



ARMY RESERVE

IN CANADA



SOLDIER
INFORMATION
HANDBOOK
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INTRODUCTION

Serving Canada as part of the Army Reserve is a unique and rewarding experience. This handbook has been created by people who were once where you are now. It will provide you with information that will enrich your time in uniform, to demystify the experience and empower you. By being well-informed you can help yourself and also help others, a key element of good leadership.

This handbook is divided into three stages:

- I. Pre-Enrolment**
- II. Just Enrolled**
- III. Later in your Career**

If you are in the Army Reserve, everything in this manual will be pertinent to you at some point.

Scan the handbook over time as it is very dense. It does not replace policy but will provide you with an overview of many areas of interest, and links to more information and the actual policies. If any conflicts arise between this document and the official policy, the policy will take precedence.

This document will be updated once a year (June) and relies heavily on input from readers. Please address errors or suggestions directly to the authors.

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ACRONYMS

The soldier handbook uses several acronyms. This should let you crack the code:

A-JLC	Army Junior Leadership Course	HRMS	Human Resource Management System
Adjt	Adjutant	I-JLC	Infantry Junior Leadership Course
ADR	Alternate Dispute Resolution	ILP	Individual Learning Plan
AEL	Army Electronic Library	IMP	Individual Meal Packet
AJSO	Army Junior Staff Officer	ISCC	Infantry Section Commander's Course
ATOC	Army Tactical Operations Course	JTFW	Joint Task Force West
AOC	Army Operations Course	KFS	Knife/Fork/Spoon
BEW	Ballistic Eyewear	LGBTQ2	lesbian, gay, bisexual, transgender, queer, and two-spirit
BMQ	Basic Military Qualification	MFRC	Military Family Resource Centre
CADPAT	Canadian Disruptive Pattern	MIR	Medical Inspection Room
CAF	Canadian Armed Forces	MPRR	Member Personnel Record Resume
CAFJOD	CAF Junior Officer Development	MRE	Meal Ready to Eat
CAFTG	CAF Transition Group	MTEC	Minor Travel Expense Claim
CAN-ARMYGEN	Canadian Forces General Message	NCM	Non-Commissioned Member
CANFORGEN	Canadian Forces General Message	NCO	Non-Commissioned Officer
CAO	Canadian Army Orders	NES	Non-Effective Strength
CD	Canadian Decoration	Ops	Operations Cell
CDS	Chief of the Defence Staff	OR	Orderly Room
CERP	Compensation for Employers for Reservists Program	OSI	Operational Stress Injury
CF 52	General Allowance Claim	OSISS	Operational Stress Injury Social Support
CF 98	Injury report	P-Cat	Permanent Category
CFAO	Canadian Forces Administrative Orders	PAT	Personnel Awaiting Training
CFHA	Canadian Forces Housing Differential	PDL	Provincial Driver's License
CFLC	Canadian Forces Liaison Council	PDR	Personal Development Review
CFMap	CF Member Assistance Program	PiLL	Payment in Lieu of Leave
CFTPO	Canadian Forces Taskings Plans and Operations	PKI	Public-Key Infrastructure
CFTDTI	Canadian Forces Temporary Duty and Travel Instruction	PLAR	Prior Learning Assessment Review
CLDA	Casual Land Duty Allowance	PLD	Post Living Differential
CO	Commanding Officer	PLQ	Primary Leadership Qualification
CQ	Company Quartermaster	PMQ	Private Married Quarters (new term is RHU)
CRA	Compulsory Retirement Age	POMV	Privately Owned Motor Vehicle
DAG	Deployment Assistance Group	PSHCP	Public Service Health Care Plan
DAOD	Defense Administration Orders and Directives	PSP	Personnel Support Programs
DAPS	Delegated Authority Promotions System	PT	Physical Training
DEU	Defence Environmental Uniform	QR&Os	Queen's Regulations and Orders
DFIT	Defence Fitness	REAP	Reserve Employer Assistance Program
DLN or DND Learn	Defence Learning Network	REO	Reserve Employment Opportunities
DND	Department of National Defence	RFC	Reserve Force Compensation
DND 2269	Family Care Assistance Form	RFFSA	Reserve Force Foreign Service Arrangement
DND 404	Army Driver's Licence	RHU	Residential Housing Unit
DP1	Developmental Period 1	RMC	Royal Military College
DVPNI	Defence Virtual Private Network Infrastructure	ROs	Routine Orders
DWAN	Defence Wide Area Network	RQ	Regimental Quartermaster
DWD	Depart with Dignity	RSM	Regimental Sergeant Major
ED & T	Exempt Duty and Training	SAM	Supply Administration Manual
EMAA	Employee Member Access Application	SISIP	Service Income Security Insurance Plan
FFO	Field Fighting Order	TAA	Transportation Assistance Allowance
GBA+	Gender Based Analysis	T-Cat	Temporary Category
		TD	Temporary Duty
		TMST	Theatre Mission Specific Training
		UPF	Unit Personnel File
		VAC	Veterans Affairs Canada
		YMPE	Yearly Maximum Pensionable Earnings

Pre-Enrolment - Things To Read Before You Decide To Join





CHAPTER 1

WELCOME TO THE ARMY RESERVE!

Section 1

What am I Getting Myself Into?!?

The Army Reserve. What is it, and why would I want to join?

The Canadian Army Reserve is for people who want to be in the Army but only part-time. It allows you to be a professional soldier while simultaneously holding down a full-time civilian life. Most Reservists have full-time professional careers, many are full-time students, and others are stay-at-home parents or small business owners. They are from ages 16 to over 60 and share a desire to protect the values that underpin Canadian society.

The main difference between the Army Reserve and the Regular Force is that Regular Force members work full-time and can be relocated and ordered on an operational deployment at any time. Army Reservists work part-time or on short-term full-time contracts - but always voluntarily. Reservists are not relocated or deployed unless they volunteer. Most Reservists spend their career in the same unit and in the same home town. If they relocate, they can apply to join an Army Reserve unit in their new city.

The Canadian Army Reserve welcomes applicants from all genders, religions, ethnicities, and sexual orientations. By enrolling as a Reservist, you will receive exemplary military training by well-qualified staff, and develop deep and enduring friendships with people you would otherwise never have met. You will become fit, and have unique opportunities to do new and interesting things, as well as chances to travel, within Canada and beyond. You will be able to access a wealth of benefits in addition to being well paid for your time, and you will even contribute towards a pension. But if at any time, and for any reason, you need to take a break, or want to hand back your uniform and quit altogether, you can. There are no obligations that require you to stay in the Reserves any longer than you want to.

By enrolling, you will be joining a team entrusted by Canadians to deliver operational effectiveness whenever needed. Want to find out more about us? Look through this handbook, and consider giving it a try!

The Culture. What is it?

The Army Reserve is committed to creating a workplace that is welcoming and respectful. This is how we develop the cohesive teams needed to be operationally effective. Even though it is a part-time job, for most of us it is also a calling and one of the most rewarding parts of our professional life.

Years ago, everything the Army did was big, heavy, and ran on simple mechanics. Today, the Army must be agile in a multitude of ways, and able to react quickly in an ever-changing world. It is therefore critical to attract high calibre people with skills that reflect this contemporary reality. Yes, the Army still needs to hire people who can bench-press a refrigerator, but it also needs people with the aptitude for jobs like communication technician, mechanic, and accountant. And above all, it needs people who will be the next generation of exemplary leadership. We ask for your commitment and your best effort. You can expect to be treated with respect, fairness, and dignity, regardless of the conditions. The army assumes you know nothing when you first arrive and takes you from there, so don't ever worry that you are 'not ready.'

To read more about the Canadian military culture, check out this booklet called Trusted To Serve:

<https://www.canada.ca/en/department-national-defence/corporate/reports-publications/canadian-armed-forces-ethos-trusted-to-serve.html>

I've heard that the Army is a 'small world.' Why do people say this?

From the moment you join an Army Reserve unit, you will be joining a family. You will, over time, make enduring friendships that will span years and often extend beyond the military. When you take your first Army course, the

conditions you endure with others (known wryly as ‘shared misery’) will form bonds that will likely result in friendships beyond anything you have experienced before. The ‘small world’ refers to the fact that the longer you stay in, anywhere you go in Canada or on a deployment, the more likely that you meet someone you know. The ‘small world’ can also materialize in other ways – it is always possible that the civilian police officer who pulls you over might also be a Private in your platoon.

2SLGBTQI+. Is everyone welcome? How do I address people if I do not know their gender?

Acceptance. In the Army Reserve, everyone wears green, so wherever you find yourself on the lesbian, gay, bisexual, transgender, queer, and two-spirit (2SLGBTQI+) spectrum you should expect to be welcomed without distinction and judged only as everyone else is – on your character and your competence. The military takes very deliberate action towards people who have not bought into this understanding. Diversity is essential to our military’s operational effectiveness, and the Canadian Army is dedicated to enhancing diversity and inclusion in its ranks, supporting all service members who defend the values of peace and freedom.

<https://www.canada.ca/en/department-national-defence/maple-leaf/defence/2021/06/champions-message-to-mark-pride-season-2021.html>

Facilities. Almost all Army buildings are old, and are difficult to refurbish, so most bathrooms in those buildings are still separated into two binary options: male and female. If you are trans, non-binary or genderqueer, this may pose a challenge for you and you may need to enlist help. If you are uncomfortable bringing this up yourself, a friend, the chaplain, or a Unit Sentinel can advocate for you – you will not be the only person who will benefit from adaptations or changes. For more information on the Sentinel Program, see Chapter 32, Section 1: Help With Non-Urgent Unit Issues.

Addressing others. You can call people by their rank if you are not sure how they prefer to be addressed. Don’t feel you have to guess either Sir or Ma’am. Saying “excuse me Major” or addressing emails “Good morning Captain/Sergeant” is appropriate.

Gender Lens. How does gender impact experience? What advice is there?

Gender Lens refers to the differences in experience that can happen depending on your gender. Currently, men make up about 85% of the Army Reserve in Canada, so individuals who are not part of that group are a significant minority, and their experiences may be coloured by this. In the Army, there are no constraints regarding your employment, trade, courses, leadership potential, team composition, etc., based on gender. However, in any group with a gender imbalance, historical biases/stereotypes, even unconscious ones, may emerge. While there is no handbook to address every situation, the Army holds annual “scenario-based” ethics training to keep the conversation ongoing and teach people how to address issues proactively. Here are some thoughts from people who have been navigating this arena which you might find helpful:

- Make a deliberate effort not to assume someone’s capabilities based on their gender
- Use language that includes: Folks / folx / people / everyone / gang / team / all / troops
Rather than: Men / gentlemen / brothers / boys / women / ladies / girls
- If you often interrupt or talk over people in conversations and at meetings, try to tone it down. It disadvantages some people more than others
- You can often (not always) expect your sleeping accommodation to be shared with a mixed-gender group. Embrace this – gender segregation often results in part of the group missing out on group cohesiveness, connections, passage of information, etc.

- If you would not say something in front of a specific gender co-worker, consider whether it needs to be said at all

If you do not know someone's gender and are not sure whether to use he/she and if you don't know them well, use 'they' as a singular pronoun instead. If you know the person pretty well or work with them closely, ask them. Say 'what pronouns do you use?' If you make a mistake, just acknowledge and remember for next time.

Religious Accommodations

The Army is very accommodating for sincerely held religious beliefs. For religious clothing, see the link below for resources on how to wear religious-related clothing items while in uniform and for general policy which includes things such as fitting daily prayers into your day:

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5516/5516-3-religious-or-spiritual-accommodation.html>

CHAPTER 2

EXPECTATIONS

Section 1

How often do I have to show up?

Plan to attend a minimum of 10 full days of training between Sept and May, with no gap longer than 60 days.

During this time, you must remain current in certain qualifications (such as First Aid) and certain training requirements (such as your personal weapons test and FORCE test).

Having said this, don't aim for the minimum standard. Strive to be one of the people that your unit can count on. Check out the policy: <https://www.canada.ca/en/army/corporate/reserve/soldier-readiness-policy.html>

Serving in the Army Reserve means you serve completely voluntarily with one exception. If the Canadian government invokes the Emergencies Act, the Army Reserves could be directed to work if needed. If this worries you, keep in mind that one of the safest situations you can be in during an emergency is wearing your Army uniform and doing a job you have been trained to do while working beside your well-trained friends. See National Defence Act Chapter 31(1), and also take a look at this link which explains the history of this Act: <https://www.mccarthy.ca/en/insights/articles/covid-19-can-they-do-part-ii-emergencies-act>

Section 2

Working environment. What does 'coming to work' look like?

There are three versions of "coming to work": one evening a week, one weekend a month, and some summer training/employment. Here are some basic details, and for much more information see Chapter 11: Training.

A generic weekly parade night

Reserve units typically train on one weekday evening per week, Sept – May. Different Reserve units parade on different days of the week, but the day of the week that is their parade night will never change. For a general weeknight evening of training, the schedule might look like this:

1845h Arrive in uniform. Sign a pay sheet for half a day
 1900h Form up on the parade square in the armoury.
 Receive directions about the evening
 1915h Period #1: Classroom
 2000h Period #2: Hands-on practice on parade square
 2115h Period #3: kit maintenance
 2145h Form up on the parade square.
 Dismissal parade
 2200h Go home or go to the mess

Or:

1845h Arrive in uniform. Sign a pay sheet for half a day
 1900h Form up on the parade square in the armoury.
 Receive directions about the evening
 1915h Load equipment into the vehicles in preparation
 for the weekend exercise
 2115h Conduct final kit checks and give instructions
 2145h Form up on the parade square.
 Dismissal parade
 2200h Go home or go to the mess

A generic monthly weekend training exercise

The weekend training exercise is where you put into practice what you have learned during the previous month of weeknight training. Exercises are normally where you will make your closest friends and start to feel part of the family. Try hard to attend all of the weekend exercises you possibly can. Timings will vary considerably during the weekend, but the arrival time on Friday and departure time on Sunday are fairly standard:

Friday Night

Half a day pay

1930h	Arrive at the armoury in uniform with all your kit. Sign pay sheets for all weekend.
2030h	Load up in the vehicles and buses, and drive to the training area.
2230h	Arrive at the training area
2400h	Go to bed

Saturday

Full day pay

0600h	Wake up. Breakfast
0700h-1200h	Training
1200h	Lunch
1300h-1700h	Training
1700h	Dinner
1800h-0200h	Training
0200h	Go to bed

Sunday

Full day pay

0600h	Wakeup. Breakfast
0700h-1200h	Training
1200h	Lunch. Clean up
1400h	Depart training area. Return and clean/put away equipment
1700h	Dismissal. Depart armoury for home

A generic summer training session

The amount of time you commit to Army Reserve training in the summer varies depending on your availability, but at the beginning of your career you should look very carefully at the career courses you require and plan to allow enough time during the summer to get them (see Annex C for details). Summers are critical for all Army Reserve training, and if you are available you should try to take your courses, be an instructor, or attend larger training activities with your unit. If you are in your first four years, also see Chapter 11, Section 5: Full-Time Summer Employment.

Section 3

A Day in the Life of a Reservist (Video)

French language subtitles are available through the settings on your phone:

Artillery

<https://www.facebook.com/230798677012118/videos/477654339847324>

Armoured

<https://www.facebook.com/canadianarmy/videos/4793800780632295>

Section 4

Quitting: if the Army Doesn't Work Out, Can I Quit? How Easy is it to Do So?

There is no obligation to remain in the Army Reserve any longer than you want to. If you want out, you can leave. This is not a trick, and there are no strings attached. Even if you have just started your Basic Military Qualification course but decide you have made a mistake by joining, you can be off the course within 48 hours, and out of the Army Reserves (with an honourable Voluntary Withdrawal) shortly afterwards. While there is a process to hand back your uniforms and sign documents, there are no hidden clauses that will force you to stay in. People leave the Army Reserve all the time. Want to check the policy? Here is the link:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/transition/release/reserve-release.html>

Only if you are employed on a period of full-time service might 30 days notice be required (see Chapter 35, Section 1: Releasing). Otherwise, a simple memorandum to your chain of command stating that you wish to release is the first step.

CHAPTER 3

CHOOSING YOUR PATH

Section 1

Officer vs Non-Commissioned Member (NCM)

What is the difference?

In very general/historical terms, officers are the strategic thinkers, planners and leaders. NCMs have the technical expertise and are the 'doers' – they execute the plan. However, in the Army Reserve, there are many people who have PhDs and Masters degrees and have chosen to be NCMs - they have decided this is where their contribution will be the most valuable and also where they feel they will get the most personal benefit and enjoyment.

Which one is right for me?

Officers have a commission (a mandate from the King to lead his soldiers) while NCMs do not. People who have (or are in the process of getting) a degree from a college or university can choose to be either. People who are not can (initially) only choose to be an NCM. Many people begin as a NCM and then apply for a commission later in their career. **Think Carefully:** If you already know you want to be an officer, either do it upon enrolment or be ready to complete Basic Training **and** your first trade course before becoming eligible to commission. You may end up being a better officer by doing this, but be aware that you are taking the long route.

Section 2

Trades In The Army Reserve

What are the professions available in each unit?

All members of the Army Reserve are soldiers. In addition, each has a profession, or a 'trade' for which they acquire unique skills and qualifications. Your trade is reflected by the cap badge you wear on your beret. Each Army Reserve unit has a variety of different jobs/ trades available at each of its different locations. For example, do not assume that infantry units hire only infantry soldiers - someone has to plan their logistics and process their pay and administration. Take time to find out about what trades are available to you in each location because one of the most common complaints from new soldiers is that they did not feel they were properly advised on all the choices available.

Below is a link to all the Army Reserve units in Canada. Click on the locations close to where you live to see which ones you could join. You will be surprised to see how many units there are across the country:

<https://www.canada.ca/en/army/corporate/reserve.html>

All Military Trades. And the criteria for each

The link below is to the trades in the Canadian Armed Forces, so ignore the ones that are not found at Army Reserve units near you, or that are not available to Army Reservists. Take a look at the link below to see the criteria for the trades you are interested in, and to see if there are any others that you might be good at.

You can also use this chart when completing your Individual Learning Plan (ILP) proposal, or if you are considering commissioning. The notes at the bottom of each page at the link tell you if there are any limitations to selecting the trade:

<https://forces.ca/en/careers>

Changing Trades - Voluntary Occupational Transfer

What should I think about before doing so?

First, make every effort to research the available trades when you first enrol. Do not simply accept the first option the Recruiter gives you – they do not know what you want, and will stop making suggestions as soon as they feel you are happy with a choice.

A change in trade is called a "voluntary occupational transfer." It takes time and effort on the part of your unit, so it should not be done capriciously. However, a request to change trades is just an administrative process and can certainly be done. Before you decide to change trades, consider:

- Make sure you know that the unit you are in (or plan to join) has an opening in the trade you are planning to go into.
- You will need to be found qualified for the new trade – this will be based on the military aptitude test that a recruiter gave you when you first joined. You will not know what your test results are, so first you request a new trade THEN the Army tells you if you're qualified.
- Often (not always) you may go down in rank because the new trade will have its own promotion criteria. Corporals never go back down to Private though.

What is the process for changing trades?

Write a memorandum and give it to your chain of command. Add information you feel is relevant – why you want to change, any relevant civilian qualifications, etc. Your OR will set up an interview (or phone call) with a Personnel Selection Officer, and if that person finds you suitable, it can happen in a few months. Keep asking about it if you don't hear anything after three months. You can request a voluntary occupational transfer once you have completed BMOQ (officers) or BMQ (non-commissioned). Click on VOT Reserve for more information:

<http://intranet.mil.ca/en/locations/ncr/pdev-commissioning-transfer.page>

CHAPTER 4

PAY

Section 1

Getting Paid

Pay rates. How much do I get paid at each rank level?

You will be the standard rate in the table at the link below (specialists are doctor/dentist/lawyer). Note that you never go down a pay category when you get promoted or if you commission.

<https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/pay.html>

Pay Categories. How do they work?

In the Army Reserve you do not get paid by the hour. Instead you will be either:

- **Half day** – for a period of time up to but not including six hours with no prescribed minimum. This is called “half a day’s pay”
- **Full day** – for six hours and up to 24. Cut off is at midnight. This is a “full day’s pay”

The policy is here (search for the word ‘six’):

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/compensation-benefits-instructions/chapter-204-pay-policy-officers-ncms-2023.html#sec-204-51>

If you are on a full-time Reserve contract (either Class B or C), you will be paid full days for the entire contract including weekends. For these, you do not sign a pay sheet, just one contract at the beginning.

Pay Policy. How frequently will I get paid?

You will get paid twice a month, on the 15th and last day of the month (or on the Friday before if those fall on a weekend). For Class A members, you are paid two weeks in arrears. For example, days worked between the first and the 15th of September will be paid out on your end September pay, provided that your pay sheets were submitted to the Orderly Room prior to the 15th of September cut-off.

Checking My Pay. How do I check my pay each month? Can I get my pay records emailed to me?

Your pay goes straight into your bank account, and your pay statement can be viewed on the computer program called EMAA. Chapter 10, Section 4: EMAA explains how to get your pay statements emailed to you at home. If you are on the DWAN, here is the link: https://emaa.hrms.mil.ca/emaa/engraph/login_e.asp

Your Pay Statement. What do all these numbers mean?

Whenever you get paid, your EMAA account will register a pay statement. It looks like the diagram on the next page.

Compulsory deductions. What part of my pay is being deducted and what for?

You will see tax, Canada Pension, Army pension, and Employment Insurance come off your pay. The picture on the next page shows where you see these being removed.

Keeping Track of your Pay

The Class A army pay system is still clunky and archaic with paper rather than scanners, so it is possible for paysheets to accidentally get misplaced. Use a calendar to keep track of the days you work and whether they were full or half-days. Check your pay statements to make sure all those days are accounted for, and ask your OR staff right away if something is missing. The Army does not need you to work for free.

