



2ND CANADIAN DIVISION TRAINING CENTRE

Joining Instructions

January 2024

INTRODUCTION

1. The Commanding Officer of the 2nd Canadian Division Training Centre (2 Cdn Div TC) welcomes you. This document is intended for all members (candidates, instructors, staff, etc.) posted or tasked to the unit, to acquaint you with the organization, rules, and current procedures.

COORDINATION INSTRUCTIONS

2. The location and time of your arrival are specified in your message CFTPO in the *Coordinating Instructions / Instructions de coordination* section.

3. In case of questions or emergencies, you can contact the point of contact listed in the same section or the Duty Officer of 2 Cdn Div TC at 418-655-4268.

TRANSPORTATION

4. Valcartier.

a. 2 Cdn Div TC, unit hosted at Base Valcartier, is located 20 km northeast of the city of Quebec. You may use your personal vehicle. Public transportation is not available at Base Valcartier.

b. arrival by commercial airplane is at the Aéroport international Jean-Lesage de Québec in Quebec. Arrival by train is at the Sainte-Foy station. You can then take a taxi.

5. Saint-Hubert. The Saint-Hubert Garrison is located at 4820 Leckie Street, in the municipality of Longueuil. You may use your personal vehicle; however, parking availability is very limited. The use of collective transportation organized by the respective units is strongly encouraged.

6. Maps can be found in Annex A.

PARKING

7. Parking areas are available. Your Chain of Command (CoC) will instruct you on the appropriate parking location upon your arrival.

QUARTERS

8. You are required to stay in the quarters assigned to you.

9. Saint-Hubert. An objective of decentralized training is to allow members to sleep at home. If you require quarters, you must make the request through your unit operations before the start of your task.

10. It is recommended to avoid having attractive personal items such as jewelry, etc., in your possession.
11. Washers and dryers will be provided for your use. You are required to bring your own laundry detergent.

RATIONS

12. If you have dietary restrictions, you must inform your CoC upon your arrival.

CLOTHING AND EQUIPMENT

13. You must report in combat uniform. No knives or other edged weapons are allowed.
14. A list of equipment required for each course is available in Annex B.
15. Saint-Hubert. Due to the presence of Lyme disease-carrying insects in the area, it is recommended that your combat uniforms be treated with permethrin before your arrival.

REQUIRED DOCUMENTS

16. Regular Force and Primary Reserve.
 - a. task authorization CFTPO;
 - b. military identification card;
 - c. Blue Cross identification card or equivalent health insurance card from your province.
17. Primary Reserve.
 - a. Route Letter (CF 899), only for members (excluding candidates) on Class B service for 12 days or more outside the Trimestre estival d'instruction individuel (TEII).

COMPUTER

18. All instructors and staff must have a DWAN computer account. You should request this account from your unit, as needed, before your arrival. This account will be required to perform tasks such as submitting leave requests via Monitor Mass.

19. It is recommended to have an PKI card to be able to electronically sign documents or, if necessary, to work remotely.

PREPARATORY TRAINING

20. It is recommended that instructors and staff complete the online preparatory training for instruction, available on the DLN under the heading « CTCHQ - IST / INI ».

SALARY

21. Primary Reserve.

- a. in order for your unit to activate your pay, a presence message will be generated and sent to your unit only for the following members:
 - (1) all candidates;
 - (2) other members on Class B service for 12 days or more during the Trimestre estival d'instruction individuel (TEII).
- b. your claims must be initiated and finalized by your home unit. The completion of your claims must be done within 60 days after the completion of your task, as financial commitments will be closed after this period.

LEAVE

22. The 2 Cdn Div TC takes a break week in March. Members of the unit wishing to take advantage of it must have at least three (3) annual leaves available. It is recommended that members arrive with their completed leave pass.

23. Primary Reserve. At the start of a member's task at the unit, if the leave balance is not zero (0), the losing unit will have to make the payment in lieu of leave. 22. The 2 Cdn Div TC will accept the deferral of accrued leave for members who have participated in a national operation or another task related to the TEII earlier in the summer.

RELIGIOUS

24. If you have religious accommodations, you must inform your CoC upon your arrival.

MEDICAL

25. Medication. If you require specific medication, you must bring an adequate supply for the entire duration of the course (EpiPen, asthma inhaler, etc.) and inform your CoC upon your arrival.

