Spring Academic Break (aligned with Ontario Public School Break)

April 2022

15-18 April 2022 — Easter Long Weekend (Statutory Holiday)  
25-29 April 2022 — House-Hunting Trip Week (TBC)  
2-6 May 2022 — Assignment Preparation Time (Reading Week) (TBC)

May 2022

17 May 2022 — Victoria Day (Statutory Holiday)

June 2022

23 June 2022 — Graduation NLT