Top row is this week's pay. Bottom row is all money since Jan 1

Stuff that isn't taxable

Canada Pension Plan – this is not the Army pension

Stuff that is taxable

PAY STATEMENT

NAME: _____ UIC Empl: _____

Employment Insurance Premium (everyone pays this)

Army Pension Plan

ONT / RES: ONT

	Taxable Earnings	Fringe Benefits	Other Credits	CPP	QPP	EIP	PIP	Pension Contribution	Federal TAXES	Provincial TAXES
Current	3,926.84	0.00	0.00	0.00	0.00	0.00	0.00	422.76	956.14	0.00
YTD	78,894.46	0.00		2,748.90	0.00	860.22	0.00	8,020.28	18,590.63	0.00

FROM	TO	DESCRIPTION	RANK PAID	IPC	OCCURRENCES	RATE	TOTAL
TAXABLE EARNINGS:							
19/11/2019	01/12/2019	CAS LAND DUTY ALLCE	LT (CFR)	7	13		353.08
16/12/2019	31/12/2019	Full Day		7	16		3,573.76
							3,926.84
STATUTORY DEDUCTIONS:							
31/12/2019	31/12/2019	Federal Tax					956.14
31/12/2019	31/12/2019	CFPF Contribution					422.76
							1,378.90
MISC DEDUCTIONS:							
31/12/2019	31/12/2019	PSHCP-Medical Ins					4.32
31/12/2019	31/12/2019	Mess Dues					11.30
							15.62
PAYMENTS:							
31/12/2019	31/12/2019	Deposit 10421168					2,532.32
							2,532.32

CLDA for when this person spent 24 hours in the field

Full day or Half day

If you have purchased medical insurance

If you are paying your mess dues

Number of occurrences of the ½ or full day

Your pay level in rank

And most important: amount you should see in your bank account this pay period

RECONCILIATION BLOCK

Opening Balance:				
Plus:	Taxable Earnings		3,926.84	
	Other Credits		0.00	
Less:	Statutory Deductions	1,378.90		
	Misc Ded	15.62	1,394.52	2,532.32
Equals:	Current Pay Entitlement			2,532.32
Less:	Payments			2,532.32
Equals:	Closing Balance			0.00

Message Area

Section 2

Pay Problems

Too much or not enough. What do I do if I notice that my pay is not correct or I didn't get paid?

For pay problems, advise your chain of command who will inquire with the staff in your OR and give you information. Generally across the Army, pay is sacrosanct meaning that if a soldier is not getting paid on time, or there are missing paysheets, it should be treated as a big deal. If you run into a problem, you should expect people to treat fixing it as a priority.

Repayment. If you accidentally get overpaid

Infrequently, the Army may overpay you by mistake. You may not realize it right away, and get a nasty surprise when the Army advises you it is taking the money back. If this happens, you will need to pay back the entire amount, however you **DO NOT NEED TO FORFEIT ALL OF EVERY PAYCHEQUE** until the debt is repaid. You will need to work closely with your OR staff to arrange to forfeit a percentage each pay period, but the percentage must be reasonable and not cause financial hardship for you. This especially includes Class A people. The reference for this is called the MPAI 8-1 Paragraphs 5 and 7. Here is the link for it:

<http://cmp-cpm.mil.ca/en/support/military-pay/mpai.page>

CHAPTER 5

BENEFITS

There are many benefits offered to members of the Army Reserve, far too many to list here. The key is to contact the right organization with questions, and to double check to make sure that your employment status (Class A or Class B) qualifies you for it.

Section 1

Automatic Benefits

Payment in lieu of leave (PiLL). If Class A people don't get holiday time (leave) do we get something else instead?

People on Class A contracts do not get leave (holiday) so they receive payment in lieu of leave (PiLL) instead for every full/half day they work. People on Class B less than 30 days also receive PiLL because they do not get leave either. PiLL is automatic, and a percentage of your pay. You will see it on your pay statement.

Casual Land Duty Allowance (CLDA). Am I entitled to extra money when I am living in the field?

If you are living in the field (i.e., not sleeping over concrete) for 24 consecutive hours, you get this additional allowance of \$27.16 per day. Early 2026 this will rise to \$100 per day. This means on a normal weekend exercise, if you were sleeping outside in a tent or in a hooch, you would likely receive one payment of CLDA. It is cumulative time, so it does not reset at midnight. This payment is taxed.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/compensation-benefits-instructions/chapter-205-allowances-for-officers-and-non-commissioned-members-2025-1.html>

Here is how CLDA will increase in 2026:

<https://www.canada.ca/en/department-national-defence/news/2025/08/improvements-to-compensation-and-benefits-for-the-canadian-armed-forces.html>

Temporary Duty Allowance (TD). Do I get extra money for being away from home?

If your duty takes you outside the local area, usually when an overnight is involved, you will receive \$17 per day for each day you are away, and \$15 per day once it is more than 30 days. You do not receive TD when you are already receiving CLDA. TD is not taxed. Here is the link to the main policy documents for all the benefits when you are away from your unit. It is called the Canadian Forces Temporary Duty Travel Instruction and it is found here:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/benefits/canadian-forces-temporary-duty-travel-instructions.html>

Canadian Forces Housing Differential (CFHD). Do I get extra money for working as a Reservist in a high-cost city?

The Canadian Forces Housing Differential (formerly known as PLD) is a monthly sum of money paid to people who were *moved by the army* to a high housing-cost location as part of accepting a Class B contract. It is to bridge the gap for up to seven years while they acclimatize to their new location. CFHD considers the new location and the person's rank, so it is different for everyone, and can range from a few hundred to over a thousand dollars a month.

If you are Class A, or already living in a high-cost location when the army hires you on Class B, you don't get CFHD. For more details check CBI 205.453 effective 1 July 23:

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/compensation-benefits-instructions/chapter-205-allowances-for-officers-and-non-commissioned-members-2023.html>

Section 2

Benefits You Need To Apply For

Clothing. What clothing can I get reimbursed for?

The Army will now reimburse you for purchasing certain clothing items. For a complete list of these items and to find out if you are eligible to be reimbursed, see Chapter 13, Section 2: Obtaining and Discarding Uniform Items.

Dental Coverage. Do Reservists get a dental plan?

There is excellent dental coverage for Class A people. For details, see Chapter 7, Section 3: Dental Coverage.

Tuition Reimbursement. Is there money for university/college/other tuition?

There is up to \$8000 for tuition available to Class A people. For details, see Chapter 6, Section 1: Reimbursement for Your Civilian Education.

Transportation Assistance Allowance (TAA) - or commuting assistance. Is there financial help to travel to my unit on work nights?

Possibly, it depends where you live. If you live less than 16 km from your home unit, you don't get anything. However, for people who live further away, check into this. For each kilometre over 16 km that you live away from your unit, you can probably claim 'low rate of mileage' (which is currently \$0.25.5/km in BC, for example) (both ways) for each additional kilometre you have to travel. This is for people who have to drive, but also for people who take transit. So if you live 17 km from your home unit, you can claim \$0.51 each parade night, increasing with each km. Don't laugh – it adds up.

Link for low rate can be found at: <https://www.njc-cnm.gc.ca/directive/d2/v278/s762/sv11/en>

HOWEVER, if your CO deems that there is "adequate public transit" available between your house and your unit (for example one easy bus ride from your house to the armoury) you are not entitled to any of this commuting assistance money. Ask your OR for details.

Reimbursement for travel to long-term tasks or courses

This is known as "temporary duty (TD)" when you are travelling for this reason, including car mileage. You can always expect the Army to pay to get you to where you need to go. They will compensate you for what is considered, within reason, the most economical means. Usually this is a flight and a taxi, but you can ask your OR staff about a rental car if that makes more sense financially. Rental cars must be pre-approved.

If you wish to drive your own vehicle to a huge base that is far from civilization (most of them), you must show that this will not cost the Army more than what your OR staff would reasonably have paid to get you there by other means. First, get authority to drive your own vehicle (some courses do not allow students to bring cars). Then your OR will do a cost comparison - if the Army was prepared to pay \$800 to fly/taxi you to Wainwright and back, and the cost of paying for gas and a hotel if you take your own car is \$700, it is reasonable to ask if you can be authorized to take your car. You would be reimbursed for mileage based on a Google map print-out at the "high rate" of mileage (which is \$0.54.5/km in BC, for example), as well as any ferry/hotel/parking costs you might incur. You may also come to an arrangement with your OR not to claim anything over what the cost of their way would have been, just for the convenience of taking your car. The OR will tell you how you can do this.

Link for high rate is at: <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/sv26/en>

The Canadian Forces Temporary Duty Travel Instruction (CFTDTI) is the policy to guide you on all the benefits you may be entitled to when you are working away from your unit for any reasons. The link is below:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/benefits/canadian-forces-temporary-duty-travel-instructions.html>

Veteran license plates. Can I get one, and why would I want to?

You can purchase one if you have completed Basic Training (BMQ), and are currently serving or honourably released. The cost varies by province (for example \$10 in BC; \$5 in Ontario) and all you need is a copy of your military ID and MPRR (this is available on EMAA or you can ask your OR to print you a copy). This license plate entitles you to free on-street and city-owned off-street parking. Time limits of the parking location still apply. You have to contact your local vehicle registration office because all provinces have different rules.

Accommodation and Car Rental

When booking a hotel or a rental car, you need to stay within certain cost limits if possible. Here is the website to find those limits. They change often so check before you travel:

<https://rehelv-acrd.tpsgc-pwgsc.gc.ca/preface-eng.aspx#allcityratelimitsHotel%20and%20car%20web%20site>

CF1 Card. What military discounts are around, and how do I access them?

The CF1 card allows you to access a variety of discounts, such as events, restaurants, home reno stores, craft stores, etc! Here is the link to the benefits:

<https://www.cafconnection.ca/National/Programs-Services/CFOne/Discover-the-Benefits.aspx>

Here is the link to let you order a CF1 card: <https://cf1fc.cfmws.com/Join/Register>

Military Family Resource Centre (MFRC). Can they help me access benefits?

Yes. They are a wealth of information about benefits. For more information about this organization, see Chapter 34, Section 1: Family Care Plan.

Gym Membership. Can the Army subsidize a membership for me?

If you are RegF or Class B over 180 days, and do not have access to a military gym, contact PSP to ask about an annual subsidy. They do not seem to publish a phone number on their website, so if you want assistance, you can contact Sean Hommersen (PSP) for details and help.

Hommersen.Sean@cfmws.com

(604) 225-2520 ext 2598 or BB (604) 340-4479

Financial Assistance. Is there any general financial assistance like financial planning or loans?

Yes there are quite a few places you can go to get help. For details see Chapter 32, Section 5: Financial Assistance.

Section 3

Benefits You Are Not Entitled To

Volunteering with your Class A unit when you are on Class B

If you are employed on Class B, and you are voluntarily parading with your Class A unit, there is a form you should sign. It is pedantically called the “Application For Voluntary Reserve Service While On Class 'B' OR 'C' Reserve Service” form, and the code is DND 4770-E (which you can find using the ‘form finder’ link in Chapter 18, Section 2: Finding Documents Big and Small). When you are volunteering, you are a volunteer in every sense – that means you are not entitled to benefits such as mileage, hotel costs, travel costs, or meal costs. If this is your situation and you are paying out of pocket to support your Class A unit, your Class B unit may choose to offer you allowances (such as CLDA) or Special Leave to compensate you for your efforts, but they cannot authorize anything else.

CHAPTER 6

EDUCATION

Section 1

Reimbursement for your Civilian Post-Secondary Education

If I receive the Education Expense Reimbursement, will I owe anything in return?

No. There is nothing you “owe” in return. The advantage to the Army is that you become a more highly educated soldier.

Self Development Program – Education Expense Reimbursement.

I am going to university or college. How do I access the reimbursement?

You can be reimbursed for 50% (up to \$2000) of your eligible education expenses per academic year for a career max of \$8000. An academic year is 1 September to 31 August.

Eligibility. You need your Basic Military Qualification, must be enrolled in an accredited institution, and must be parading regularly with your unit (not NES).

Step 1: Get Your Program Endorsed

First, click on the link below to create a profile and set up your Self-Development Program. This step must be done on an army (DWAN) computer - it cannot be accessed from home. However subsequent emails will be sent to your army and civilian emails which you provide in your profile.

<https://sdpeer-parfs.forces.mil.ca/en-CA/Home/Login>

Step 2: Request Funding Approval for an Academic Year

Once you have been notified by email that your SDP is endorsed, sign back into your account on a DWAN computer to add a “funding block” (request for funding for that year). You will not need to list out all your courses – only Regular Force people need to do that. Aim to complete this process in September (and no later than 31 Aug) of the academic year you are taking the courses. Once your Regional Advisor reviews this information, you will be notified by email if your funding has been approved.

Step 3: Apply For Reimbursement

Your school year is over! Congratulations! You can request your reimbursement for the courses you passed any time starting 1 September of the next academic year (and no later than 31 August of that year). Take the following documents to your OR:

- ***Proof of the courses you took and that you passed them*** (transcripts from the institution)
- ***Proof of tuition paid*** (receipt confirming payment – does not need breaking down by course)
- ***Other relevant receipts*** (original receipts for all eligible expenses – click the link below to confirm what is eligible and what is not)

<https://sdpeer-parfs.forces.mil.ca/en-CA/Faq/FAQs>

Your OR will attach these documents to a CF 52 General Allowance Claim and submit it for reimbursement. The money will be deposited in your personal banking account, the same account you receive your pay.

Where Are More Details?

The Frequently Asked Question (link above) will always have the most up to date information and a downloadable How-To guide.

This is where all the details can be found – scroll down to find number 01/21:

<http://cmp-cpm.mil.ca/en/policies/cf-mil-pers-instr.page>

...and also here (paragraph 210.80):

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/compensation-benefits-instructions/chapter-210-misc-entitlements-grants.html#sec-801>

HELP! I still can't figure out how this works

Your first stop for assistance is the Help Desk which is closely monitored. Email them at:

SDPEER-PARFS@forces.gc.ca

Or Regional Advisors can be contacted at the following email addresses:

R1 - West: <mailto:cda.er.rfe1@forces.gc.ca>

R2 - Ontario: <mailto:cda.er.rfe2@forces.gc.ca>

R3 - Quebec and Ottawa: <mailto:cda.er.rfe3@forces.gc.ca>

R4 - East: <mailto:cda.er.rfe4@forces.gc.ca>

Section 2

Credit For Courses

Do my Army courses give me high school or university credit?

Sometimes, but it depends on the school. There are definitely high school credits you get for doing your Basic Military Qualification course. Your recruiter or high school guidance counsellor will know about this.

Also, some post-secondary institutions (BCIT, for example) now accept some Army courses and/or deployment experience as partial credit for their programs. The Army's policy document on this topic is not very useful, but it is DAOD 5031-6 if you are interested. Just call the school and ask them directly – that is the best way to find out.

Red Seal. Can the Army help me get my Red Seal qualification or will the Army recognize my Red Seal?

Submit an Individual Learning Plan (ILP – see Chapter 6, Section 1: Reimbursement for Your Civilian Education) toward trade courses that will result in your Red Seal qualification, and see if they are approved. That is the only funding toward such a qualification.

If you have your Red Seal, do a Prior Learning Assessment Review (PLAR – see Chapter 19, Section 2: Prior Learning Assessment Review) to see what Army equivalencies they will give you. There have been several cases where after Basic Military Qualification (BMQ), a soldier with Red Seal (cook, mechanic) got several course equivalencies. The cook had to do a 10 day 'Army conversion' package to learn the field kitchen and a few other things. That was it.

Some post-secondary institutions now accept some Army courses and/or deployment experience as partial credit for their programs.

Section 3

Bursaries and Scholarships

Does the Army have any? How do I find them?

There are multiple scholarships and bursaries through the Army, not just for you but also for dependents. The best organization to find out what is available is the Military Family Resource Centre. Also ask within your unit, which likely has its own scholarships and/or bursaries. Your unit Adjutant is normally well versed on these, and the other person to ask is your unit RSM.

Section 4

Royal Military College (RMC)

If I am hoping to go to RMC, can my Army Reserve experience increase my pay while I'm there?

Yes. If you enter RMC as a civilian, your Officer Cadet pay will be approximately \$31,000 per year. That sounds great, until you hear that if you join the Army Reserves at age 16 or 17, and become a Private or a Corporal before you start at RMC, then RMC will pay you at that rank level instead. So even though you will be an OCdt, as of 2024 you could be getting around \$43,000 each year (if you were a Pte) or \$73,000 each year (if you were a Cpl) each year for the four years. As well as the free degree. You are not disadvantaged by this – RMC is happy to accept soldiers who have already proven they can handle a military lifestyle.

Section 5

Education and Training Benefit

Once you have released from the CAF, you may be eligible for a lot of money to go back to school (both academia and trade school). This is not an Army benefit, it is through Veteran's Affairs and is in addition to what the Army offers while you are serving: up to \$40,000 if you have been in the Army for at least 2,191 paid days (6 years), with a \$80,000 ceiling.

Contact VAC at 1-866-522-2122 or your local Transition Centre for details.

CHAPTER 7

MEDICAL AND DENTAL COVERAGE

Section 1

Health Coverage

As a Class A Army Reservist you are likely already on your provincial Medical Services Plan where you (for free) get basic services but nothing fancy. As soon as you enrol in the Army, you are eligible for the Public Service Health Care Plan (PSHCP) which has a monthly cost but will cover 80% of things like glasses, prescription medication, orthotics, physio, counselling, and much more. See Chapter 31, Section 1: Health Coverage and Medical Insurance for details.

PSHCP is administered by Canada Life and your Orderly Room must register you initially. Unless you are picky about hospital rooms, just sign up for PSHCP Level 1. If you decide to cease PSHCP coverage you will immediately revert back to being covered by your province.

Section 2

Eyeglasses

Class A – (and Class B under 180 days)

You are not eligible for eyeglasses unless you have purchased the PSHCP extended coverage (see Chapter 31 Section 1 Health Insurance).

Class B (180 days and over) and Class C

You are instantly eligible for eyeglasses through Blue Cross.

Ballistic eyewear

As soon as you enrol into the Army Reserve, you are entitled to Ballistic Eyewear. This entitlement is for everyone, even if you do not wear civilian glasses. Ballistic Eyewear look like safety glasses, and they are meant to protect your eyes during training. If you have a prescription, your Ballistic Eyewear will be configured to it – at no charge to you. For more details, see Chapter 31, Section 2: Eyeglasses and Eyewear.

Section 3

Dental Coverage

Once you have been in the Army Reserve for three months, you are eligible for dental coverage from Canada Life Assurance Company (formerly GreatWest Life). You get this coverage for free even if you are just Class A (part-time), and it is an amazing deal. This is just for military members, not families. If you are on a full-time contract over 180-days, you get an even more fulsome plan. For more details and for how to submit a dental claim, see Chapter 31, Section 8: Dental. **Blue Cross: 1-888-261-4033**

***Once you have been in the Army Reserve
for three months, you can get dental
coverage from Canada Life. Even the Class
A basic dental plan is a great benefit.***

CHAPTER 8

DEPLOYMENTS AND OTHER TRAVEL OPPORTUNITIES

Section 1

Operations Inside Canada

Domestic operations. How to sign up, and what they are like. Do I have to go on one?

First, other than the government invoking the Emergencies Act, you do not “have to go” on a domestic operation. Like everything else in the Army Reserve, it is voluntary. There are different types of operations that come up such as fighting wildfires, security for very large sporting events, flood control or blasting snow out of the Crow’s Nest Pass. If you can possibly volunteer for one of these operations, try to do so. The experience is invaluable, and it is immensely satisfying to know you are helping other Canadians who may have no one else to turn to. When you volunteer for one of these operations, you will sign a fixed-time Class C contract, and be paid as if you were in the Regular Force.

Section 2

Operations Outside Canada

Overseas deployments. How do I sign up, and what they are like? Do I have to go on one?

An overseas deployment is normally six months long, plus work-up training (which varies a lot but say a month or two). Recent deployments that Canadian Army Reservists have volunteered for have been to Iraq, Ukraine and Eastern Europe. Further back was Afghanistan. If you want one, the important thing is to listen carefully when nominations are sought, and keep your deployment status (DAG) “green.” This means keeping your FORCE test up to date, as well as your annual personal weapon test (meaning don’t miss your unit’s range exercise), and it is a good idea to have a current passport. However, even if you are not current in all areas, you will be trained by the deploying unit before you go as part of their ‘theatre mission specific training’ (TMST) once you are selected.

If you speak other languages, ask your OR to add your other languages into the Guardian program. This will then filter down into Monitor Mass where the Army can find you. You DO NOT need to be tested before doing so; the Army will test you if they need to employ you in that language.

Parading in other countries. If I have to go and live in another country for a short time (few months to a year), can I parade as a Canadian soldier and get paid?

Yes. This is the Reserve Force Foreign Service Arrangement (RFFSA) program. It is up to your unit to agree, but it is pretty easy to arrange with your chain of command. It is up to you to find the unit that you will be parading with in the other country and provide your own unit with a contact name and email/phone number to get it set up. They will tell you what else you need to do.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/2000-series/2020/2020-5-reserve-forces-foreign-service-arrangements.html>

CHAPTER 9

ENROLLING

Section 1

How do I join?

So you've decided to give the Army Reserve a try? Great! There are three easy steps to join:

Step 1: Apply on-line

At the link below, click on "apply now". This is not a commitment, just an expression of interest. All that happens is a recruiter at a nearby unit will see your application and send you an email of introduction.

www.forces.ca

When you click on "apply now," you will be asked to continue through a 'sign in partner' or a GCKey. Your 'sign in partner' is probably your bank. The website will re-direct you to your bank's webpage which will ask you to verify your bank card number and password. Don't be alarmed, this is normal. Once your bank has authenticated that you are who you claim to be, you will be re-directed back to the enrolment website. The applicant portal will soon be replaced by a Captcha test (ie clicking pictures of traffic lights) but until then it's the old fashioned way.

Step 2: Jump Through Many Hoops (sorry...)

Once a recruiter contacts you, they will answer all your questions and guide you through the enrolment process. Enrolling requires patience and a lot of documents. Don't give up! If you do not hear anything from the recruiter for several weeks after the initial email, you should contact them. If you stop corresponding (usually a failure to return an email) they may believe you are no longer interested and close your file without telling you. Don't call every day but be persistent.