COMMUNITY SERVICES

26. Valcartier. The CANEX is located near the family housing units at Base Valcartier. It offers various services, including a grocery store, a Canada Post counter, a hair salon, a pharmacy, a Desjardins counter, an ATM, etc.

27. Saint-Hubert. No CANEX services are available at Saint-Hubert Garrison.

POSTAL ADDRESS

28. The mail should be sent to the following address :

Valcartier

Serial Number, Rank, Name, Initials
2 Cdn Div TC – TEII
Course Name and Serial Number
P.O. Box 1000, Forces Branch
Courcellette, QC G0A 4Z0

Saint-Hubert

Serial Number, Rank, Name, Initials
2 Cdn Div TC – TEII, F Coy
Course Name and Serial Number
QG 34^e GBC
M-196 Building
Saint-Hubert Garrison
4820 Leckie Street
Longueuil, QC J3Z 1H6

Annexes :

Annex A Maps
Annex B Equipment List

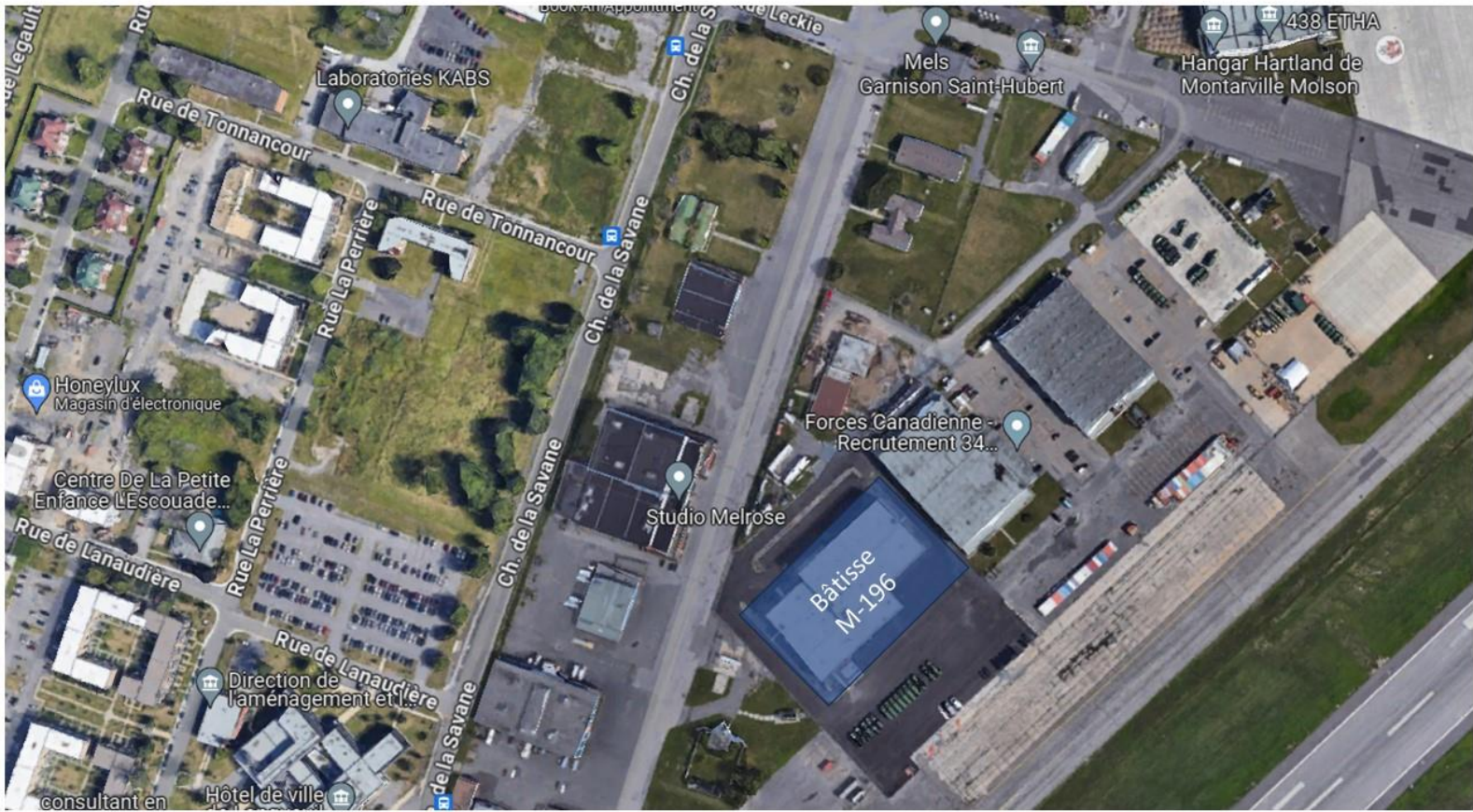
Annex A
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MAPS

VALCARTIER



SAINT-HUBERT



EQUIPMENT LIST

GENERAL INFORMATION

1. Items 65 to 79 are not required during the Trimestre estival d’instruction individuel (TEII), from May to August.
2. If you are missing any requested items, you must inform your Chain of Command (CoC) upon your arrival.