Written Test. Right now, there is no written test to join the Army Reserve. The former Canadian Forces Aptitude Test (CFAT) has been terminated. Instead, you will be given a personal interview called the Canadian Army Reserve Recruiting System interview. You get scored on how well you seem to understand the basic demands of the job (so flip through this handbook).

Disqualifiers. Whether it is a learning disability, an allergy, or a less-than-stellar moment from when you were younger, do not assume something will disqualify you from enrolling. Give us the chance to meet you. Explain your situation to a recruiter. The current version of yourself could be a great fit for the Army and might be a life changing opportunity for you.

Fitness Test. While you cannot prepare for all the steps in the enrolment process, there is one you can (and should) prepare for:



The FORCE test

The FORCE test is a physical fitness test that you must pass. For more information on the FORCE test, see Chapter 14, Section 3: Fitness Standards.

Step 3. Enrolment

If you are successful in completing the steps above, the recruiter (who you will know really well by now) will contact you to be sworn in at your new Army Reserve unit!

Section 2

Are there enrolment programs for Indigenous people? What are they and what qualification do they provide?

The Army offers four amazing summer training programs for Indigenous people, each approximately six weeks long. If you complete one, you are credited with your Basic Military Qualification (which also counts for high school credit):

- **Bold Eagle** (for those living in Western Canada or northwestern Ontario: held in Wainwright AB)
- **Carcajou** (for francophone members: held in Valcartier, QC)
- **Grey Wolf** (for those living in most of Ontario; held in Meaford, ON)
- **Black Bear** (for those living anywhere in Canada: held in Gagetown NB)

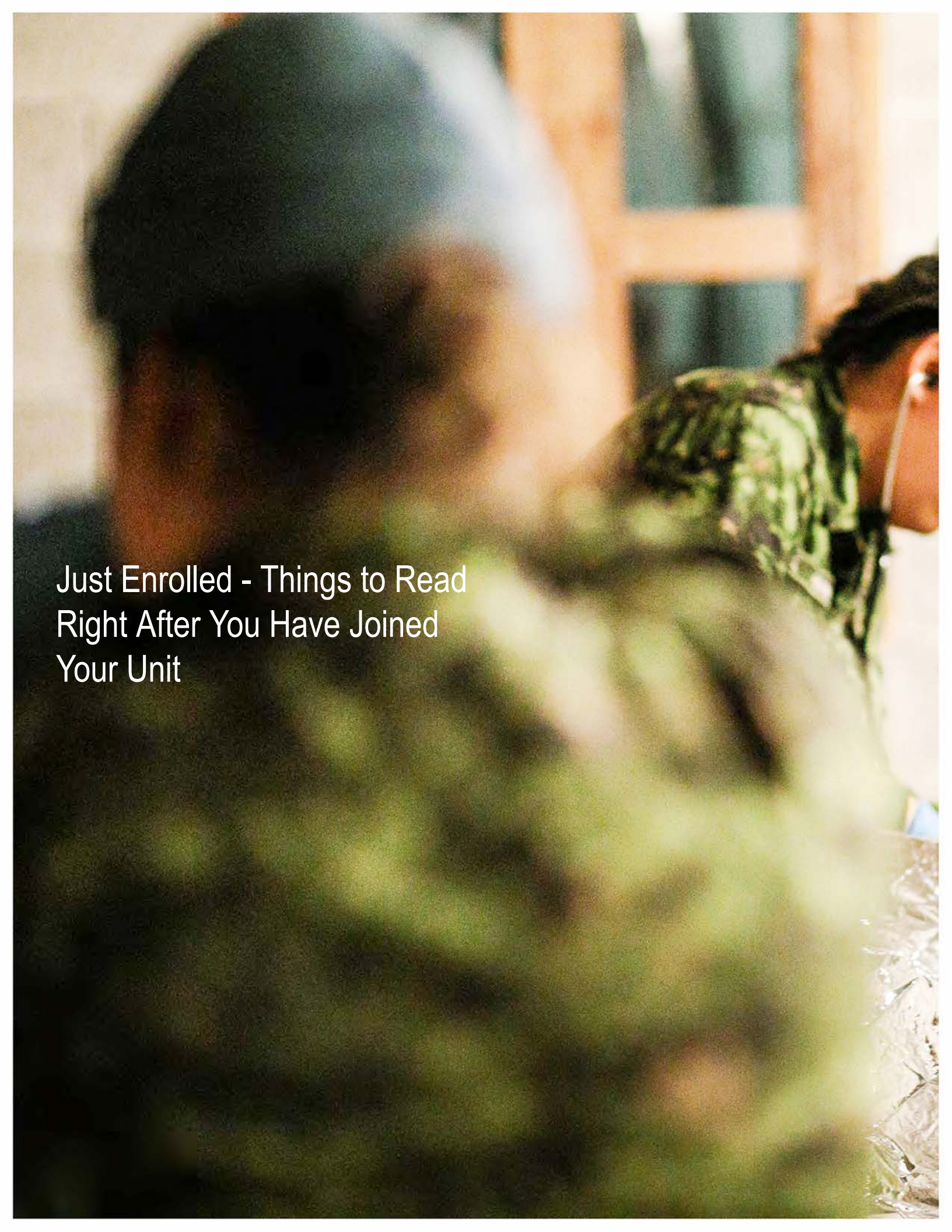
Bold Eagle, Grey Wolf, and Black Bear include an Indigenous cultural component. All the programs develop self confidence, self discipline, teamwork, time management, and fitness. The Army provides everything: travel, living accommodations, food, clothing and equipment. You are paid during your participation in the programs.

Continued military service after the program is optional. If you do not live close enough to join an Army Reserve unit, you can consider joining the Regular Force, where your Basic Military Qualification course will count.

"Give yourself a chance to succeed by trying things that push your boundaries . . . or even scare you. Break things down. Then take that first step."

—Lieutenant-Colonel Sophie Drolet





Just Enrolled - Things to Read
Right After You Have Joined
Your Unit



CHAPTER 10

THE UNIT

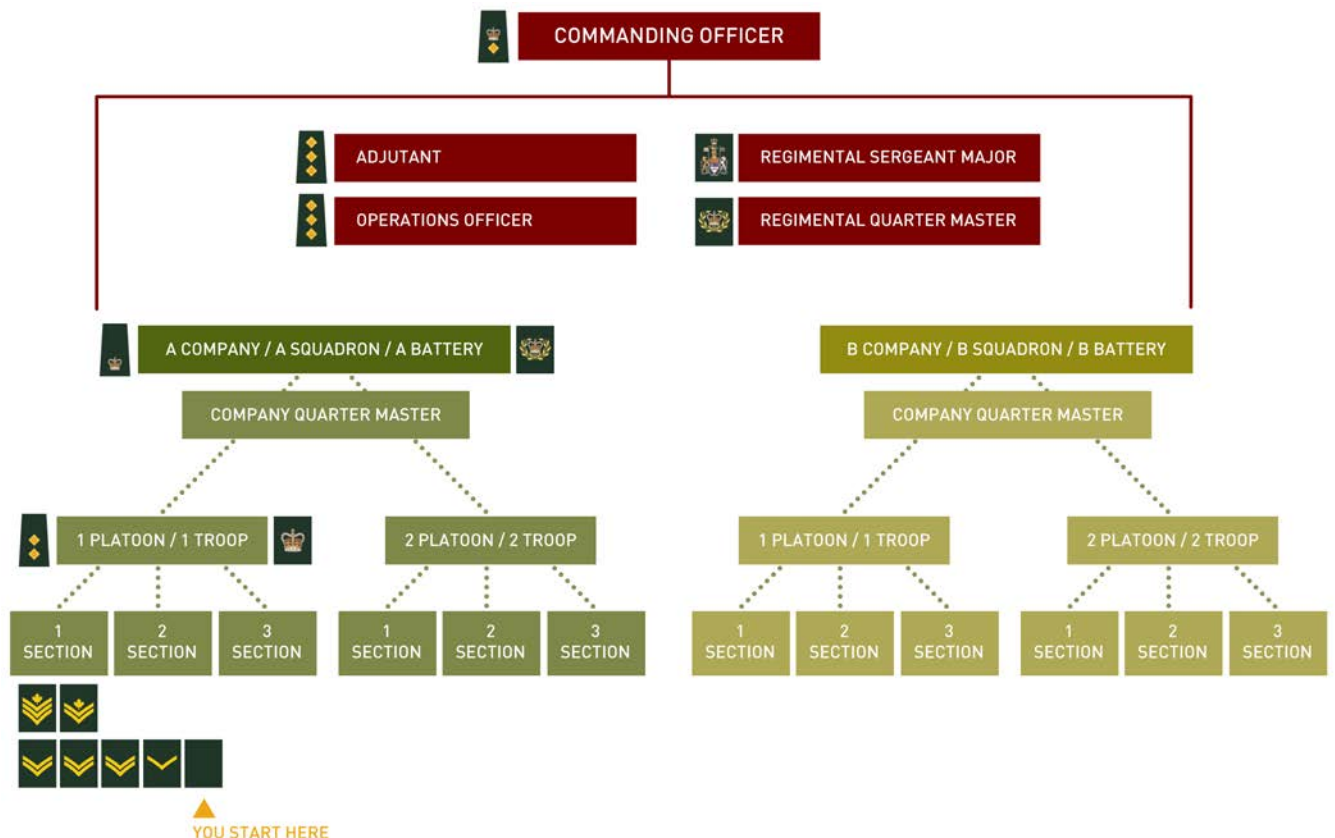
Section 1

Unit Structure

Chain of Command. Who are all these people and what do they do?

The term “chain of command” actually refers to the chain of authority. It is the reason why senior ranking people have the authority to give orders. The term is also used to refer to whoever is in charge of you. For example, when someone tells you to “check with your chain of command” they are asking you to consult with whoever is your most immediate boss. If you are asked to provide a response “through your chain of command” it means that you should give your response to your immediate boss, who will pass it to their own boss, etc., until it gets to the right person.

Imagine a unit as a triangular shape with a Commanding Officer at the top. The diagram below will show you a REALLY simplified version of an Army Reserve unit with two fictional companies: green company and yellow company. There are many more people than this, but this will give you a basic idea of the framework. As a new person, you would wear no rank until you complete your Basic Training course and your first trade course.



The Commanding Officer. Who is this?

The Commanding Officer (CO) is a Lieutenant-Colonel. They are the most senior person in the unit, and ultimately responsible for everything associated with it. They provide the strategic direction for the unit.

The Regimental Sergeant Major. Who is this?

The Regimental Sergeant Major (RSM), normally a Chief Warrant Officer, is the CO's right hand and partner, and the experienced elder of the unit. The RSM is the expert on dress, drill and deportment. They are responsible for developing the Non-Commissioned Officers, and are often a tremendous resource for junior officers. They have X-ray vision and materialize when least expected ... and most needed. If you are told to report to the RSM, you have likely done something really good or really bad.

The Adjutant. Who is this?

The Adjutant (Adjt) is the CO's personal staff officer, responsible for overseeing all the unit's administration and converting the CO's direction into exact detail. The Adjt also directly oversees the dress and deportment of the junior officers.

Your Unit Operations Cell (Ops). What is the purpose of these people?

Ops is the unit hub for anything to do with training, operations, courses, exercises, tasks, course nominations, deployments, domestic operations, shooting teams, etc. If you are platoon leadership or above, you should expect to interact directly with Ops on behalf of your soldiers.

The Quartermasters. Who are they?

Any position in the unit that has a "Q" in it is likely one of the people who manage all the unit's supplies and equipment. The Regimental Quartermaster Sergeant (RQMS, or just RQ) keeps track of the whole unit, while individual Company Quartermasters (CQ) keep track of the supplies within their Companies. If you need something that doesn't exist, a good RQ or CQ will find a way to get it for you.

Your Orderly Room (OR). What is the purpose of the OR?

The Unit Orderly Room is where most unit administration and pay is conducted, and where questions can be answered. The senior person in the OR is the Chief Human Resources Administrator (who will sometimes be referred to as the 'Chief Clerk'). Some ORs have an open door policy for questions on parade nights, others do not. If your OR does not have an open door policy, your supervisor needs to answer your questions instead - or give you permission to go to the OR. All ORs will have a phone number, and all should take questions by phone or in-person visits during the day Mon-Fri probably between the hours of 9-3.

The Messes

What is "the mess" and what is its purpose?

There are three messes in a unit, divided by rank:

Junior Ranks Club

Private/Corporals/Master Corporals

Warrant Officers' and Sergeants' Mess

Sergeants, Warrant Officers, Master Warrant Officers, and Chief Warrant Officers

Officers' Mess

All officers and officer cadets

Each of these rank groups has a room or space inside the armoury. It's supposed to be more than just a social club - more like a home. Your club or mess will open after an evening training night for a few hours. Most people buy a drink (pop/juice/water/alcohol/other) and a snack, then go home shortly afterwards. Try to make time for this - it is a good opportunity to meet people, and everyone should feel welcome and at home in their mess. There is no expectation that you will consume alcohol in the mess or at any other time. If you do decide to, make sure you have planned a safe way home. Many people rent their messes for birthday parties, weddings, family events, etc. It is

often free or cheap to do so. All messes have a dress code. Uniforms are always acceptable, but check to see what the expectations are for civilian attire.

What are Mess Dues? Do I have to pay them?

Mess dues are a small amount of money deducted from your pay each month which goes to support your mess. The amount varies by unit. You can arrange with your OR to have the monthly amount deducted from your pay (most common) or have an arrangement to pay by cheque. Paying “mess dues” is not optional—everyone in the Army has to pay them. If they are coming directly off your pay, you will see the deduction listed at the top of your pay statement each month—if you do not see a deduction there, you are not paying mess dues.

Section 2

Basic Administration You Will Need to Know About

Getting a Military ID Card

Go to your OR who will take your photo right there, and turn it into a laminated Temporary ID Card, or they will tell you who in your unit can do this. This can be used for two years. To get a Permanent ID card, you need to have an appointment to see your local Military Police section (in BC they are in Chilliwack and the phone number for an appointment is 604-858-1011 x1188). A Permanent ID Card should take 1-3 months to arrive.

Section 3

Information Management in a Unit

Keeping In the Loop. Making sure you know what is going on in general

If you are a Class A member, there is no obligation to reply to texts, emails, and phone calls as soon as you receive them. Everyone understands that being in the Reserves is a part-time job, and you are busy (sometimes unreachable) during the day. Having said this, it is expected that you will let your chain of command know how accessible you will be, and stick to that. Planning unit training is very challenging when nobody responds to requests for availability, for example.

Section 4

Useful Accounts You Should Set Up for Yourself - And Why

Defence Wide Area Network (DWAN). How do I access the Army intranet and my Army email account?

All computer terminals in your armoury will be DWAN computers. When you log in, you can access the non-public Army websites/documents as well as much of the civilian Internet. You can also access your Army email account. To obtain a username and password, you will need to ask who does this as it varies by unit – probably the Security Officer or the OR.

Employee Member Access Application (EMAA). Where is the master link to my pay, tax, and leave information? Can I get this information sent to my home email?

EMAA is an Army website that allows you to see your pay, T4 (tax form), leave and a few other useful documents about you. It is accessible only from an Army computer. Click on the link below and select a language. Your username

and password will be the same as your DWAN (army computer) login credential: https://emaa.hrms.mil.ca/emaa/engraph/login_e.asp

You can set up EMAA to email your pay statements and tax T4s directly to your civilian email address. To do this, go to the link below and in 'form number' type in DND 4121. Fill in the form and give it to your OR who will do something mysterious which somehow results in all these documents going right to your civilian email: <http://dfc-rfd.mil.ca/en>

Defence Learning Network (DLN or DND Learn). How do I get into all the on-line Army courses?

Many Army courses have short on line/distance learning components. You access them through a massive searchable repository called the Defence Learning Network, or "DND Learn." You can access the system from home or from an Army computer HOWEVER you need to login initially from an Army computer or contact the DLN helpdesk directly if you are at home and cannot access an Army computer.

Where is the DLN link?

To access DLN from an Army computer on the DWAN, use: <http://dln-rad.mil.ca>

To access DLN from home on the Internet, use: <https://dln-rad.forces.gc.ca>

Your login and password. Your login will be "your surname dot initials"; your password will initially be a pre-set one emailed to you by DLN and then changed by you to one you will remember. The password (and any other reset passwords) will be emailed to your Army email account unless you have changed the email address in your 'profile' to a civilian email address.

DLN Helpdesk. If you are at home and cannot figure out how to break into DLN or reset your password, email the helpdesk and leave them an email and/or phone number to contact you, as well as your service number. They are usually very quick to reply. Email them at:

DLN-RAD@FORCES.GC.CA

Logistik Unicorp. How do I order my DEU uniform items on-line?

A lot of clothing items are now ordered online and delivered to your house. Set up an account for yourself at this link. If you cannot create an account, it is probably because your CQ has not put your measurements into the system yet. Ask your unit CQ to help you:

<https://www.logistikunicorp.com/en/index.asp?v=2>

Monitor Mass. Where is all my personal information stored and can I see it?

Monitor Mass is a massive information system that pulls your personal information from the OR system (called HRMS) and which you can access once you have a username and password. It has a record of all your courses, personal information, promotion dates, etc. You will use it to type up leave passes, and to access your 'Army Report Card' called a Performance Appraisal Report (PAR). Start with your OR to get you set up with a Monitor Mass account as the set-up process varies by unit. Log in regularly or it will lock you out.

There is no link to Monitor Mass – it is just a program loaded onto the computer. If Monitor Mass is not loaded onto the computer you are using, search for "Software Center" on your main screen. Once that opens, search for "Monitor Mass" then click "install".

CHAPTER 11

TRAINING

Section 1

Weekday Training Nights

Time. What time do people arrive and depart?

Weeknight training normally begins around either 1900h (7pm) or 1930h (7:30pm) depending on your unit. You should try to arrive 15 minutes early if possible. Most units parade (train) for three hours during the evening. After the formal training, most people stop by the Mess to socialize for a little while before going home.

The Schedule. How do I know what we are doing on these evenings?

Instructions for parade night activity will come from your chain of command. There are different ways that this may be accomplished. The most common method now seems to be text messages or chat boards where information is passed down about upcoming events.

If you are going to play a leadership role in the evening's activities, you should expect to have been advised of this at least one week prior (ideally more) to enable you to prepare and organize your resources. If you are ambushed by being asked to lead training just as you are walking into the armoury, be flexible; however, this should be the very rare exception, not the rule.

Equipment. How do I know what to wear and bring with me each evening?

You should be able to rely on your chain of command to advise you in advance what the dress of the day is and what kit will be required. All units will have what they call the "dress of the day" which is the default uniform, and for most units will be your CADPAT (camouflage). Some units will assume that certain kit is held at the armoury in your personal locker – make sure you find out if you are expected to keep certain items at work. And always try to ensure that you do not arrive at work wearing the wrong uniform.

Storage. Is there somewhere in the armoury that I can store all my kit?

Most units provide lockers, and you provide the lock. A good idea is to keep your large rucksack and sleeping kit there. It is not advisable to store your kit in your car – if anything gets stolen from your car, you will need to deal with your insurance company before the army will replace your kit which is a hassle. Also see Chapter 13, Section 6: Lost or Stolen Kit.

Section 2

Going on a Weekend Exercise



Planning. How do I know what we will be doing on the exercise?

You'll be told, at a minimum during the training night immediately prior to the exercise. Once a weekend training event has been published, it will rarely be cancelled and never without notice.

Some exercises follow a set training schedule that can be advertised in advance. Other exercises will take the form of a fictional scenario where you will arrive at the armoury and then receive your orders. While your leadership may not be able to tell you all the details of an upcoming weekend exercise, they should always be able to advise you in advance of what to pack and the start and end times so you and your family can plan accordingly.

Living in the field. What does it look like on a weekend exercise?

First, you can expect to be taught directly how to live and operate in the field. So don't stress if you have never done this before.

For your first exercises, pack more than you think you will need to ensure you are prepared for cold, heat, and rain. Wear layers and keep comfortable.

Hints from someone who has done this a lot:

- If you have a Merino wool undershirt, wear it under your brown T-shirt to keep warm and dry. The army has these on order.
- Always undress to your T-shirt when you go to sleep even if it is cold – do not go to bed fully dressed.
- Keep your clothes outside the sleeping bag but inside the bivvy bag to keep them warm.
- Sometimes people wear non-issue kit, but this might not be visible from the outside. Ask questions to find out what other people are wearing, and learn new tricks to be as comfortable as possible in the field.
- Unless you know for sure this isn't necessary, always arrive prepared to sleep outside with a sleeping bag. You will be taught how to do this. Also be prepared to pack up your kit every morning in case the group moves to a new location.
- Water will be provided but always bring your own canteen full of water.

Make sure you also see Chapter 12, Section 3: Hygiene in the Field.

Kit. What to take and how to pack it for a weekend

This will depend on what kind of unit you belong to, and what type of exercise you are attending.

Sample packing list. See Annex A at the back of this handbook for a sample packing list which came from a summer domestic operation. Print it out and add items to it over time so you can use it as your own master packing list whenever you have to go somewhere. There are times when you will need to pack light, other times when you will be able to bring more than the minimum (for example a personal stove or jet-boil). If you are new to the unit, ask your chain of command:

- What should I bring?
- How far will I have to carry all of it?

Packing tips. Pack individual sets of underwear/socks/brown t-shirt into individual ziplock bags. You can find the bags in the dark by feel, and even stick one into your pocket to change later when there is an opportunity. Take the time to roll things up so when you pull out a shirt, you don't pull out a pile of other clothes at the same time. Pack up the dirty clothes into the ziplock when you change, and keep those bags separate.

Keeping kit dry. Even the new rucksacks are water-resistant but not fully waterproof. Always pack as if your rucksack will be sitting out all day in the rain. Insert a large plastic garbage bag inside the main bag of your ruck sack, another inside your duffle bag, and one around your sleeping bag to ensure those items keep dry. ***Your new best friend should be the ziplock bag (multiple sizes available at grocery stores) which you should use as an extra layer of protection for everything in your rucksack.***

Meals during the weekend. You should usually expect the following:

Friday: no meals. Eat dinner on your way to the armoury

Saturday: breakfast, lunch, dinner will be provided

Sunday: breakfast, lunch provided (you should be home in time for dinner)

What civilian clothes should I take?

On a weekend exercise, assume none unless advised differently.

Tent etiquette. How to share a tent (or other living space) with 30 other people of mixed gender

Try not to have accommodations where you are separated by gender from your section or platoon. Separate accommodation may be offered to you, but removing yourself from the group may mean you get left out of things and miss information like wake-up calls. When setting yourself up in a shared accommodation such as a modular

tent, if you are not the majority gender, try to get a bed space in one of the corners furthest from the door. It is easier to create a space where at least one side of you is concealed when you need to change. When changing your inner garments, you can wrap your top or bottom half in your poncho liner (like a skirt) and change under it. You can also change undergarments inside your sleeping bag. Consider sleeping in tomorrow's underclothes, so when everyone is getting up together in the morning you already have those items on. Keep your stuff close by so you can access it from your sleeping bag, even keep it inside your sleeping bag or bivvy bag during the night to keep it warm for morning.

If a sleeping area is segregated by gender, don't wander in unannounced to the other section. However, most of the time sleeping areas are mixed-gender, and it is expected that you can walk in any time without announcing yourself. Depending on the circumstances, you could call inside in advance to see if anyone is in the middle of changing, or have a friend go in before you to check.

If the situation permits, a small 'changing tent' may be set up.

Section 3

Going on Course

Packing

How do I know what to take and how do I get it to the course?

For every course, expect to receive joining instructions which tell you everything about what to bring and how to get it there. Expect that your rucksack will be one of your bags. Take a day pack – it is always useful. Even if you have not been formally confirmed for the course yet, ask your chain of command (the operations people) for a print-out of the course joining instructions so you can prepare your kit in case of a last minute confirmation. Normally you can expect to receive the joining instructions at least four weeks before the beginning of your course.

What luggage do I take? If travelling by plane, you can take just about any type of luggage including your brown barrack box, full rucksack, duffel bags, suitcases, etc. You must adhere to the weight limit of 50lbs per checked bag, however military members are allowed to take several bags for free when travelling on Air Canada or West Jet:

Air Canada: allows military people three pieces of checked baggage for free. <https://www.aircanada.com/ca/en/aco/home/plan/baggage/checked.html#/>

West Jet: allows military people four pieces of checked baggage for free.

<https://www.westjet.com/en-ca/travel-info/baggage/checked-excess> (scroll down to military baggage)

If you are checking in on the app or using the self check-in counters, enter zero pieces of luggage. Then find a human agent and tell them you are military and have bags to check for free. If you pay in advance, the army will not reimburse you.

Do an inventory check about three weeks in advance so you can ask your unit to provide you with anything you are missing.

Civilian clothes

Unless advised not to, pack a set of civvies including a jacket (example: leggings or stretchy pants, shoes, longer top, blouse or shirt with collar, sweater/jacket – any pieces that you can mix and match). If PT strip is directed, make sure you can run in it (some leggings look great in the store but do not have the waist elastic for running). Bring clothing that can be thrown in a washer and dryer. If you are an officer, check the joining instructions to see if there is a civilian dress code for the mess where you are going (blouse/dress pants, etc.).

Getting course loaded. How do I advise my unit that I want/am available to be loaded onto a course?

You are your best career manager. Be proactive with this and advise your chain of command. It is up to you to know what courses you need, and to keep in touch to let them know you are still wanting it and are still available. Do not assume that having mentioned it once to someone months ago that you are now on somebody's list somewhere – check and confirm often.

Nominated vs Loaded

Nominated means you might be going – loaded means you are going. Units get a certain number of spots for courses, for example 10. If you are one of the 10 people nominated by your unit, even if you are not loaded, you can plan on going. If you are person 11, you have to wait to see if your unit can pick up a spot from another unit (which will be discovered at the last second) or if someone from your unit backs out in which case you might become one of the 10. Either way, your unit will only be able to give you a “tasking authority email” or “load message” about 45 days before the course starts.

This is a tremendous source of frustration for everyone, including your unit. Do not expect to get confirmation more than about 45 days before the course starts. But if you are one of the people who has been assigned a spot that your unit ‘owns,’ you can be pretty sure you’re going.

Pay Advance. If I’m short money, can I access additional funds before I leave on a course or a task?

Yes. You can be given an advance against your travel claim (which is the money you would be reimbursed at the end of your trip). Your Orderly Room can help arrange this advance and let you know the maximum amount you can obtain (roughly 67%).

Section 4

Basic Military Qualifications (BMQ)

What is the course like?



First, it is expected that you will know absolutely nothing about the military when you join. So don’t stress! So long as you show up at the right place, the staff will take you from there. You will learn the basics of military life, how all your new equipment works, and how to work as a team. You will also learn useful skills such as First Aid and CPR, and how to use a map and compass. You will gradually become fit, and you will become extremely familiar with the safe care and operation of a firearm. You will form close bonds with people on your course, which

will often extend beyond the course itself. Every day will be different, but the instructors start slowly. You will be given weekly feedback interviews by your instructors to tell you how you are doing throughout the course.

How do I prepare myself?

First, make an effort to be as fit as possible - it will reduce your chance of injury. Things to practice before arriving, even if it is just during the month before you leave, are:

- Be able to jog about 5 km without stopping
- practice doing push-ups
- practice holding the plank position
- Find something that is about 8 lbs (two 4 lb containers of orange juice?). Hold them out in front of you and adopt a “squat” position. Hold that position for a few seconds and work your time up. (To add some realism, imagine the OJ is your rifle and someone is yelling at you while you’re holding the squat position.)
- Learn how to operate a washing machine, a dryer, and an iron
- Learn to clean a toilet (with cleaning solution and a sponge) and to clean a floor with an old fashioned mop and bucket of water. If you don’t have a mop, find a video on YouTube
- Lay out your clothes for the next day. Practice setting your alarm clock, leaping out of bed, and getting dressed into them super-fast (three minutes)
- Practice having a very fast shower (get in, wash hair, scrub down, and get out within four minutes). Not all your showers will be like this, but know you can do it
- Practice going for a full day without electronics. Your limited free time on course will be better spent sleeping, preparing your kit for inspections, or cleaning your rifle

Hints for success on Basic Training (from recent graduates)

- When you arrive on the course, do not brag to your colleagues about how little preparation you did to get in shape. Lots of people aren’t fit when they arrive, but lack of fitness is not a badge of honour. Even if you are not fit, always make an effort rather than acting like you don’t care. People will be far more patient when they know you are trying hard.
- Keep an eye on your kit – do not leave it all over the place for others to clean up. Put your name on every single piece of your kit with a marker.
- Do not be afraid to ask for help. Asking for help will allow the group to go faster. Give help back again when the activity changes to something you are good at.
- Don’t be bossy. If you are not authorized to be in charge, do not act as if you are. Suggest ideas to other people, but let them decide whether to take your advice.
- If you are struggling, don’t retreat into yourself and reject your peers. Let them in – let them try to help you. It is sad when someone suddenly disappears off the course when nobody else realized they were struggling.
- When you are training, move everywhere with a sense of urgency (never loiter or dawdle).
- Commit to studying and learning all the material you are given. All this stuff will be useful one day even if it doesn’t seem like it at the time.
- Be one of the people with a positive attitude, it will make life better for everyone.
- Expect to get yelled at, but don’t worry – just take the message seriously, and fix whatever you are being told to fix. Don’t need telling twice.

- Think of Basic Training as playing a game you don't know the rules to for 5 weeks. If you end up on the graduation parade, you win.

Section 5

Summer Employment

In general, you should try to make at least two weeks of your summer available to the Army every year, either to take a course or do a task somewhere in Canada. There will be summers when this isn't possible (new job/new baby/summer school, for example) which is expected. Conversely, if you have the whole summer available, there is a good chance the Army can employ you for whatever part of the summer you are available.

If you are within your first four years in uniform and have parts of the year relatively free, ask about the Full-Time Seasonal Employment program (see Chapter 28, Section 3: Full-time Seasonal Employment for more details).

Early in your career, some of your required courses will take longer than two weeks. **MAKE SURE** you ask the recruiter how much time you will need to spend in your first few summers to become fully trained in your trade to make sure it is doable for you.

CHAPTER 12

ABLUTIONS AND HYGIENE DURING TRAINING

Section 1

Teeth

Caring for them in the field

Keep your toothbrush and mini toothpaste in a ziplock bag in your pocket so you can use them often. Chewing the minty gum in the Army ration packs is not the same as brushing properly with toothpaste. If an ablution area with tables and water is not set up, grab your canteen or a bottle of water and your brush/paste bag, and find a bush. Brush your teeth then spit into the bush, keeping away from the side of the bush that people will walk past. Try hard not to forget to do this – you are already on your last set of teeth.

Section 2

Going to the Toilet - When There Isn't One

First, GO when you need to. Don't hold things in until the right bathroom facility comes along, or try to wait until you get home. During all training there will be portable toilets around (fondly known as 'blue rockets'). Use them, and don't be reluctant to do all of your business whenever you feel the need.

There may be times when you go for hours at a time without having easy access to a toilet or the portable toilets. Then what do you do?

Urinating

Importance of going often

The number one piece of advice from a military doctor is to keep well-hydrated and urinate whenever you need to. Do not hold it in, and do not reduce the amount of fluid you drink in an effort to reduce the number of times you have to urinate. Holding in urine can lead to bladder or urinary tract infections which can be quite painful. If it suddenly becomes painful to urinate, first, increase how much water you are drinking and it might resolve itself. If not, ask to see a doctor. This infection can be treated instantly with antibiotics. To avoid this, keep well hydrated, and urinate whenever you need to. Easier said than done, you say? Not anymore ... keep reading.

Urinating while standing up

The time-honoured tradition of squatting to urinate still always works. Find an area of high grass or position yourself behind something. Keep a small bag of toilet paper in your pocket. As an alternative, for those without the built-in plumbing, the Army will now reimburse you for buying a field urination device so you can urinate while standing up. You can spend up to \$60 every two years on these little miracles. Buy one yourself and submit the receipt(s) with a CF 52 General Allowance form to your OR. The money will be repaid directly into your bank account. Here's the policy:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=064-24&type=canforngen>



Carry one with you in your pocket in a ziplock bag. Rinse with water and keep a set of wet wipes on hand. Practice first! Try it out in a bathtub first then practice at home while wearing your CADPAT pants. When you find one that works, it will change your life. To decide which one to order, take a look at the link below (not subject to the official languages act). They are also sold at outdoor, hiking or camping stores:

<https://menstrualcupreviews.net/best-female-urination-devices-pee-funnels-reviews/>

Pooping

It is no longer accepted practice to dig a hole for this purpose on Canadian training areas. Therefore, if you need a portable toilet for this reason don't hesitate to ask someone where they are.

Keeping clean

Disposable panty-liners are sold in any grocery store and can be worn by anyone. They can be replaced regularly thereby reducing the frequency of underwear changes. If you are on a long-haul exercise with no laundry, these are invaluable.

Section 3

Menstrual Care in the Field

Being ready for your period

Some people wear a liner or pad all the time when in the field just in case. Or, create pre-packed ziplock bags each with a couple of baby wipes and whatever period products you prefer (pad/tampon/menstrual cup). Keep the bag in your pocket or small pack. When you need to change products, put the used one in the bag, clean your hands with the wipes, and discard the bag as soon as a garbage appears.

Menstrual Cup. *If you haven't heard of these amazing little gems, take note.* A menstrual cup is inserted like a tampon but is a thin rubber 'cup' that collects. It gets inserted, collects, gets emptied and rinsed out, then is re-inserted. It has been gaining tremendously in popularity. Available in drug stores, relatively easy to put in, garbage-free, and can be worn for 12 hours at a time. Very useful if you are travelling for a long time in a convoy or out on a patrol. ***This completely replaces tampons and pads if inserted properly.*** Most people get by with owning just one.

Understanding Your Options: Managing Periods During Training

Managing your period during training is normal, but you may find the physical, psychological, or logistical challenges can impact your ability to perform. If this is a concern, it's helpful to know of some options to minimize these impacts. Speaking with a doctor is an excellent first step to explore the medical and non-medical ways to manage the challenges you are experiencing. There are, for example, contraception options that can adjust the timing of your period or suppress it altogether. Understanding all your options (some are free) will help you make the right choices for you. Ask your doctor!

Dealing with cramps. Bring appropriate medication in case your period suddenly appears during training, and keep one or two with you in a pocket.

Going to the gas hut? There is a persistent rumour that women should not go into the Gas Training Hut if they have their period. A CBRN instructor (female) was consulted and said there is no reason why you cannot go in. Wear pads, tampons, diva cup - whatever. Nobody seems to be sure where this rumour originated.

Section 4

Toiletries

Invest in a good toiletries bag that you can keep packed with basic necessities. Buy supplies so you can keep it full, and just grab and go. Keep it in the lid of your rucksack for easy access. Most drug stores have one that looks like the one on the next page, which is good because it fits into the lid of a rucksack and can also hang on a bush or tree easily.

Section 5

Showers

While showers are rarely taken on a weekend exercise, you will often be taken on shower runs back to a base facility on longer exercises or courses, where there are regular individual shower stalls, or at a minimum separate male/female shower areas. Armouries do have shower facilities. If you require alternate arrangements to shower, speak to a supervisor or enlist the help of a sentinel, a chaplain, or a friend to advocate for what you need.

If you haven't used dry shampoo before, give it a try. A treatment of dry shampoo can be done in about ten minutes.

Section 6

Shaving Hygiene in the Field

When living and training in the field, shaving hygiene is important. Always use a clean blade for shaving, ideally a fresh razor each time. If that is not possible, ensure you use clean water to rinse the blade. If you cut yourself while shaving, clean the cut as soon as possible (first aid kits contain disinfectant pads). If you think you might have an infection, ask to see a medic or clinic right away. Living in the field already has its challenges – don't add a skin infection to the list.



Don't forget:
 Ziplocks with
 pads/tampons/baby wipes
 Hair brush
 Hand sanitizer



Hook to hang it up

Toothpaste
 Toothbrush
 Dental floss

Baby wipes
 Mini Shampoo
 Mini conditioner
 Face cream

In old cardboard jewellery box:
 Hair elastics
 Hair net
 Rubber bun maker

In old tictac container:
 Bobby pins

Deodorant
 Tweezers
 Nail clippers
 Lip balm
 Afterbite (for bug bites)
 Soft shoe cloth from hotel

CHAPTER 13

GETTING DRESSED – AND MANAGING ALL YOUR NEW KIT

Section 1

Dress Regulations

Dress Manual

The Canadian Forces Dress Instructions is a website with seven chapters that answer every question on wearing your uniforms.

Here is the master link: <https://www.canada.ca/en/services/defence/caf/military-identity-system/dress-manual/toc.html>

To keep things fun, the full document is not searchable. Use the Table of Contents when searching for something specific. Details regarding dress are at the link below:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=078-24&type=canfor-gen>

Here are some quick facts to get you on your way:

Accessories

Curious about black pumps and nylons? Whether you can carry a civilian-style backpack or wear designer sunglasses? How about if you can use an umbrella while in uniform? Wonder no more! This and much more must-know information on miscellaneous clothing and accessories is located in Annex E of Chapter 5 of the Dress Manual.

Tattoos

Can I get one, and are there guidelines?

Yes you can, but yes there are guidelines regarding the type of tattoo. Read Chapter 2 Section 2 (Body Adornment) before giving your tattoo artist the go-ahead.

Hair/Nails/Jewellery/Make-up/Eyelashes

Hair

What are the rules? Hair must fall above the lower part of the collar or be tied back away from the face. There is no limit on length so your long ponytail is fine. Any hair colour is allowed, and accessories need to match that colour. You must be able to wear your headdress and protective equipment, and your face must be visible. Otherwise, you are free to express yourself. Read Chapter 2, Section 2 (Hair) if you want reassurance before trying out a new look.

When You Are On Parade

The dress standard is higher when you are on parade. Hair must be neat, jewellery minimized. Read Chapter 2, Section 2, paragraph 14 for details.

Tips for Parade-Calibre Hair:

- 'Fake hair' clip-ons such as a bun give you a tidy look
- Gel and hairspray are invaluable when neat styles are required, to avoid stray or fly-away hair

- A hair net (with elastic edges) can be purchased at a drug store and will make a bun look very tidy
- Hair extending below the collar needs to be neat: a bun, a braid, double-braid, etc.
- Dance stores have many different hair accoutrements for putting your hair up.



Nails

So long as you can do your job, any lengths and colours are fine. See Chapter 2, Section 2 of the Dress Manual under "Makeup" or "Jewellery."

Earrings/Jewellery

There is no limit to the number of ear piercings you can wear, just the size: items in your ears must be 2.5 cm or less. Unless you are in your formal DEU uniform where only a single set of studs 1cm or less is permitted.

Make-up

Yes.

False eyelashes

Yes, unless they impair your ability to perform your duties.

Undergarments

Optional (we can see you raising your eyebrows - see Chapter 2 Section 2). If you decide to wear them, they are a reimbursable item for women, intersex and trans members (see Underwear Allowance on the next page) and can be any colour.

Removing camouflage paint

Two great products for removing cam paint from your face are wet wipes (alcohol based) and cold cream. If you have nothing else, insect repellent will also help to take it off.

Section 2

Purchasing Uniform Items (and getting the Army to reimburse you)

The process: getting reimbursed for clothing you purchase yourself

For all authorized clothing purchases, the process to get reimbursed is the same. When you have finished shopping, make a photocopy of the receipt for your own records. Then take the original receipts to your unit OR. The OR will give you a CF 52 General Allowance form to fill out, and they will attach the original receipts to that form. The OR will

then process your claim themselves, and the complete amount will show up in your bank account (labelled 'Canada Fed'). It should not take longer than a couple of months to get your money back.

Bra allowance

Any soldiers who have completed Basic Military Qualification training and need to wear a bra to meet the demands of an operational environment get an annual reimbursement of \$240 before tax to purchase bras. It can be sports bras, regular bras, nursing bras, binding (not a compression shirt though), any colour and from any store. There is no longer a limit on how many bras you buy – just stay within the \$240. The purchases must be made between 1 April and 31 March of any given year. Keep your bra purchases separate from other items on the receipt or clearly indicate which items are bras so your OR staff do not need to guess. Take advantage of this every year, especially with sports bras, so you are always comfortable and well supported. Here is the link about bras:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=121-24&type=canforgen>

The link to frequently asked questions about this allowance is excellent:

<http://materiel.mil.ca/en/joint-common-clothing-small-arms/frequently-asked-questions-clothing-canforgens.page>

If you go on a deployment, you get double the bra allowance for that year

<http://vcds.mil.ca/APPS/CANFORGENS/default-eng.asp?id=137-21&type=canforgen>

Underwear allowance

All members who are female, intersex and transgender and who have completed Basic Training can purchase “underwear of their choice” up to \$180 per year. The purchase must be made between 1 April and 31 March of any given year. The CANFORGEN specifies leakproof underwear, however the intention is for you to buy whatever underwear you would normally buy. Nobody will ask to see your purchases. Men will continue to enjoy the army-issue boxer shorts.

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=112-22&type=canforgen>

Boot allowance

Your first two sets of army boots will be issued to you. The army has MANY SIZES and shapes, so do not accept boots that don't fit well. That will cause an extra layer of misery for you on your Basic Training course. Be polite but firm – don't walk away with boots that don't fit.

Once you have reached Operational Function Point (i.e., basic training plus your initial trade qualifications [DP1]) you can buy your own boots. Replace your initial issue boots (when needed) by buying new ones from a civilian supplier. *Check with your unit RQ to see if they want to see your old boots before you go shopping – some units do.* If you are an Army Reservist working at a typical unit, you are a Tier 2 person and can buy one pair of boots every two fiscal years to a maximum of \$340 before tax. Here is a link with all the details:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=103-24&type=canforgen>

Maternity/Nursing T-shirt allowance

While we all love the Army's brown T-shirts, they are awkward for nursing/pumping/pregnant members. Maternity and/or nursing T-shirts in the correct colour will now be reimbursed by the Army – two separate shopping trips of \$125 each for a total of \$250 per pregnancy for maternity T-shirts (which includes up to 10 months after the pregnancy), or a nursing T-shirt up to \$165 per year to buy what you need. There are additional details you should read carefully at the link below:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=065-24&type=canforgen>

Section 3

Obtaining and Discarding Uniform Items

Getting Kit. Over the years, you will amass a lot of clothing and equipment. Some gets issued to you by your unit. Some you order on-line. Some you go and buy yourself. Read the information below to know how to get all the kit and clothing you are entitled to.

Disposing of Kit. Neither the Army nor your roommate/family will want you to hoard 20 years' worth of your beloved old army kit. Some of it you must return to your unit. Some of it you can throw away. The difference is explained below:

Dress Uniform: initial ordering and getting new/replacement items

The 'distinctive environmental uniform' (DEU) is the dress uniform with the gold buttons on the tunic. These items are all obtained through on line shopping at the Logistikunicorps website, with points after your CQ has measured you and set up your on line profile. Once your profile has been set up, you receive a certain number of points every year, and you can just order whatever you want/need. Go to this link and check out what you can order. Items arrive directly to your home super quickly, and can be returned very easily using your local post office:

<https://www.logistikunicorp.com/en/index.asp?v=2>

CADPAT: initial ordering and getting new/replacement items

This is done through your CQ or RQ. Take items that require replacement to them, usually on a parade night. If they cannot help you by finding something in their own unit stores, they will order replacements and call you once they are ready for you to pick up. Some CQs do pick-ups weekly but some interior units go less frequently. Plan for this, and inform the CQ if you are handing over your only/last pair of pants that fit. Wash the items before exchanging them.

Some units may have direct access to a Clothing Store where you can exchange items yourself on a one-for-one basis during the day. For example, there is one in downtown Vancouver at 1755 West 1st Ave.