COURSE

Course	Regular Force	Primary Reserve
Valcartier		
Development Period 1 – Infantryman (DP1 Inf)	Items 1 to 95	Items 1 to 64
Infantry Basic Machine Gun (IBMG)	S/O	Items 1 to 40, 51 to 55 et 71
Basic Close Quarter Combat (BCQC) and/or Instructor Close Quarter Combat (ICQC)	1 to 12, 14 to 17, 19, 22 to 35, 39, 51, 55 et 56	Same as the Regular Force
Army Field Firing Range Safety Officer (AFFRSO)	1 to 12, 14 to 17, 19, 24 to 36, 39, 51 to 55 et 71	Same as the Regular Force
Urban Operator (UO)	1 to 12, 14 to 17, 19, 24 to 36, 39 et 51 to 55	Same as the Regular Force
Sharpshooter	1 to 12, 14 to 17, 19, 24 to 36, 39 et 51 to 55	Same as the Regular Force
Primary Leadership Qualification – Canadian Armed Forces (QEL-CAF)	1 to 17, 19, 22 to 36, 39 to 42, 47, 51, 53, 65 to 79	Same as the Regular Force
Infantry Section Commander Course (ISCC)	1 to 17, 19, 22 to 36, 39 to 42, 47, 51, 53, 65 to 79	Same as the Regular Force
Basic Military Officer Qualification - Army (BMOQ-A)	1 to 17, 19, 22 to 36, 39 to 42, 47, 51, 53, 65 to 79	Same as the Regular Force
Basic Military Qualification, Res F (BMQ)	S/O	1 à 17, 19 à 34, 36 à 54
Driver course - Milcot - MSVS	1 to 17, 19, 20, 24 to 34, 41 to 48, 57 to 59	Same as the Regular Force
Driver course - TAPV	1 to 17, 19, 20, 24 to 34, 41 to 48, 57 to 59	Same as the Regular Force
J/K	1 to 17, 19, 20, 24 to 34, 41 to 48, 57 à 59	Same as the Regular Force

Saint-Hubert		
Basic Military Qualification, Res F (BMQ)	N/A	Items 1 to 64
Basic Military Officer Qualification - Army (BMOQ-A)	N/A	Items 1 to 64
Development Period 1 – Basic Signal (DP1 Sig)	N/A	Items 1 to 64

LIST OF ITEMS

Number	Description (french)	Description (english)	Quantity
1	Béret	Beret	2
2	Insigne de métier ou des FAC	Occupation or CF badge	2
3	Plaquette d'identité	Dog tag	1
4	Chemise de combat	Combat shirt	3
5	T-shirt vert, encolure ronde	Green t-shirt, crew neck	5
6	Pantalon de combat	Combat trousers	3
7	Sous-vêtement kaki	Khaki underwear	5
8	Bottes de combat	Combat boots	2
9	Chaussettes noires	Black socks liner	5
10	Chaussettes tempérées, vertes ou grises	Green or gray socks outer	5
11	Vareuse de combat	Battle blouse	1
12	Habit de pluie (ensemble)	Rain suit (set)	1
13	Boîte à fourbi	Barrack box	1
14	Sac à fourbi	Kit bag	2
15	Serviette (grande)	Towel (large)	2
16	Serviette (petite)	Towel (small)	2
17	Cadenas sécuritaire 35 mm	35 mm Security padlock	3
18	Bassine de nettoyage	Wash basin	1
19	Trousse de toilette (soins personnels)	Toilet-case (personal care)	1
20	Trousse de nettoyage (bottes et uniformes)	Cleaning kit (boots and uniforms)	1
21	Kit de couture	Sewing kit	1
22	Ensemble de conditionnement physique	PT suit	3
23	Chaussures de course	Running shoes	1
24	Casque de kevlar	Kevlar helmet	1
25	Toile de camouflage (casque)	Camouflage covering (helmet)	1
26	Bande élastique (casque)	Elastic band (helmet)	1
27	Chapeau de combat à large bord	Wide brimmed combat hat	1
28	Lunettes balistiques (ensemble)	Ballistic glasses (set)	1
29	Gants de combat en cuir	Leather combat gloves	1
30	Gant pour mortier	Mortar glove	1
31	Gant de combat (paire, gortex)	Combat glove (pair, gortex)	1
32	Polar (ensemble)	Polar kit (set)	2
33	Sous-vêtement isothermiques LIFA (ensemble)	LIFA thermal underwear (set)	2
34	Veste tactique	Tactical vest	1
35	Veste balistique	Frag vest	1