Discarding/Disposing of DEU or CADPAT uniform items

Do not throw away any CADPAT. All CADPAT kit and uniform items must be returned to your CQ as they are all on your clothing documents and there is a replacement cost if not returned. Also, CADPAT cloth is a controlled commodity, so nobody outside the military can have it.

When you are finished with any DEU items (the ones you ordered from Logistikunicorp), they can either be discarded in the garbage or you can keep them or donate them - the Army does not want them back. The only time you return DEU items is if they are still unused and in the box (for example you ordered the wrong size).

If you want to check the policy before throwing away your old uniform pieces, it is the Supply Administration Manual (SAM) A-LM-007-100/AG-001 at the following link:

<http://materiel.mil.ca/en/business-functions-materiel-management/supply-administration-manual-sam.page>

Non-issue kit – can I wear kit that I have purchased myself from civilian suppliers while I am in uniform?

This answer varies by unit. Many people now purchase and wear non-issue items. When going on course, anticipate that your non-issue kit may not be permitted. Always check before wearing non-issue kit with your uniform.

Uniform Items While Off-Duty. Can I wear pieces of my army kit while I'm in civilian clothes?

Essentially, yes so long as nobody can tell. The answer is found in the Dress Manual paragraph 45. It says items of uniform "shall not be worn with civilian attire, except for accessories (e.g. gloves, scarf and footwear) which do not explicitly identify the wearer as a member of the CAF".

Purchasing things outside the Army supply system. If I cannot get something through the system, where can I go to buy it?

First, you should not have to buy anything. The Army supply system is supposed to provide everything you need. However, what they provide is often made by the lowest bidder, and you may want to purchase something higher quality or better suited with your own money. Unless something is a match for an issued item, check with your unit before spending the money.

Canex web site. Canadian Forces bases all have a Canex store which sells lots of official and useful items such as military gear, CADPAT badges, military clothing, tactical gear, accoutrements, military gifts, authorized army patches for CADPAT, boots, furniture, watches, etc. You can also order on line:

<https://www.canex.ca/>

Section 4 Modifying Kit

Tailoring. If my uniforms do not fit, can I get them tailored and will the Army pay?

Yes. If your uniforms really do not fit properly and leave you feeling like a character out of a Dr. Seuss book, here is the process for requesting authorization to have them tailored:

Getting DEU tailored.

First, make sure you have tried to find the correct off-the-shelf uniform from Logistik Unicorp by on line shopping. Here is the link:

<https://www.logistikunicorp.com/en/index.asp?v=2>

The measurement system is good, and you can keep returning items until you get the right fit. If still no joy, take the DEU uniform to your CQ who will issue you a tailoring form and provide the price list for the tailoring work. Take this form to the tailor who will itemize the work and bill you. Pay the bill yourself, and then bring the CQ's form and your receipt to your OR. They will help you submit a claim to be reimbursed.

Getting CADPAT tailored.

Because CADPAT gets passed on to other soldiers, tailoring it is normally prohibited. However, there is a route to getting it done. If you are issued a CADPAT uniform item that is too big, getting it tailored **requires advance permission** and a bit of leg work, **but can be authorized**. If your measurements are more than three inches smaller than the smallest shirt/pants, tailoring can be authorized while the army supply system catches up:

- a. Take a photo of yourself wearing your issued CADPAT uniform which doesn't fit.
- b. Write a brief memorandum itemizing the tailoring requirements you anticipate needing in order to make the uniform fit properly.

- c. Send photos and memo to your unit CQ, and ask for them to be sent to the Brigade G4 Supply, who will then request authority from DSSPM. Note that the CQ or G4 Supply will request your measurements to be taken. There is a 3-inch variation in height and a 4-inch variation in chest/waist between each size, but if you are smaller than that, you CAN get authorization to have it tailored. Your CQ is welcome to reach out to the authors of this handbook for more information.
- d. Once your CQ receives the authority for your CADPAT tailoring, they will issue you a tailoring form, which you take to the tailor. The tailor completes the work, itemizes the work on the tailoring form, and you pay the bill. Then you submit the following to your OR:
 - Tailoring form
 - Receipt of payment
 - G4 Supply authorization letter/memo/email
- e. Your OR will attach those documents to a CF 52 General Allowance Claim, and process the claim. Your reimbursement will go to your bank account.



Getting badges sewn onto your uniforms.

You can sew your badges on by yourself. However, when the CQ issues you with badges or patches, they will also give you a tailoring form. You take this form to a tailor who itemizes the work (each patch/badge separately), and bills you. You pay, then bring the tailoring form and the receipt to the OR. They will assist you in filling in a CF 52 General Allowance Claim. The money will be paid into your bank account.

Kit modifications. How can I make my equipment fit me, and who can help me?

You will be provided with equipment and kit that is as close to your size as possible. However, sometimes it doesn't fit well. If you are small, or have any body shape that isn't like a 19-year-old male, the kit may need a bit of additional adjusting. There are two things to try:

Do It Yourself. Take some time, and have a really close look at all the tapes and straps and buckles. By adjusting them, you can often make a huge difference in how something fits. You can also make use of dark electrical tape or plastic zap straps to help you make things fit better. An example would be attaching a black padded hip belt from a hiking or outdoor store to your rucksack. If you are doing your own modifications prior to going on your Basic Military Qualification training, get your Sergeant Major to take a look at it first – there is a lot of emphasis on everybody looking the same on that course.

Getting Help. No luck with your own efforts? Take your kit to the armoury and ask your chain of command. You will perform better with kit that fits, so they have an interest in helping you. Sometimes they will send you to the Quartermaster who will be able to re-size or re-order kit that is simply the wrong fit. **TAKE THE TIME TO DO THIS** – physically challenging tasks will be far more enjoyable if you are doing them while wearing kit that fits.

My beret looks funny. How can I get my beret to form properly?

Try soaking it thoroughly in water, forming it on your head, and then letting it dry while you are wearing it. Put on some good TV for a few hours and wear it until it starts to dry on your head. Then take it off carefully and let it dry overnight. Some people also cut out the lining which can make it form better while still retaining its designed function. Another trick to make your beret look more seasoned is to take a razor and scrape the fuzzy surface of the beret gently. It removes some of the fluff without damaging the surface.

Section 5

Mess Kit (Officers and Senior NCO Only)



While you do not have to pay for most uniform items in the Army Reserve, this does not include mess kit if you want to purchase it. It is optional for the Reserves. It is worn for formal evening mess events and can run you between \$700-\$1000. Only officers (and senior Senior NCOs) wear this uniform.

Your unit may expect you to buy it. They cannot force you to, but some units have this expectation. If you do not wish to purchase it, you can wear your DEU uniform with a black bow tie and white tuxedo shirt, no name tag, and no beret. You can also look around for a second-hand version – the style for your trade probably hasn't changed since your unit was formed.

Section 6

Lost or Stolen Kit. What do I do if some of my kit goes missing?

Lost Kit. Find the Miscellaneous Loss Report form called the DND 4677. Fill in each of the lost items and give the form to your CQ. Take time to explain the circumstances of the loss on the form – the CO considers whether you were wilfully negligent when deciding if you will be liable for some of the cost. Once the form is received by your local supply section, they can immediately issue replacement items.

Stolen Kit. Take the same steps as for lost kit (above) however you will need to provide a copy of a police report to prove that the theft was really a thing, and some evidence that you have tried to claim with your personal insurance company (who will probably deny it, but you need to show you've tried). Again, the CO will consider whether the

theft was due to you being wilfully negligent and decide how much (if anything) you need to pay. As soon as the form is signed off, replacement items can be issued to you.

CHAPTER 14

FITNESS

Section 1

Getting Fit

Gym availability. Are there military gyms around that I can access?

Most armouries will have a small gym that you can access during working hours with permission. There is no charge to access a unit gym.

Gym allowances. Can I get help paying a gym fee (or pool fee, etc.)

See Chapter 5, Section 2: Benefits You Need to Apply For.

Sample workouts. How do I get fit?

See Annex B to this handbook.

Section 2

Avoiding Injury

Staying Fit

Coping with being top-heavy. How to make running less uncomfortable

When doing activities such as running or suddenly dropping to the ground, being large-breasted can be a challenge. Take the time to check out options to increase your stability, as there are some excellent sports bras available now. If you are still getting too much motion, try the two-bra technique: one with as tight a girth as you can manage to pull yourself in (loosen the shoulder straps so it doesn't pull down on your shoulders too much) then a second one over the top to provide vertical support. Replace your bras every year (Army will pay) so that the elastic is always fresh.

Coping with Running and Jumping—the price of having kids

In the Army, be prepared to run at any time. It could be a sudden dash to the mess hall, or any number of other reasons where the requirement to get somewhere at the double may arise suddenly, not just during anticipated times such as PT. If you have given birth to one or more children and your urinary muscles make suddenly running or jumping a challenge, consider wearing a protective panty liner any time you are in uniform.

If you are planning or leading PT, be sensitive to this. If you notice that not everyone in the group is achieving the same air-time during the jumping-jack activity, it is not necessarily an absence of effort.

Lifting things correctly. Why is it so important in the Army?

Many Army occupations require heavy lifting and carrying, and doing it right will prevent an injury that may ultimately end your career. Pay attention early to how you lift anything. If you are having trouble lifting heavy things, remember there are often different ways to accomplish the task. For example, lifting artillery ammunition repeatedly is very hard on your back. But performing the same lifting task as two separate movements can make a difference. You sometimes have to ask someone who is the same height as you - a 6'3" section commander may never have had to think of alternate ways of doing the task.

Section 3

Fitness Standards

Fitness standards on courses. How fit do I have to be to go on course?

See Annex B in this handbook for a fitness program that will get you ready to go on course. While the only actual criteria is being able to do the FORCE test, that is definitely not the only physical activity you will be expected to do on course. Also see Chapter 11, Section 4 (for Basic Military Qualification fitness suggestions) and Chapter 23: Key Career Courses (for Primary Leadership Qualification fitness suggestions).

The FORCE test

The FORCE test is the basic fitness test in the Canadian Army. New recruits must pass it to join, and serving soldiers must pass it annually. There are four timed activities, and you must pass all four to pass the test. Check on line if you want more information, there are a lot of good videos and information.

Getting one. There are people at your unit who are qualified to give FORCE tests. The PSP staff (who travel) also do them. Your unit Operations staff can also ask the PSP staff to make a unit visit if a few of you need to get the test done.

"Fitness is something you give yourself. You must constantly pay it into your personal bank account."
— CWO Stu Hartnell, Former Army Sergeant Major



Why do it (well ... you have to. But now there are prizes). Keep your FORCE qualification updated (within 12 months). You will need an updated test for summer training and deployments, even Domestic Ops like fighting wildfires, etc.

Prizes for Fitness. You can enter your FORCE test results into the fitness calculator at the link below to see if you achieved bronze, silver, gold, or platinum status.

<https://formefitcalculator.cfmws.com/>

If you hit one of those levels, congratulations! Order the prizes through Logistikorp – it allows you to click on the prizes IF your FORCE test has been conducted by someone qualified to use the official ipad system. CANFORGEN link below explains:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=179-19&type=canforgen>

Tips for passing. Being fit is obvious. But also watch YouTube videos of people doing the FORCE test activities – you will see how they are saving time on various activities – some are very clever. Walk through the activities several times in the weeks prior to your test for muscle memory, so that you do not have to think about it when you are doing the test.

Section 4

Protecting Yourself In Case of Injury While Working Out

Getting Injured While Working Out

Class A soldiers are not covered by the military if they are injured “off duty”. However, Class A members must maintain their fitness, and it is always possible that you will be injured while doing so. In order to maximize your chances of being covered by the military if you get hurt, take the following proactive steps:

1. Write a short memorandum addressed to your CO listing your fitness activities.
2. After the list, write: “I request your approval to conduct the above activities on my own time in order to maintain my fitness for my military commitments.”
3. Pass your memorandum through your chain of command to obtain your CO’s signature.
4. Follow up with your chain of command! Request a copy of the memorandum with CO’s signature and approval.
5. Take the signed memorandum to the OR to put onto your Unit Personnel File.

This is the closest you can come to being considered on Deemed Class A Service and maximizing the chances for Veterans Affairs to cover you if you get injured while doing those activities.

If you are interested in digging deeper, the policy is CBI 210.72(4) at the link below:

<https://www.canada.ca/en/departement-national-defence/corporate/policies-standards/compensation-benefits-instructions/chapter-210-misc-entitlements-grants.html#sec-72>

Section 5

I Just Got Injured While Working Out. What Do I Do?

Read Chapter 31 Section 5 “Ill and Injured Assistance” which will explain what you do.

CHAPTER 15

DEPARTMENT AND CONDUCT

Section 1

Department

Expectations. How am I expected to conduct myself? Are there guidelines?

Yes. CAF members need to hold themselves to a high standard. Read the link below called 'Trusted to Serve' which explains in detail the Canadian professional military culture and the expected behaviours within it:

<https://www.canada.ca/en/department-national-defence/corporate/reports-publications/canadian-armed-forces-ethos-trusted-to-serve.html>

Getting yelled at. Putting it into context

Every Hollywood war movie has soldiers being yelled at. And yes, raised voices have been known to happen (ok, often) on current Army courses. Before you assume you have done something terrible and are about to be fired, consider re-framing the experience. First, listen to the message – does something need to be done differently or faster? Is something unsafe happening that needs to stop right away? Also, sometimes yelling is done on purpose to create a training environment where leaders can evaluate how soldiers behave when they are under stress. Learn ways to handle stress that work for you, so you can respond quickly and confidently. Getting yelled at won't hurt you, and no, it does not mean you are fired.

Disrespect. Don't.

One of the best ways to sabotage your career is by being disrespectful, either to peers, subordinates, or leaders. People in the Army need to work as a team, and the team must respond to direction from whomever is in charge. In whatever role you may find yourself, be someone that others enjoy working with, trust to support them, and can count on as a peer.

- Disrespect to subordinates is unprofessional and can be seen as harassment.
- Disrespect to your boss is a chargeable offense under the Code of Service Discipline. It is called insubordination and can result in career action.
- Disrespect to your peers is just being a jerk.

Section 2

Personal Relationships

In an Army Reserve unit, a “personal relationship” will refer to an emotional, romantic, sexual or family relationship between two serving members. You absolutely can and should have friendships and be very close to the people around you of any gender. However, if your platonic relationship becomes a personal relationship you must refrain

from conduct that might be considered unprofessional while in uniform (holding hands, for example). If you go on any military course, you will sign a personal relationship policy which will outline the rules for what is/isn't acceptable.

Other than these times, there is nothing wrong with entering into a consensual relationship with another military member. Make professional connections and close friends ... but begin the way you mean to go on.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5019/5019-1-personal-relationships-and-fraternization.html>

Hints for avoiding trouble

Regardless of how innocent it is, be conscious of the optics of being alone with one other member in a room with the door shut while at work. You leave both yourself and the other person open to the interpretation of others. An open-door practice helps to avoid the appearance of an inappropriate personal relationship.

If you are the senior rank and want to enter into a romantic relationship with someone of a lower rank be very sensitive to this power imbalance. If your behavior is perceived as unwelcome, it can be classified as harassment or just be really awkward for the other person.

Understand the policy. Take it seriously, and make sure other people are treating you with the same consideration.

Dating in your own unit – perspective beforehand

- Keep your in-unit behaviour professional. Even if people in your unit know you are dating, it should not be obvious from your behavior while in uniform.
- Don't feel pressured to date, and especially don't feel pressured by rank – if someone of a higher rank asks you out, you are perfectly entitled to tell them no. If you agree to date them, then as far as the relationship is concerned, outside work time, rank disappears. Only at work must a professional rank relationship be maintained.
- Ask yourself the question: if the relationship were to dissolve, could I still work with this person? In the Reserves, remember that we stay at the same unit with the same people for a very long time.

Section 3

Your Professional Relationship With Others

Establishing a good one, and things to avoid

The army attracts many different people with different backgrounds, and getting along with them in your Reserve unit will be important. Here is an abridged list based on lessons learned from people who have seen this done well and done poorly:

- Be generally respectful to everyone even if they are not your friends. In the Reserves you will probably be working with a person for many years to come, and there is a good chance they may end up being your boss one day, too.
- Be careful about what you commit to text/email/social media about other people. If you knew the person you are writing about would be shown the email, would you still write it? Would you want it to be written about you?
- Military units should not feel like high school. Do your part in creating a sense of cohesiveness and professionalism for everyone.
- Try not to share your bad day by creating one for others. If you need assistance to get through a difficult time, a chaplain, unit sentinel, or a willing friend can help you.

- If you find yourself consuming alcohol, monitor your behavior carefully. Ensure that the person you become when you are drinking can pass scrutiny in the light of day, which is when incidents get examined. The Army has no patience for bad behavior due to drunkenness.
- Sometimes people act in a way that is out of character. They may be going through a difficult time that has nothing to do with you or the army, but may inadvertently bring it to work. If they are your friend, don't take their behaviour personally. If appropriate, check in with them to make sure they are ok.

CHAPTER 16

MILITARY HOUSING

Is there military housing for me and my family?

Yes and no.

In Canada. If you live near a military base, you can look into applying for military housing. The process is different depending on the base, however the local MFRC is always the place to start. They will know the process at their associated base and what your chances are of acquiring something. Rents vary across Canada, but are typically much lower than the surrounding area.

<https://cfmws.ca/support-services/families/military-family-resource-centres>



In Vancouver. As an example, the former Jericho Garrison area (4th Avenue and Highbury Street in Vancouver) has 66 2-4 bedroom military houses which are rented out to serving and retired members including Class A Reservists. Regular Force personnel posted to Vancouver are the top priority for the houses, but Reservists on full-time Class B contracts are the second priority and you do not get 'bumped' out once you move into one. The monthly rent for these houses runs at about \$1500-\$1800 per month depending on the size of the house.

There are also Singles Quarters, single sort-of-furnished rooms for about \$400/month also at the former Jericho Garrison.

To apply in Vancouver or to ask further questions about your eligibility, contact the Jericho Lands Office at 604-559-4400 or manager@jericho-lands.ca.



CHAPTER 17

ALCOHOL AND DRUGS

Section 1

Alcohol

Rules for alcohol. If I'm old enough to enrol, does that also mean I can drink alcohol in my mess?

No. The same rules that operate in the province are the rules you must follow when you are in your mess. In Alberta, Quebec, and Manitoba the legal age is 18 so when you are in a mess in those provinces, you can drink if you are 18. For all other provinces you need to be 19.

Section 2

Drugs

Cannabis. Can I?

It is not illegal for serving soldiers to use cannabis. However, if you decide to do so, you must make yourself familiar with the Army's policy on its use. The link below takes you to a very comprehensive set of guidelines, especially Section 5 called Prohibitions on Cannabis Consumption and Possession. Read it before you use cannabis, and make sure you are not colouring outside the lines before putting on your uniform. Link is below:

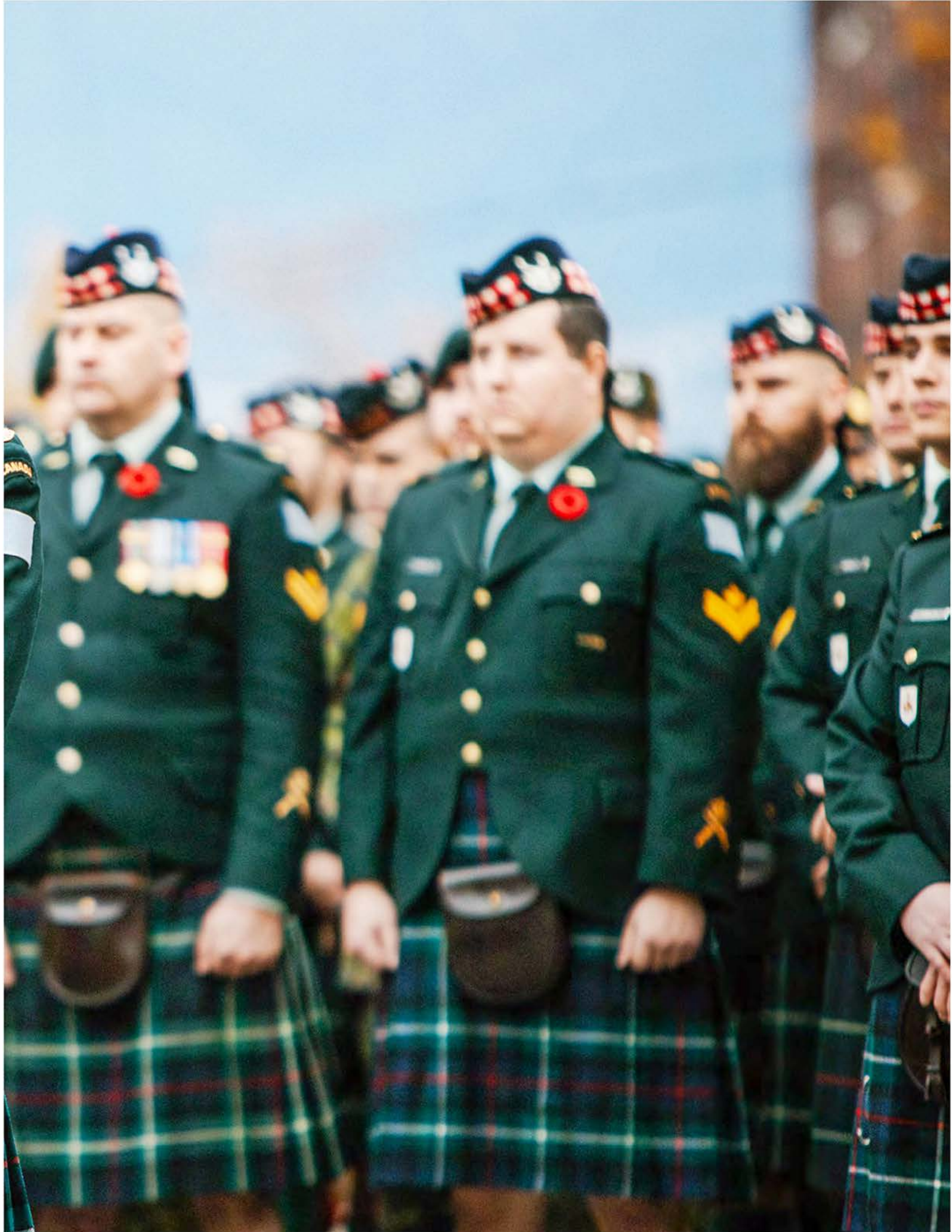
<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/9000-series/9004/9004-1-use-cannabis-caf-members.html>

Illicit Drugs. Can I?

No.

Later In Your Career - Things To
Read Once You Have Been In
For A While





CHAPTER 18

ADMINISTRATION

Section 1

Military Writing

The Memorandum. The most important document in the Army for getting things done

When you have a request for information or action, you can submit it as a memorandum (either on paper or electronically). A memorandum is not required for every little thing, but is useful if you are communicating a complicated issue, or asking for information or a response. Also, when your request is in writing, it is less likely to be forgotten about. The format of your memorandum is important to make sure your message is clear. When you submit a memorandum, you should receive acknowledgement within about 14 days. Every memorandum you write should have a date on it and your phone number. (Note: Add PROTECTED A to the header and footer if you are including personal information.) Below is a simple example of a memorandum:

Memorandum

(File number if known or just your last name)

(day/month/year)

(The position or rank/name of the person the memo is going to)

SUBJECT OF YOUR MEMO – ALL CAPITALS,
UNDERLINE BOTTOM LINE, AND ONLY
TYPE TO ABOUT THE MIDDLE OF THE PAGE

Refs: A. (any documents you are attaching – list them here)

B. (these are single spaced)

C.

1. Write your memorandum in 12 font, Times New Roman, and with the writing going all the way to the margin and wrapped around like this.

2. Double space the paragraphs.

(leave five spaces below your last line here – this is where you will sign)

Rank/Name/Initials (your own)

Position Title (if you have one)

###-#### (phone number – put your cell phone number, email anything so you can be contacted)

Where do I find all the rules for good military writing?

Military writing is not the same as civilian writing in that it has many prescribed and rigid formats. All the templates and military writing protocols including useful grammar tips are in the document at the link below. It is from the

hallowed halls of the Human Resource Administrators school in Borden, ON. The document is only accessible from an Army computer, but can be downloaded and saved or printed as a reference once you get in there:

<http://intranet.mil.ca/en/mcu-guide-guidelines.page>

Official Terminology. Does the Army have a dictionary of commonly used terms?

Yes. It is called the Defence Terminology Bank. It is actually easy to use, and is located at the link below:

<http://terminology.mil.ca/>

Section 2

Finding Documents Big And Small

Forms. Where are all the Army's forms and how do I find them?

You will discover that the glue that holds the Army together is forms. If someone tells you to fill in a form that you have never heard of (this will happen often), the link below can help you find it. Each form will have a title (at the top) and a code (at the bottom). Type in the name or the code of the form you are trying to find, and this link will bring you right to it. This is only available on Army computers (DWAN):

<http://dfc-rfd.mil.ca/en>

Manuals. Where do I find them all?

All Army manuals are stored electronically in the Canadian Army Doctrine Library (CADL) at the link below. First click on the link. If you know what you are looking for, type key words, manual codes, or parts of the title directly into the **Search This Site** box. If you are just browsing for things, use the **Find Your Pub** link which will help you narrow down your search.

To order a hard copy of ANY of the publications at no charge to you, give your unit CQ the NATO stock number (or just the title) and they will order it for you through the DRMIS system.

<https://acims.mil.ca/sp/cadl/default.aspx>

Army Policies and Rule Books. What are they and where do I find them?

There are many "rule books" that govern the Army. Very few people are good at finding or navigating them, so don't worry if you find this daunting. Here are four of the most commonly used "rules books," in order of priority. Search up key words to check on policies and rules for yourself, instead of taking other people's word for how things are done:

- a. [Queen's Regulations and Orders \(QR&Os\)](#): The main policy book, divided into four parts:
 - (1) Volume 1: Administration (all the stuff your Orderly Room knows);
 - (2) Volume 2: Disciplinary (how the Army keeps everyone in line);
 - (3) Volume 3: Financial (the rules for getting and spending money); and
 - (4) Volume 4: Appendices (everything that doesn't fit into the other volumes).
- b. [Canadian Forces Administration Orders \(CFAO\) INDEX -- \(ENGLISH EDITION\)](#): Like the QR&O but way more detail (DWAN only).
- c. [Defence Administrative Orders and Directives \(DAOD\)](#): Will slowly replace the CFAO. Are available on the Internet.

- d. **Canadian Army Orders (CAO):** Directives just for the Army. Expands on some parts of the CFAO and DAOD in more detail with Army-specific language (DWAN only).

Policy Changes. How will I find out about them?

Policy changes come out regularly, and everyone is expected to know and respond to those changes. Some will be directly relevant to you - pay increases and the ability to wear your hair in a ponytail were examples of such changes. They are announced in newsletters called a “CANFORGEN” or “CANARMYGEN.” Here is where you find them, archived by year:

- **CANFORGEN:** When a change applies to all of the Army/Navy/Air Force. You can also download the CAF app where you can access CANFORGENs on your smartphone and impress people at parties.
<http://vcds.mil.ca/vcds-exec/pubs/default-eng.asp>
- **CANARMYGEN:** When a change is just for the Army:
<http://acims.mil.ca/CANARMYGENS/Forms/AllItems.aspx>
- **CF Military Personnel Instructions:** When a change is regarding a personnel issue:
<http://cmp-cpm.mil.ca/en/policies/cf-mil-pers-instr.page>

CHAPTER 19

COURSE PROGRESSION AND PROMOTIONS

Also see Chapter 11, Section 4: Basic Military Qualifications (BMQ) for information on BMQ and Chapter 23, Section 1: Non-Commissioned Member Courses for information on PLQ.

Section 1

Courses

What courses do I need for my trade?

Refer to Annex C.

Will my unit send me on them automatically? How quickly should I take them?

The courses you require to advance in your trade should be made crystal clear to you. Your chain of command should be pushing your next courses at you, and you should never feel in any doubt what those courses should be. Two things to keep in mind:

- If you are a unique trade in your unit (such as the only cook or logistics officer at a combat arms unit), your courses will not be the same as the majority. Therefore, keep in touch with peers in the same trade from other units to watch what is happening to them. Your unit operations staff may not be experts on all trades to the same degree, and you don't want to be forgotten about.
- Try to take your courses as quickly as possible. It is easier to do before you have a full-time job or family, and it will ensure that you do not end up partially finishing a course with multiple modules that suddenly changes in mid-stream. If you feel you can scrape by and achieve a bare pass in a course, TAKE THE COURSE!

Section 2

Prior Learning Assessment Review (PLAR)

Will the Army recognize any of my civilian and prior military qualifications?

Sometimes civilian courses are similar to Army courses. A PLAR is a process to evaluate your civilian (or prior military) qualifications to see if they can be used to replace an Army course. Easy examples are cooks with Red Seal qualifications who can get Army course equivalencies. While it is time consuming to get it done, it sometimes means you can avoid going away for weeks to do an Army course that you do not really need.

To find out if your courses have Army equivalencies, find the form at the link below, attach any relevant supporting documents (listed on the form), then give it to your OR to mail it out for you. For details, go to "Volume 2 Part 4" in the link below, and find CAO 24-20:

<http://acims.mil.ca/org/3372/SitePages/CAO.aspx>

Section 3

Promotions

Policies for promotion. What are the requirements for each rank level?

The promotion policy varies by trade. However, there are some general guidelines you should be aware of. The main generic promotion policy document is found here:

- Click on the link below and search for **49-5** or **Promotions for NCMs**: http://corpsec.mil.ca/admfincs/subjects/cfao/toc_e.asp

From	To	Key Courses	Comments
Private (Recruit)	Private (Trained) When you get your first hook	Basic Military Qualification (BMQ) course and DP1 (first trade) courses	Effective promotion date: should be the date you graduated from your first trade course.*
Private (Trained)	Corporal		Prerequisites: Once you have your DP1 courses (first hook), you do not require any further courses to become a Cpl, just two years of time in service (i.e. since your enrolment date).* Promotion date: promotion is not automatic for Corporal however you should not be waiting longer than a few weeks after meeting the requirements.
Corporal	Master Corporal	See your trade in Annex C	Prerequisites: Once you have completed your DP2 courses and PLQ including the Mod 4.* Promotion date: not automatic. Your unit will promote you to MCpl when there is a spot and when they feel you are ready. And if you don't tell them not to.

- Click on the link below and search for **49-12** or **Promotions for Officers**: http://corpsec.mil.ca/admfincs/subjects/cfao/toc_e.asp

* Make sure your FORCE test and medical are current or you are not eligible for promotion even if you have the courses

From	To	Key Courses	Comments
Officer Cadet	Second Lieutenant	BMQ BMOQ (Part 2)	Prerequisite: Completion of BMQ and the 10 day BMOQ Part 2.* Promotion date: the date you meet the prerequisites for 2Lt. This is one of the automatic effective dates.
Second Lieutenant	Lieutenant	BMOQ – Army (55 trg days) and First trade course	Prerequisites: Rest of your DP1 and one year as a 2Lt.* Promotion date: the date you meet the prerequisites for Lt. This is one of the automatic effective dates.
Lieutenant	Captain	Two years as a Lt	Prerequisites: Once you have two years as a fully qualified Lieutenant, you have met the prerequisites for Captain.* Promotion date: promotion is not automatic for Captain.

Promotion Eligibility

Note that some promotions (highlighted in the chart beginning on the previous page) are granted based on the dates that you meet the prerequisites for that rank, not the date when your unit gets around to doing your promotion paperwork or when someone decides you are 'ready.' This is very clearly spelled out in Canadian Army Order 29-12, paragraph 24:

<https://acims.mil.ca/org/3372/SitePages/CAO.aspx>

Do not expect to be actually promoted (given the rank on your uniform) on the exact date that you meet the promotion prerequisites. However once you are actually promoted, check the effective date of your promotion by going into the EMAA program and downloading a document called your "MPRR" which will tell you. For the highlighted ranks, that date must be the date you met the promotion criteria. If it isn't, check with your chain of command.

Back pay. If I am one of the ranks in yellow and have to wait for my promotion, will I receive back pay for the time I had to wait?

Yes. For the ranks highlighted (above), once you are actually promoted, you should expect to receive backpay right back to your effective date of promotion (the date you became eligible for the promotion). For these ranks, this isn't optional – it is in policy and you should expect the backdating of your promotion to happen.

Acting/Lacking Promotions. What if I am missing a course or time-in-rank?

You can be promoted to the next rank if you are missing either a course or the time in rank, but not both. It is expected that you will obtain that course or time in rank within two years of receiving an acting rank. However, if circumstances preclude you from getting the missing piece within two years (such as an unforeseen personal situation or the course you needed wasn't available) your unit should submit a waiver for an extension so you can keep the rank. It should be seen as unusual for someone to have an acting rank withdrawn. The reference is CFAO 49-5 for non-commissioned members and CFAO 49-12 for officers:

http://corpsec.mil.ca/admfincs/subjects/cfao/toc_e.asp

DAPS. Can I go directly from Pte to MCpl if I have all my courses?

Yes. This program is to recognize leadership potential and experience. If the stars align and you get all your DP1 and DP2 courses (including PLQ) in quick succession, your unit can promote you directly from Private to Master Corporal.

This would be a particularly good option for someone who has cadet experience, for example, or has unrecognized experience from a military in another country. It is not commonly done, but is there to recognize and help strong candidates. For more information on this program, look in the CFAO Section 49-5.

Acting While So Employed (A/WSE) Rank

If you are assigned to work in an established position one rank higher than your substantive rank, given the full spectrum of duties, and are in that position for longer than 90 days, you meet all criteria for A/WSE rank. It means your promotion authority can give you the rank and pay of the position you are occupying while you are in it. Unlike an acting/lacking promotion, this is not 'merit based' and there are no course or time requirements. Do not think of this as an unearned promotion – this is your chain of command thanking you for taking on the extra responsibility of the higher-ranked position.

This legally includes Class A people.

CANFORGEN 040/20 says you cannot backdate an A/WSE promotion request. However, this is being consistently over-ruled in grievance decisions. If you believe this applies to you, start with the link below and search for the word "acting" to learn more.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/canadian-forces-military-personnel-instructions/acting-rank-or-appointment-while-so-employed-awse-for-lcol-cdr-and-below.html>

Section 4

Commissioning Upon Enrolment

Just go to the Recruiting Centre when you enroll, and tell them you want to be an officer. If you are deemed qualified, they will guide you through the process.

Commissioning: If You Are An NCM Already

According to the policy manual, your chain of command would notice your potential and approach you about becoming an officer. However, people are busy, and you should not sit around and wait for this to happen. If you are interested in commissioning, do your research about what trade you are interested in, and the time requirement for the courses of that trade. You should mention your interest informally to your chain of command first, then follow up with a memorandum expressing why you are interested and how it will benefit the unit to have you as an officer. You should also possess or be working on an undergraduate degree. Then follow up on the memorandum – you should expect an answer, even if the answer is just "we'll think about it."

Special Commissioning – for Pte/Cpl/MCpl

If you are already a Private (who has reached operational functional point – ie your DP1), Corporal, or Master Corporal and you have a degree, if you are commissioned you will become a Second Lieutenant (2Lt). You still have to take all the officer courses, but you will not start as an Officer Cadet.

Special Commissioning - for Senior Non-Commissioned Officers

Once you reach the rank of at least Sergeant, if you are selected for commissioning you convert directly to either Lieutenant or Captain. Once you are commissioned you are expected to take any officer courses that are required

within the first few years in that rank. You will be advised what those are when you receive your letter of acceptance. The ranks are:

If you CFR as a:	You become a:
Sergeant	Lieutenant
WO	Lieutenant
MWO	Captain
CWO	Captain

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5002/5002-10-commissioning-from-the-ranks-plan.html>

Reverse Commission. If I am an officer, can I become an NCO?

Yes. It is unusual, but possible. It will not happen overnight; plan for it to take 12-16 weeks to be approved.

CHAPTER 20

OPTIONS FOR TAKING A BREAK IF YOU NEED TO

Maintaining a healthy work/life balance is important throughout each stage of life. Contrary to how it can feel, the Army does not want you to burn out. However, the evolving demands of a civilian career, family life and the military can become overwhelming. When the Army needs to take a back seat, and accommodations at school/work are not enough (see Chapter 22), here are several ways to take a break from your unit without leaving the military altogether.

Section 1

Taking Short Breaks (Class A only)

Just taking a night off

If you need to take the occasional parade night off, or find yourself unable to attend a weekend exercise, you simply advise your chain of command in advance that you will not be attending. Members who have uneven civilian work schedules are often in this position.

Request Exempt Drill and Training (ED&T) for weeks or months off

This is a formal 'leave of absence' arrangement between you and your unit where you take a pre-determined amount of time-off between four weeks and a year. It is super easy to do, and means that nobody will expect you to show up or do any activity with the unit during this time. This is an excellent method to give yourself some breathing room if your job, family, life, or other needs your undivided attention for a bit of time. If needed, you can submit another request for an additional year off once the first one is done. You can cancel your ED&T at any time if you want to come back to work. Go to the following link and find paragraph 3.11 for more details: <http://cmp-cpm.mil.ca/en/policies/cf-mil-pers-instr.page>

Maternity and Parental Leave

See Chapter 21, Section 1: The Policies for all the details.

Taking Leave (holiday for Class B and C only)

Army Reservists either get leave (holiday) or payment in lieu of leave (PiLL). For more information on PiLL, see Chapter 5, Section 1: Automatic Benefits. If you are on a Class B contract, you can use leave any time during that contract, or pay back the leave if for some reason you decide to end your contract early. For the formula to figure out your leave, see the diagram below or check the link below which takes you to the Canadian Forces Leave Manual, which has tons of details. Here is a simple break-down:

Class	Employment Contract	Leave Entitlement
A	Max 12 days in a row at a time	PiLL (paid to you automatically every day)
B	Anything up to 30 days	PiLL
	30 days	2 days of leave
	Every subsequent 15 days	1 day of leave

There are many different types of leave, and the following manual explains them all: <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/leave-policy-manual.html>

Section 2

Taking Long Breaks (Class A only)

Supplementary Reserve

If you have decided to quit, but would like to retain the option of returning easily and with your qualifications intact, you can ask to be moved to the Supplementary Reserve if you have already reached the operational function point for your trade. If you join the Supplementary Reserve, you hand back all your kit, and get transferred to a “ghost” holding unit. You normally have five years to get back in, but special cases will be considered. Your OR will explain this process if you are interested.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/2000-series/2020/2020-4-supplementary-reserve.html>

Non-effective Strength (NES). What happens if I simply stop showing up?

If you are no longer fulfilling the attendance and training requirements (see Chapter 2, Section 1: How Often do I Have to Show Up?) you become Non-Effective Strength. If this happens, and you do not sort yourself out, measures may be taken over a period of time that result in you being released to make room for someone else. Try hard not to let this happen. It causes a lot of extra work for your unit, and a 5F release flags you unfavourably for government jobs for the rest of your life. Instead, choose one of the other options if you need to take a break or want to leave altogether.

Section 3

Taking a Break from Civilian Work (or School) to do Army Work

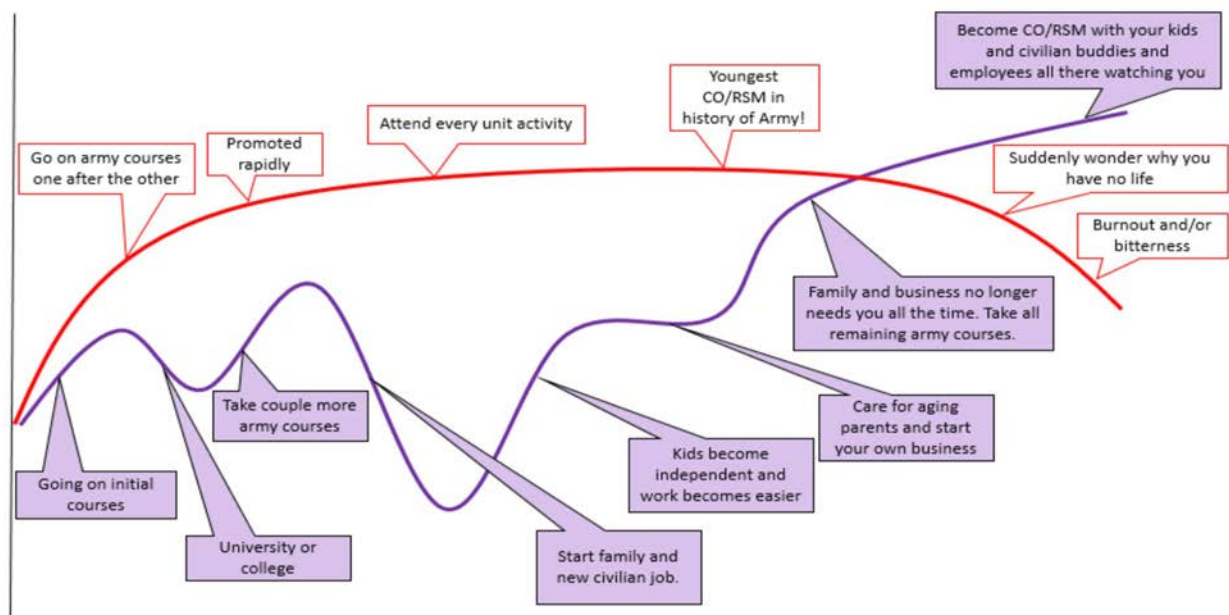
See Chapter 22 for information about how the Army’s Employer Support Programs and the Canadian Forces Liaison Council (CFLC) can help you get flexibility at work or get accommodations at school for your military activities.

Section 4

Keeping Perspective. It is ok if you cannot give 100% to your unit all the time

Remember that a unit functions with a variety of levels of commitment from people. Your ability to serve in the Army will (and should) change over the course of your life. Don't lose perspective on what is really important in the long run. And don't hand in your uniform the first time you see other people giving more than you, or advancing in rank faster than you are. Always keep your eye on the long game – the unit will be stronger for you staying in uniform, and giving what you can ... when you can. See two career paths below. Beware of the red line, and don't give up if your life and career feel like the purple line:

Commitment to Your Unit



CHAPTER 21

PREGNANCY

Section 1

The Policies

The Army has a legal obligation to accommodate pregnancy-related needs unless the accommodation will cause undue hardship such as health, safety and operational effectiveness. If you become pregnant, you and the chain of command cooperate and compromise to find reasonable and practical solutions.

If the maternity/parental processes seem complicated, do not hesitate to ask your OR for help – other than actually pushing the baby out, the Army's paperwork can be the hardest part of childbirth. Take a look at these links:

Generic human rights document:

<https://www.chrc-ccdp.gc.ca/en>

Pregnancy Administration: how to navigate the Army's pregnancy paperwork (Class B)

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5003/5003-5-pregnancy-administration.html>

Maternity and Parental Benefits: specifics like applying for EI

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5001/5001-2-maternity-and-parental-benefits.html>

Army's guidance on number of weeks needed for maternity leave

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/queens-regulations-orders/vol-1-administration/ch-16-leave.html#cha-016-26>

If the maternity/parental processes seem complicated, do not hesitate to ask your OR for help – other than actually pushing the baby out, the Army's paperwork can be the hardest part of childbirth.

Section 2

Pregnancy

Are there any limitations to what I can do while pregnant? Courses, parading, etc.

Class A: If you become pregnant, you call the shots. You can say nothing about being pregnant, attend army courses, and continue to parade regularly. Conversely, you can choose to take up to 18 months off, which is called ED&T (Maternal). You can go on courses even while pregnant, and if for some reason you cannot continue, you can choose to leave the course. This is no different than someone who has a bum knee and goes on the course anyway hoping to pass. But do not be afraid to advise your chain of command that you are pregnant. Advising the Army about your pregnancy allows them to give you good advice. You are not the Army's first rodeo - the doctors know what the courses are like, and will want to ensure the safety of your baby and set you up to have no regrets

down the road. But if you choose not to involve the Army in your pregnancy, that is up to you. There is no maternity pay for Class A, however – you still only get paid when you work.