36	Masque C5 et sac avec accessoires	C5 mask and accessory bag	1
37	Bottes pour température humide (goretex, paire)	Wet weather boots (goretex, pair)	2
38	Bas pour température humide (gortex, paire)	Wet weather socks (goretex, pair)	1
39	Sac de patrouille	Patrol pack	1
40	Sac alpin	Rucksack	1
41	Sac de couchage intérieur	Indoor sleeping bag	1
42	Sac de couchage extérieur	Outdoor sleeping bag	1
43	Flanelle (sac de couchage)	Flannel (sleeping bag)	1
44	Enveloppe (sac de couchage)	Cover (sleeping bag)	1
45	Capuchon (sac de couchage)	Hood (sleeping bag)	1
46	Tapis de sol	Ground sheet	1
47	Sac en gortex	BV bag	1
48	Matelas pneumatique	Air mattress	1
49	Filet pour insectes (lit)	Insect net (bed)	1
50	Filet pour insecte (tête)	Insecte net (head)	1
51	Carnet de campagne	Field book	1
52	Lampe de poche	Flashlight	1
53	Lampe frontale (optionnel)	Frontlamp (optional)	1
54	Outil Gerber (optionnel)	Gerber knife (optional)	1
55	Boussole Silva	Silva compass	1
56	Protège-tympan de type militaire	Military earplugs	1
57	Gant de travail	Working gloves	2
58	Lunette de sécurité	Safety goggles	1
59	Salopette de travail	Coverall	1
60	Bottes de sécurité	Safety boots	1
61	Carnet de vaccination	Vaccination pad	1
62	Gourde Thermos	Thermos Cantine	1
63	Ustensiles (ensemble)	Utensils (set)	1
64	Tasse et assiette de plastique	Plastic cup and plate	1
65	Tuque kaki	Khaki beanie	1
66	Tuque blanche	White beanie	1
67	Cache-cou vert	Green neck warmer	1
68	Passe-montagne vert	Green balaclava	1
69	Raquettes	Snowshoes	1
70	Harnais pour raquette	Snowshoe bindings	1
71	Pantalon coupe-vent avec bretelles	Wind pants with straps	1
72	Anorak avec capuchon	Anorak with hood	1
73	Bottes Mukluk avec semelles	Mukluk boots with insoles	1
74	Base de feutre et maille	Felt and laced insole	1
75	Camouflage blanc (ensemble)	White camouflage (set)	1
76	Camouflage blanc (casque)	White camouflage (helmet)	1
77	Camouflage blanc (sac alpin)	White camouflage (rucksack)	1
78	Mitaines d'hiver et doublure	Winter mitts and liner	1
79	Mitaines à un doigt et doublure	Trigger mitt and liner	1
80	Tunique de tenue de service des FC	CF service tunic	1
81	Plaquette d'identité (plastique)	Name plaque (plastic)	1
82	Médaille et décoration	Medal and pin	1

83	Chemise des FC (manches courtes)	CF shirt (short sleeves)	1
84	Chemise des FC (manches longues)	CF shirt (long sleeves)	1
85	Chandail de laine des FC	CF sweater	1
86	Cravate des FC	CF tie	1
87	Pantalon ou jupe de tenue de svc des FC	CF service trousers or skirt	1
88	Ceinture noire des FC	CF black belt	1
89	Chaussettes noire	Black socks	1
90	Bas de laine gris	Grey socks	1
91	Souliers de cuir noir des FC	CF black leather shoes	1
92	Bottines courtes de cuir des FC	CF leather ankle boots	1
93	Imperméable léger des FC	CF lightweight raincoat	1
94	Imperméable gabardine des FC	CF gabardine raincoat	1
95	Gant noir en cuir CF	CF black leather gloves	1