Class B: As a Class B member, you have to go to the MIR when you suspect you are pregnant. They will put you onto a temporary medical category, but ***how much this temporary category limits you is up to you and the doctor and your CO. It is a consultative process between the three of you, and there are no rules specifically precluding you from doing anything.*** You are entitled to up to 18 months of time off to care for your child if you want it (12 months paid; 6 extra months without the 90% top-up). As a Class B member, tell your OR well before your final day of work (90 days?) to make sure you get assistance with all the paperwork.

Section 3

Ordering Maternity Uniforms

How to order them, and what kind of things do I get. Do I have to wear them?

DEU maternity clothing is ordered on line from Logistik Unicorp. Your CQ may need to take you to Clothing Stores so they can update your profile to enable you to order maternity items. If possible, bring some sort of proof of pregnancy (i.e., doctor's note, etc...preferably not a pregnancy test stick...). None of the sizes you actually need will be in stock, but select what seems closest. The system then locks you out of the maternity clothing section after nine months. You will only be able to order military maternity clothing once. So if you are not sure if you've had your final little bundle of joy yet, don't give away your maternity uniform items.

<https://www.logistikunicorp.com/en/index.asp?v=2>

If you are very proactive, you can have your CADPAT tailored to be 'maternity' with a stretchy waist!! Your CQ needs to take you to Clothing Stores who will take measurements and initiate the tailor chit to have this process done. This can take a few weeks if the material is in stock, or a few months if they have run out.

Section 4

Pay issues. Will being pregnant impact my pay?

Class A pay is not affected – you continue to get paid when you parade. If you are Class A and receiving maternity benefits (EI or other maternity benefits) you must still report your Class A earnings to Service Canada. You will be able to keep 50 cents of your EI benefits for every dollar you earn, up to 90% of the weekly insurable earnings used to calculate your EI benefits amount. So it's worth doing the Class A. For more info on earning extra Class A money while collecting EI, wade through the following Services Canada website:

<https://www.canada.ca/en/services/benefits/ei.html>

Class B pay is often affected, which is incredibly frustrating. Keep closely in touch with the Finance member of your OR staff - they are the person who can help you rectify this. Watch your pay statements VERY CAREFULLY if this is your situation.

Section 5

Coming Back To Work After The Baby

Pumping Breast Milk. How do I do this when I'm at work? How do I store it?

Bring your stuff in a bag, and ask in advance if you can use an empty office. The main thing when balancing your job and pumping is not to just disappear – your supervisor should always have the explanation for your absence and a good idea when you will return ("I'll be back in 20 minutes").

A new CANFORGEN provides details about the support you can expect if you wish to pump or nurse during working hours while in uniform. It also includes information about nursing T-shirts:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=116-21&type=canforgen>

Reimbursement for Nursing Clothes

Don't forget that when you have a new baby, you can buy yourself some nursing T-shirts and nursing bras to wear under your uniform. The Army will reimburse you (see Chapter 13, Section 2: Obtaining and Discarding Uniform Items).

Asking for help. If being a new parent is overwhelming, who can help me?

Balancing a new baby and a job is extremely challenging. Nobody plans to become overwhelmed, so ***if you are expecting a baby keep the following two numbers by the phone*** in case you need someone (trained) to help you get through this experience:

- Military Family Information Line. This number is listed in the mental health chapter of this handbook, but also needs to go here. As a Reservist with a new baby, if you need someone to talk to so you can get through a difficult day or week, call. They are 24/7 and will be there for you.
1-800-866-4546
- Postpartum Support Society. This organization helps all new parents, and can be contacted Monday to Friday 10:00am to 3:00pm
1-855-255-7999 or
604-255-7999 (lower mainland)

If at all possible, try to weather the storm with your baby and don't hang up your uniform permanently. When your children are a little bit older, your ability to be an active member of your unit will return, even if right now that day seems like it will never come. And don't forget - going on a weekend exercise can potentially provide you with five uninterrupted hours of sleep, someone else cooking, and the chance to talk to adults again for a few hours.



How can I prepare myself to leave the baby and come back to work?

This is never easy, and is different for everybody. If you have in-laws or a nanny, obviously it will be a very different experience than if you are a single parent at the mercy of childcare. Little bundles of joy they are, but they introduce complications especially to your schedule. You may be less able to respond to last-minute tasks which can make you feel less effective. While a new baby will bring you many years of happiness, the hours/days can be exhausting. Do not hesitate to reach out to the phone numbers in Chapter 32 if you need help getting through some of those long days. And again, try to keep in contact with your Reserve unit which can be a lifeline of support and friendship until your children grow up and pay it all back to you (we are told this happens).

Remember that ***you truly are doing something great by doing your Army Reserve job while simultaneously raising a new Canadian taxpayer.***

CHAPTER 22

BALANCING YOUR CIVILIAN LIFE AND YOUR MILITARY LIFE

At some point, you may need to ask your civilian employer or school for time off to go on course, exercise, or deployment. You may even need to ask for some flexibility to allow you to attend training nights. Carefully managing the relationship with your employer or educator will help you to balance your military and civilian commitments. There are several resources available to help you obtain support for your Army Reserve work.

Section 1

Approaching Your Employer/School About Military Activities

With a bit of planning, you can begin the conversation with your employer/school about future time off or flexibility for your military activities. Start with the Reservist's Employer Support Toolkit. It has advice on talking about the military side of your life with your school or employer, and explaining how your reserve service may be in *their* interest:

<https://www.canada.ca/en/department-national-defence/services/canada-reserve-force/information-reservists/reservist-employers-support-services.html>

Ask if you can invite your supervisor or professor to a unit employer-support event (e.g., boss' night; visit to an exercise).

Section 2

When Your Exercise, Course or Deployment Conflicts With Work

The Reservist's Employer Support Toolkit has advice on how to request military leave from your school or workplace. Bottom line: don't wait to ask!

You may need your commanding officer to write a letter supporting your request for time off. The Toolkit provides templates:

<https://www.canada.ca/en/department-national-defence/services/canada-reserve-force/information-reservists/reservist-employers-support-services/letters-employers-educators-reservists.html>

If you will be gone 30 days or more, your employer (or you, if you are self-employed) may be eligible for financial support under the Compensation for Employers for Reservists Program (CERP):

<https://www.canada.ca/en/department-national-defence/services/canada-reserve-force/supporting-reservists/compensation-employers-reservists-program.html>

Section 3

If Your Civilian Employer or Educator is Reluctant to Grant the Time You Request

If your unit has a Unit Employer Support Representative, ask them about the best approach. You can also contact the Reserve Employer Assistance Program (REAP) who will respond quickly and work with you to see if a solution can be found. The form to request assistance is here: <https://www.canada.ca/en/department-national-defence/services/canada-reserve-force/forms/reserve-employer-assistance-request-form.html>

Section 4

When You Return

After your time off, there are some ways to recognize your employer/educator for their support.

Thank them yourself (a letter is nice; templates are located at the link in Section 1).

Ask the CAF to formally thank them through the Employer Support Recognition Program.

<https://www.canada.ca/en/department-national-defence/services/canada-reserve-force/forms/reserve-employer-recognition-nomination-form.html>

Ask if your employer is interested in joining the With Glowing Hearts program which provides some more formal recognition.

<https://www.canada.ca/en/department-national-defence/services/canada-reserve-force/supporting-reservists/with-glowing-hearts.html>

Section 5

I'm so busy at school I can't do my Army Reserve job

While you are at school, your academics should take priority. Having said this, it is easy to feel overwhelmed at school because of your military commitments. All schools accommodate their students for a variety of reasons, and there may be a specific policy that offers extra flexibility to student-reservists. If not, the Army can help you communicate with your school to see if they can give you some flexibility. Remember – the assistance and advice described in Chapters 20 and 22 apply to schools – so ask for help before deciding to dump the military or your academic program.

CHAPTER 23

KEY CAREER COURSES

Section 1

Primary Leadership Qualification (PLQ)

The PLQ Course is the course you take once you are a Corporal to be eligible for Master Corporal. For many people, it is a difficult hurdle to clear: partly because of the time required to complete the modules, and partly because of the subject matter which is often unfamiliar for many people. OR staff and clarinet players rarely teach rifle drill, for example.

PLQ policy documents

Here are the three CANFORGENs:

- Outlines Mods 1-3 and confirms the 18-month timeline to get them all:
<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=051-16&type=canforgen>
- Confirms that an additional module is needed for MCpl in four Army trades, but there is no time limit to complete it once you have completed Mods 1-3:
<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=080-16&type=canforgen>
- While the course names have changed, this confirms that four trades require an additional “module” following PLQ Mods 1-3 for promotion to MCpl.
<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=072-21&type=canforgen>



MOD 1	Distance Learning	Full time 9 training days in a row or Part-time 2 days a week over 5 weeks (Usually Sep - Dec)
MOD 2	Residence	10 days (Drill/classroom/range/PT) (Usually Feb - Mar)

MOD 3	Residence	16 days (Plan/conduct mini ops) (Usually summer)
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Four Army trades require an additional course for MCpl. There is no time limit to get this.

Extra Junior Leadership Course	Armour Gunner Combat Engineer	17 Training days (Add weekends and travel) OR
ISCC	Infantry	25 Training days (Usually about 34 calendar days)

** Although there is officially an 18-month time limit to complete the three PLQ mods, a waiver can be requested to extend this time limit and these waivers are frequently granted. To request a waiver after you have finished either Mod 1 or Mod 2, write a memorandum to your chain of command asking to extend the time limit and providing your anticipated time of completion of the remaining mods. The PLQ time waiver is a simple webpage. Your Operations staff completes it with justification and submits it on your behalf – it can be finalized within a couple of weeks.*

How do I prepare myself?



Hints for success (from recent graduates) and common failure points (from the Gagetown PLQ School)

- a. Realize you will intentionally be put under stress on this course – go on it expecting this to happen.
- b. Tune out the swearing and volume and listen for the lessons and advice that are being provided by the staff. While PLQ is supposed to be challenging, it is not supposed to break everyone. The staff will be ready to support you if they see that you are giving it all you can.
- c. Remember that it is not important that your plans actually work, it is important that you have followed the planning process they teach you (if the plan actually works, that's a bonus). Nobody cares if you can put up a modular tent all by yourself – they care if you can write up and communicate a set of orders for your section that will likely result in an erected tent. See the difference?
- d. The common failure points on PLQ every year (from the PLQ School) are:
 - (1) Lack of confidence (so do a pre-PLQ, then fake it till you make it)
 - (2) Public speaking (when you are up teaching lessons)
 - (3) Fitness (see Annex B to this handbook)
 - (4) Sequence of instruction (which you can memorize before you go)
 - (5) Navigation (still primarily map and compass, not GPS)
- e. Fitness. While the FORCE test is the minimum fitness standard for PLQ, make an effort to be as fit as possible before you go. Your fitness will affect your ability to recover quickly from an injury and give you the mental resilience to push through. Make sure you can walk 10 km with a fully loaded tactical vest, gas mask, ballistic eyewear, gloves, helmet, and rucksack. You cannot practice carrying a rifle around your neighbourhood, and you likely do not have a frag vest, but do what you can and REHEARSE. There is no substitute for this, and PLQ is not designed to get you into shape – you need to show up having already put in the time ... and the miles.

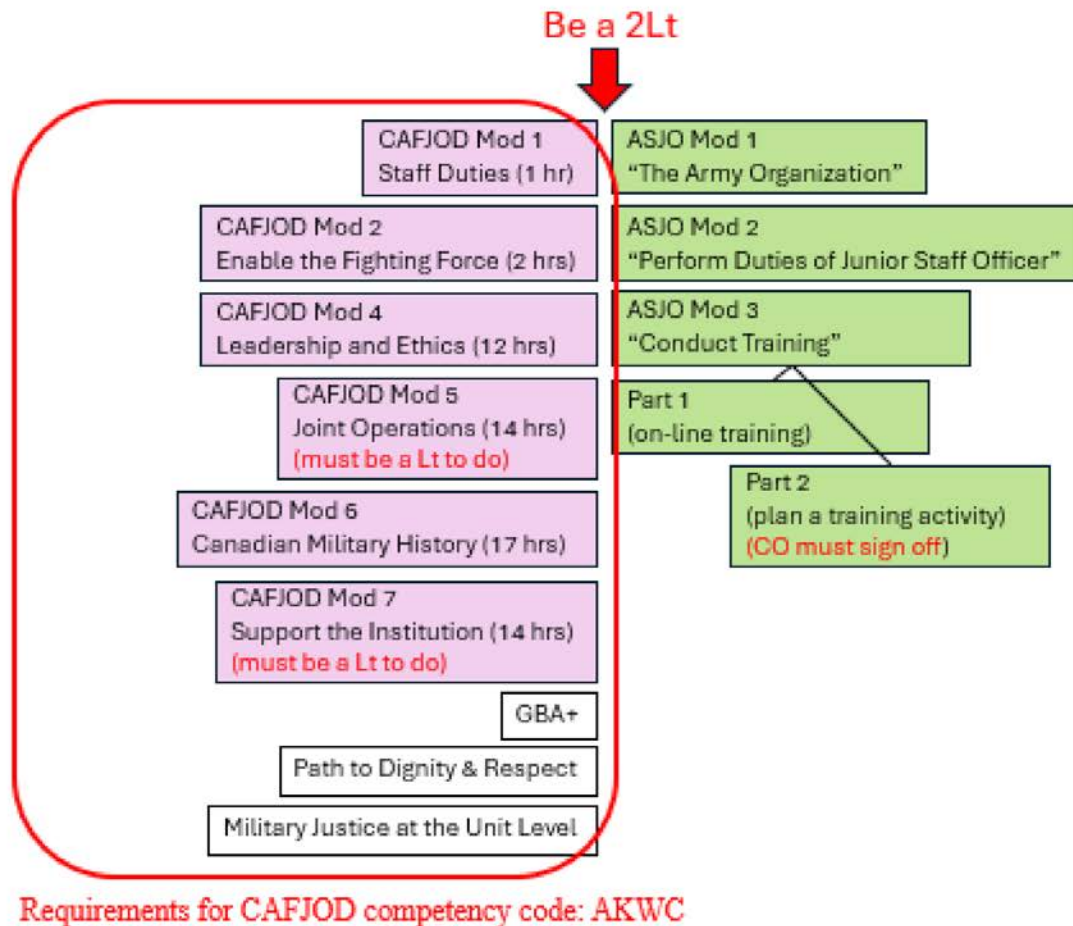
Section 2

Officer Courses. The Main Ones ... And The On-Line Ones You Probably Aren't Aware You Have To Take

Good thing you asked, because sometimes people do not learn about these soon enough. In between your main officer courses, there are on-line courses you must take, called AJSO and CAFJODs. Once you have become a Second Lieutenant, aim to get two to three of these done per year. Do them from August to June – the system closes down all of July and will not save any partially completed modules as of 1 July.

You can do the CAFJODs in any order, and either concurrently or sequentially. You must do AJSO in order of the modules (1-3) but you can do AJSO at the same time you are doing the CAFJODs. If you are having trouble navigating the modules on DND Learn contact the CAFJOD help desk. This is a common frustration.

elrfc.cafjod-posfac@forces.gc.ca (CAFJOD helpdesk)



AJSO and CAFJODs 1-3 are prerequisites for ATOC; CAFJODs 4-7 are prerequisites for AOC. You can do all of them as a Second Lieutenant except for two. See diagram above, and also see Annex C which will show you the sequence of all the officer courses for each trade.

Army Junior Staff Officer (AJSO) course. Very useful – highly recommended

You can do it while you are doing your CAFJODs. All modules except one are distance learning (on line) and you simply upload your certificate once you have finished. Only Mod 3 Part 2 is not on line – it is planning a training event and a pretty detailed checklist needs to be signed off by your unit CO. You should get paid once they are finished (Mod 3 Part 2 is expected to take 5 days).

CAF Junior Officer Development (CAFJOD) course. Very dense but a must-have

In total, you can easily knock all seven CAFJODs off in about 7-10 days if you do them full-time. There are no awards for speed. If you take your time, you will actually learn something and not have wasted your time. At one point, CAFJODs were only available at fixed times of the year but this has been corrected so you can start them whenever you want EXCEPT JULY when the system re-boots and deletes any unfinished modules.

You get paid once they are completed. Mod 1 (1.5 days); Mod 2 (3 days); Mod 4 (1.5 days); Mod 5 (2 days); Mod 6 (2 days); Mod 7 (2 days). The three courses at the bottom are paid at your unit's discretion.

Search by name (CAFJOD or AJSO) on the DND Learn link (below) and take a look:

<http://dln-rad.mil.ca/login-lien/index-eng.jsp>

Section 3

Professional Development and On-Line Courses

Professional Development. What does this mean and where can I find it?

Professional development refers to activities that you undertake to improve as a soldier and a person. It might be done on your own (reading books) and sometimes may involve on line courses. There is a website called “Line of Sight,” available on the internet, which is a repository of a ton of professional development material aimed at senior NCOs and officers (Warrant Officer to Major). Check it out.

On-Line Courses. How do I access all the Army’s on-line courses?

If you are looking for a course and someone tells you “it’s on line” or “it’s on DLN,” there are two possible places it might be:

Defence Learning Network (DND Learn). The link for 95% of them.

<http://dln-rad.mil.ca/login-lien/index-eng.jsp>

Other On-Line Courses not on DND Learn. The other 5% (such as the GBA Plus course).

<https://www.csps-efpc.gc.ca/gbap-acsp-eng.aspx>

Useful Army Podcasts

From the Green Notebook (excellent US podcast on leadership):

<https://fromthegreennotebook.com/>

This site is not subject to the Official Languages Act

Who’s In Charge (leadership, professional improvement, and the often-times rough road travelled – produced by a serving Army Reserve officer):

<https://podcasts.apple.com/ca/podcast/whos-in-charge/id1685806341>

Section 4

Other Useful Courses

Military Driver’s Licence (DND 404). Can the Army teach me to drive? What vehicles would I get to drive?

Yes and no.

The Military Pattern Vehicles. To drive the green Army vehicles, you will need the 2-3 month weekend-only Army Driver Wheel Common, which is typically run during the year on weekends. You can take this course even without a civilian driver’s license. When you pass it you will be issued a DND 404 for the MILCOTS and the LSVW. There are additional course packages that you take to qualify for:

- a. MSVS (8-day package)
- b. G-Wagon
- c. Troop lift (2-day package after 1 year of driving)
- d. Driver instructor/examiner (5-day package)

The Civilian Pattern Vehicles. If you already have your full civilian license (not an L or N) you can get a DND 404 to drive some of the civilian pattern vehicles. There are only three things that you must do:

- a. Submit a Drivers Abstract (from your vehicle registration office or on-line)
- b. Pass the on line Safe Driving Course on DND Learn;
- c. Pass a written test on the military driving regulations (which your unit transport NCO will give you);

Your unit can then issue you a DND 404. It's that simple. A temporary paper 404 can be given to you immediately by your Transport NCO or OR, a permanent one can be obtained by asking your unit Transport staff to call the Service Battalion to get their Transport NCO to arrange for your photo to be taken. The permanent DND 404 card will come later in the mail. More driver information is at the link below:

<https://collaboration-admpa.forces.mil.ca/sites/DI/Organizations/sjs/supp-tn-transport-manual.pdf>

CHAPTER 24

TAX TIME

My T4. How do I access it?

Your T4 will be located in your EMAA account. It will sit there until you go into an Army computer and get it. You can either save the .pdf or have EMAA send you an email with your T4 attached. To find out how to do this, see Chapter 10, Section 4: Useful Accounts You Should Set Up For Yourself. If you have an Army computer (DWAN), here is the link again:

https://emaa.hrms.mil.ca/emaa/engraph/login_e.asp

What happens if I have an error on my T4?

File a tax return on time even if your T4 was wrong and you are waiting for a replacement T4. If you don't file something on time you will be fined for being late. You can correct things with a replacement tax return later.

If your T4 is wrong, this is IMPORTANT – ask your chain of command to help, or for this, contact your OR directly.

CHAPTER 25

OTHER LANGUAGES

Section 1

If I speak other languages, can I register them with the Army?

Yes. Please do!! Native speakers (from semi-fluent to fluent) are often needed by the Army, at times on very short notice such as during natural disasters where a need arises suddenly. First, someone in your Orderly Room must enter the other language directly into your profile in Guardian (the OR's data program). Once they do, it will also appear (by default) in Monitor Mass. Once it appears in Monitor Mass, the Army headquarters in Ottawa will be able find you. You DO NOT need to be tested prior to having another language added to your profile – the Army will test you if they need you.

Section 2

Can the Army help me learn a second language?

Rosetta Stone

The MFRC has The Rosetta Stone, a language program, available to borrow for free for several months at a time.

French Language Training

Most French language training is now done on line with phone conversations a few times a week to a French-speaking instructor. Policy details will be added in a future edition of this handbook – contact the authors of this handbook directly if you can't wait that long, and we will try to help. There is one .pdf document (English or French) to complete, but it does not seem to be located on-line. We can send it to you.

CHAPTER 26

MEALS

Section 1

Meal Hours. What are they?

Meal hours will vary depending on where you are, so make sure you check before assuming an eating mess is open. Generic military meal hours are listed below.

Section 2

Reimbursement for Meals - When do I get my meal provided or reimbursed?

Temporary Duty (when you are away from the Armoury)

If you are sent away from home (i.e., not sleeping at home) to do an Army course or task, then you will be on Temporary Duty (TD). You receive a daily allowance at a fixed rate for all meals that were not provided or are available at a military establishment such as at a mess dining hall. Breakfast is around \$20; lunch is around \$20, dinner is around \$50 – link is below for exact figures. This money will be paid to you after you have submitted your claim or MTEC form to your OR once you get back.

<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

When is there an entitlement to get meals reimbursed?

If you are travelling for military purposes and have to begin your duty travel before these times, or arrive home after these times, it is reasonable to ask your OR if you can be reimbursed. The timings below are in the policy, but this is also a judgment call on the part of a CO:

Breakfast: depart before 0630h or arrive after 0800h

Lunch: depart before 1130h or arrive after 1300h

Dinner: depart before 1800h or arrive after 1800h

These times are laid out very specifically in the reference below. Look at Section 6.18:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/benefits/canadian-forces-temporary-duty-travel-instructions.html>

Just because you happen to work over a meal hour doesn't automatically mean you will be fed or entitle you to reimbursement - your OR makes a judgement call when deciding. But broadly, here are some scenarios:

Working Out Of The Local Area

If you have to purchase a meal any time you are outside the 'local area,' you will be reimbursed the standard amount of money in accordance with the policy for meals regardless of how much you actually paid. Breakfast is around \$20; lunch is around \$20, dinner is around \$50 – link is below for exact figures. The 'local area' is not a specific figure, but use 100 km from the armoury as an approximate figure. Save your receipt if you are not sure. This money

will be paid to you after you have submitted your claim or MTEC form to your OR. Never cheat on a meal claim - it is fraud and will be dealt with severely.

<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

Working Within The Local Area

If you are working within the local area and were directed (or given the specific authority) to purchase your meal, keep your receipt. Submit the receipt to your OR who will assist you in completing an “MTEC” (minor travel expense claim) form for reimbursement of the amount of money you spent.

Section 3

What will I be fed?

This can vary considerably. Sometimes you will get a hot meal and supplementary foods like fresh salads and dessert. Other times meals are provided as a box lunch (sandwich/drink/fruit), and other times they are provided in vacuum-packed packages like the astronaut food you would buy from outdoor equipment stores (called Individual Meal Packs [IMP] or Meal Ready to Eat [MRE]).

Different menus are available: you should expect a plant-based entrée at every meal and vegetarian/vegan options. If you have dietary restrictions, advise your chain of command – the more your unit knows about your dietary needs, the easier it will be for them to obtain the right meals for you.



CHAPTER 27

EXTERNAL COMPANIES PROVIDING DISCOUNTS FOR SOLDIERS

Section 1

Discounts For Products

Many stores offer military discounts. They are too numerous to mention here, however your local Military Family Resource Centre will have lots of information (see Chapter 34, Section 1: Family Care Plan) and with a CF1 card you can access them. Here is the link to all the companies that give discounts:

<https://cfmws.ca/discounts-shopping?loctype=3>

Sign up for a CF1 card at this link to be able to access them:

<https://cf1fc.cfmws.com/Join/Register>

If you are on Facebook, this link is from people who have found additional military discounts and post their finds here:

<https://www.facebook.com/groups/CFMilitaryDiscounts>

Section 2

Discounts for Services

Health and Medical Insurance

Home Insurance Coverage. The Personal is a commonly used firm that covers your Army kit in the event it gets damaged if you are deployed (which many other companies do not): <https://www.thepersonal.com/>

Banks. Do any banks specifically address Reservists? How?

Yes. Bank of Montreal has been endorsed by DND and has a few things listed under this link:

Canada Defence Community Banking

<https://www.bmo.com/main/personal/canadian-defence-community-banking>

- **BMO Banking plans.** The Performance Plan (normally costs \$15.95/month, but is free to the military) and the Premium Plan (normally costs \$30 and we pay \$14.05).
- **Credit cards.** Choice of either getting cash back or Air Miles. The bonus to these cards is that points are given to the CF Morale and Welfare Service. So you are helping out our military community as well.
- **Mortgage.** Military members can access their employee discount mortgage at: <https://www.bmo.com/main/personal/mortgages/special-offers/>

Financial Advice. If I need some confidential financial advice, can the Army help me get it?

Yes. For example, if you find yourself in debt or in need of assistance to put a budget together for yourself. See Chapter 32, Section 5: Financial Assistance, which outlines several resources that you can ask about to help you get a handle on your finances.

CHAPTER 28

EMPLOYMENT

Section 1

Classes of Service

There are three main types of employment for Reservists, listed below:

Class A. Working part-time

This class of employment is the most common for Reservists. If you are a Class A member, you work part-time typically on evenings and weekends. You are paid only when you turn up to work, or at times that you have permission to work (such as doing a task on your computer at home). You must have authorization/permission before you show up at your unit. Training nights and weekend exercises are all authorized, but other than this you need authorization. You cannot just show up at the armoury uninvited and expect to get paid. Most Class A Reservists have a full-time civilian career or other full-time commitments such as being a student or parent. It is understood that Class A Reserve work is parttime, and that the Army is for most people not their first priority.

You can work up to 12 consecutive Class A days in a row. Then you must take a break. You can work a maximum of 16 work periods per month (full- and half-days both count).

Link for more information about Class A is here:

http://ccmp-cpm.mil.ca/assets/CMP_Intranet/docs/en/policies/cfmilpersinstr/cfpmi-20-04-admin-pol-class-abc-reserve-svc-sep-24/pdf

Class B. Working on a full-time contract ... but still as a Reservist

This class of employment is a full-time fixed-duration contract, and is any contract where you work 13+ days consecutively. Whenever you go on course for over 12 days, for example, you will be given a Class B period of employment.

Roll-over of Class B contract. For long-term Class B contracts, if you are physically fit (current FORCE test), medically fit (current medical), correct rank for the position, and correct trade for the position, you can be extended (or 'rolled over') in that job for an additional period of time up to three additional years without the job being re-advertised. It is not automatic - your boss must approve.

Full-time Class B Employment Opportunities!

There are long-term (3-year) Class B employment opportunities – at units all across the country – that you can apply for. The link below shows every Class B job being offered at this moment across the country – you can sort by rank. Each job offer contains the name and phone number of someone you can call directly if you have questions. Some jobs will come with a paid move. Some jobs may allow you to work remotely.

Apply for these jobs by advising your chain who will tell your Orderly Room to submit your name. Your chain of command cannot prevent you from applying for an REO, but your CO must be aware that you are applying. Positions are advertised for 30 days, then applicants are contacted. Ensure that your FORCE test is up to date as you cannot be offered the job if it is not. Consider these as an opportunity to be paid to live and work in an exciting new city ... or even in Ottawa.

<https://mcsportal-portailcm.forces.gc.ca/REO/en/index.aspx>

Class C. Working temporarily as if you were in the Regular Force

This class of employment is when a Reservist voluntarily deploys with the Regular Force on an operation, either domestically or over overseas. Class C contracts are sometimes a few weeks (fighting forest fires) or can be several

months (deploying to Ukraine). When you are on a Class C contract, you receive the same pay and benefits as if you were in the Regular Force.

Section 2

Short-term Tasks

Tasks are short-term periods of employment not including when you are a student on a course. They can be Class A if they are short, or Class B if they are longer. Tasks arrive at your unit all the time, and it is the Operations cell that tries to fill them by asking the unit chain of command for people who are interested. If you are available for short-notice tasks, you should ensure that your chain of command is aware so that they can call you if something comes up at the last minute. If you have your Primary Leadership Qualification (Mods 1-3) you can accept a teaching task, even if you are not a MCpl. If you are a qualified driver, there are usually multiple opportunities – you are very valuable if you have a military driver's license - DND 404 (see Chapter 23, Section 4: Other Useful Courses).

Section 3

Full-time Seasonal Employment. What is it, and how do I sign up?

This employment gig is primarily for people who are in their first four years of service. For students, this is the deal of the century. You tell the Army the window of time you are available, for example between 1 May and 31 August, and you will be employed for all of that window. The Army will prioritize your courses, but for the time you commit, you need to be prepared to go anywhere and work whatever schedule is required, which might include weekends depending on where you are working. The intent of this program is to provide income security so you do not need to choose between taking your next Army courses, or getting a civilian job. So yes, if you have a wedding or a trip to Tahiti planned, this can be worked around – just announce this right up front when you are giving your availability.

Section 4

I Need a Civilian Job: Who Is Actively Hiring Reservists?

The Canadian Corps of Commissionaires offers employment opportunities for Reservists across Canada. With a social mandate to support veterans, Commissionaires is an ideal fit for Reservists seeking flexible employment that complements—rather than interferes with—military duties. They are committed to accommodating leaves of absence for deployments or other extended service commitments.

While Commissionaires is known for traditional security guarding, the scope is growing with jobs in threat risk assessment, technology solutions, and cybersecurity, as well as managerial and senior leadership roles. Check out their website at <https://commissionaires.ca/en/careers>.



CHAPTER 29

MEDALS

Section 1

Timeframe of Issue

The Canadian Forces' Decoration. If you are asking this question, you are probably referring to your CD (Canadian Forces' Decoration) which is a medal that is famous for arriving late. A CD is earned after 12 years of good standing, and a bar to the CD is earned every subsequent 10 years. Only time in good standing is counted (so not when you were on ED&T or if you were NES, or if you were officially disciplined). Your OR (who orders your CD) is not allowed to order it until you have passed one of the time milestones. Even if your OR pushes "send" on the email the second you've been in the Army for 12 years, the CD will only arrive an average of 1.5 years later. So don't take it personally if you have to wait a while. However, it is good to be proactive and advise your OR staff when you are coming up on one of those milestones.

Other. For all other medals, if you have not received yours within about three months after earning it, ask your chain of command who will check with the OR. They will be able to check on it for you, but may not be tracking it is late unless you mention it to them.

Section 2

Mounting Medals

How do you get it done?

The Army supply system takes care of court mounting your full-sized medals and bars. Take all your medals to your CQ who will send them away to be done for you. However, you may wish to have your medals court mounted at your own cost. Examples are:

- <https://www.facebook.com/victorymedals>
This site is not subject to the Official Languages Act
- <https://militarymuseum.ca/medal-mounting>
This site is not subject to the Official Languages Act

Section 3

Rules for Wearing Medals

Medals are presented to you, but you do not have to wear any of them. However, if you decide not to wear one, be consistent – don't wear it for one event and then not for another.

The link for this policy is here:

<https://www.canada.ca/en/departement-national-defence/services/medals/cf-honours-policy-manual.html>

CHAPTER 30

DISCIPLINE

Section 1

The sliding scale of getting in trouble

When people err in the army, there are two directions that the chain of command may choose to respond, including both at the same time:

- a. Punishing you for your action (disciplinary measures as described in Volume 2 of the QR&O); and
- b. Helping you change your behavior (administrative measures as described in DAOD 5019-4).

Disciplinary Measures. If you have violated the Code of Service Discipline, there are two potential disciplinary paths depending on the severity of your misconduct:

Minor Infractions: This includes behaviours like insubordination, unauthorized absence, or being intoxicated while on duty. If you are charged with an infraction, your Commanding Officer or a delegated officer will conduct a Summary Hearing. You will get to present your case and explain what happened. Possible outcomes if you are deemed guilty can include reprimands, extra duties, or reduction in rank. A Summary Hearing never leads to a criminal record. It is designed to be fair, quick and straightforward. It allows you and your chain of command to address the issue and move on.

Service Offence: More serious misconduct can lead to being charged with a Service Offence. This includes criminal offences such as assault or theft, and uniquely military offences such as disgraceful conduct. If you are charged with a Service Offence, a military judge will conduct a Court Martial. You will get the opportunity to present your case and will be assisted by a military lawyer who will be provided free of charge. Possible outcomes if you are found guilty can be more serious, including imprisonment and a criminal record.

If you are going to be charged, see Chapter 30, Section 4: Lawyers to get advice from an Army lawyer (at no charge) if you want to. Under this circumstance, they are your advocate and will provide good advice and perspective.

Administrative Measures. Your chain of command may determine that your behavior needs an immediate modification if you are going to stay in uniform. They may issue you with one of three formal remedial measures, which are kept on your file for the rest of your career, get more severe if the behavior is repeated, and can cause a formal review of your career to decide if it is worth keeping you in the Army. These are:

- a. Initial Counselling (the least severe one)
- b. Recorded Warning (more severe, or the result of a repeat incident)
- c. Counselling and Probation (the most severe one)

Do not freak out if you receive one of these measures. They are a sign that your chain of command has confidence that you will sort out the behavior. Take it seriously and only make them tell you once.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5019/5019-4-remedial-measures.html>

Section 2

Breaking the civilian law. If you did, now what?

Is there a duty to report?

Yes. If you end up arrested or in court, you must make your unit aware of this. This includes drunk driving arrests and convictions.

Section 3

Lawyers. Who are the Army's lawyers, and can they assist me?

You are not entitled to military legal advice if you are arrested by a civilian police force, but you are entitled to it if you are arrested for a service offence (which almost always means you were arrested by the Military Police).

You are entitled to military legal advice even if you are only under investigation for a possible Code of Service Discipline offence. So if this sounds like your situation, or if you are not sure, give the military duty lawyer a call and ask. If you are entitled to their help, they will give you context and good advice about your options. They are called Defence Counsel Services. This includes if you are deployed overseas when this happens - you can call this same number:

819-997-8985 (anywhere in Canada)

1-888-715-9636 (from outside Canada)

CHAPTER 31

HEALTH: MEDICAL AND DENTAL CARE

Here is the most current link for Reserve Medical Care. Look at paragraph 6 in particular to see what the guiding principles are for Reserve health care provision:

<http://cmp-cpm.mil.ca/en/health/policies-direction/policies/4090-02.page>

Section 1

Health Insurance

As a Reservist you are likely already on your provincial Medical Services Plan. This lets you visit a walk-in clinic or your family doctor at no charge – you just show your provincial health care card.

Class A: As soon as you enrol in the Army Reserve, if you want to, you are eligible to sign up for the Public Service Health Care Plan (PSHCP). This has a monthly cost but will cover 80% of things like glasses, prescription medication, orthotics, physio, counselling, and much more.

PSHCP is administered by Canada Life and your Orderly Room must register you initially. Unless you are picky about hospital rooms, just sign up for PSHCP Level 1. If you decide to cease PSHCP coverage, or move between Class B contracts, you will be dumped from the program and immediately revert back to being covered by your province until you reapply. Search for “Public Service Health Care Plan Instruction Manual” on a DWAN computer or call 1-855-415-4414 for more information. They are extremely helpful once you get through.

Cost: Is Extended Coverage Worth It?

It depends:

- Look at the red square in the diagram below. When you sign up for PSHCP extended coverage, you will pay a monthly “employer contribution” which varies by person.
- Now look at the green square. Once a year, you can apply for a rebate (money back) depending on how many full days you paraded between January and December, both Class A and Class B. The more you work, the more you get back.
- Now look at the happy face chart. If you think ‘health care’ means popping a Tylenol and you parade minimally, it isn’t worth it. If you parade a lot and are starting to get creaky and expensive, it is. Figure out where you are on the chart.

	Provincial Health Care		Army Extended Coverage (PSHCP)			
	Everyone gets this		Coverage For You		For Dependents	
			Member Contribution	Employer Contribution	Member Contribution	Employer Contribution
Class A	\$0		\$0	\$133	\$ Rebate*	N/A
Class B (-180 days)	\$0		\$0	\$133	\$ Rebate*	N/A
Class B (+180 days)	Fully covered by Blue Cross (no charge)				\$0	\$133

You pay both ... but you get money back depending on how often you parade!



Go onto the Canada Life website and see what you are entitled to with this basic coverage:

<https://www.canadalife.com/>

Or contact them by phone: 1-855-415-4414

Class B. If you are on a Class B contract for over 180 days, you will be able to sign up for the Blue Cross full meal deal medical plan. If you decide to do this, your OR will give you the form to sign up. Blue Cross will send you a card with a medical number. Every time the military clinic refers you to a civilian doctor or pharmacist, or writes you a prescription, you show this Blue Cross card and Blue Cross will deal directly with that civilian provider to provide payment. Once you are on Blue Cross, you are also entitled to sign your dependents up for the Public Service Health Care Plan if you want to. When your Class B (over 180 days) contract is over, you are no longer on the Blue Cross plan.

Over the Counter Medication Card. Can the Army pay for my Tylenol, etc?

Yes, but only if you are on a Class B contract over 180 days and do not have easy access to a base clinic (called an MIR). For more information, see Chapter 31, Section 6: Over the Counter Medication Card.

Section 2

Eyeglasses and Eyewear

Getting Glasses. Can the Army pay for my glasses? How does this work?

Class A. Class A soldiers who are just on the free provincial medical services plan are not eligible for glasses. However, if you signed up for the Public Service Health Care Plan (monthly cost) you will be. You do this through your Orderly Room who will show you which form to complete. Under the PSHCP plan, you can claim approximately \$275 towards glasses and there are other clauses which explain how often you can get new lenses, how often you get another eye exam, etc. Ask your Orderly Room staff about this; they submit everyone's claims and know the process well.

Class B. Members on Class B (over 180 days) are entitled to eyeglasses. The Blue Cross plan is excellent, and if you get onto a Class B (over 180 days) contract, you should take immediate advantage of getting your eyes checked or getting replacement glasses. You can contact Blue Cross directly if you have questions:

Blue Cross: 1-888-261-4033

Ballistic Eyewear. What are they and am I entitled to them?

Ballistic eyewear looks like safety glasses, and they are meant to be worn any time eye protection is needed. As soon as you enrol into the Army Reserve, you are entitled to them – even if you are Class A. There is no charge regardless of what health care plan you have (or don't have).

If you have a prescription, the army will pay for prescription inserts for your ballistic eyewear. Everyone with prescriptions is entitled to this, including Class A soldiers, from the moment you enrol – even before you go on your BMQ course. Do this early! Hitting the target on the rifle range is way easier when you can see the target.

Either your unit RQ or your OR staff will help you order them. In Vancouver, for example, your OR will set up an appointment for you to contact the military clinic to order the prescription inserts. If the Ballistic Eyewear break, they will be replaced at no charge. You can wear your civilian glasses while in uniform if you wish, but you are on your own to replace them if they break. Here is the link with the information:

http://cmp-cpm.mil.ca/CMP_Intranet/health/policies-direction/policies/4020-05.page

Section 3

Army Medicals and Medical Clinics

Where Do I Go For My Medical Care?

The Medical Inspection Rooms (MIR). The Army's medical clinics, where they are located, and how you access them.

The MIR is the Army's version of a medical clinic. Class B people can use them any time, either by appointment or drop-in during "sick parade" hours, normally 0730- 0830h. If you are Class A, you need to be authorized by your unit to book a medical appointment at an MIR. You can sign a pay sheet for the visit – the MIR will stamp your paysheet while you are there, and you take that pay sheet to your unit to be processed.

If you are somewhere without an MIR, use your Public Service Health Care Card (BC CareCard) to go to a civilian clinic.

Section 4

Army Medicals and Medical Categories – Busting The Myths

Myth: Class A people need an up to date medical

It depends. In the old days, you needed a medical:

- If you are up to and including age 40: every five years
- If you are over age 40: every two years

Now, a medical category remains valid from the date on which it was assigned until it is changed, with the exceptions of international deployments where you will need to get checked out. This is explained in the CDS Planning Directive for Reconstitution 2021, page 18.

Myth: Class A people can't get medicals

Not true. Your Orderly Room needs to contact the MIR first to provide them with your name, then you can call them yourself to make an appointment. People who live far away from an MIR should ask their OR to contact the closest one to ask for guidance on what they should do if they need a military medical appointment.

Myth: Medical Categories are the "career kiss of death"

They are not the kiss of death, it is just that many people misunderstand their purpose. When you enrol into the Army, you are given a medical category consisting of five numbers which refers to:

V	Visual Acuity (how good your eyesight is)
CV	Colour Vision (for people with degrees of colour blindness)
H	Hearing (a variety of different frequencies)

- G** Geographic (if you need to be within a certain distance to a hospital or service)
- O** Occupational (whether you still qualify to be in your current trade)

Temporary Category (T-Cat)

Sometimes your medical condition changes temporarily (you become pregnant, break your ankle, get high cholesterol, etc.) and you either cannot perform your normal duties, or your condition needs to be closely monitored. The reason for giving you a temporary category is it formalizes your condition and provides authority for you not to have to perform (maybe physically, maybe mentally) for a given period of time while you recuperate. A temporary category does not expire, so you need to remember to return to the clinic to have it removed. You will not get kicked out of the Army if you do not get around to having it removed for a long time after you recover. However, if your T-Cat has expired but has not been formally removed, you cannot be promoted as your medical isn't considered current. So go see the doctor to have it removed.

Permanent Category (P-Cat)

If two or three temporary category reports do not see the problem resolved, or if the issue is clearly looking permanent, you can be put onto a permanent category. It will either be determined:

- a. low risk to you (to be retained in the army) such as getting eyeglasses, which will not impact your ability to do the FORCE test and do not require checkups very often, or
- b. high risk to you (to be retained) such as a bad back where you should no longer be doing the FORCE test and/or require regular check-ups.

People who are low risk stay in uniform; people who are high risk ... it depends. If your CO wishes to retain you, and you want to be retained, you can stay in uniform for up to three years. If your high risk issue changes, you can take action to stay in the army. Act quickly if this happens, though – go and see the doctor again to have the permanent category removed.

Myth: Being on a medical category means you can't get promoted

Wrong-ish. You can be promoted while on both a temporary and a permanent category. Just don't forget to have your Temporary Category removed by a doctor once it has expired – if you are still dangling out there beyond the end date of your Temporary Category, your medical is deemed not to be current anymore, so no promotion. Check the policy:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=012-17&type=canforgen>

Myth: You need a Promotion Medical (which takes forever) before you can get promoted

So long as you have no serious medical issues, your chain of command can waive the old requirement for a separate promotion medical SO LONG AS your current medical is up to date, and you have not let your Temporary Category lapse. This rule is explained here:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=103-20&type=canforgen>

Section 5

Ill and Injured Assistance – If I get hurt while training, what support is available for me?

CF98. How to record your injuries and why it is SO IMPORTANT to do so

A CF98 form documents any injury you may have sustained while in uniform. It also records witnesses, possible medical attention, and is signed by your unit. It then gets filed, and possibly never sees the light of day again.

UNLESS ... one day you need to dig it out. Let's say you twist your knee badly during a weekend exercise. You're 22 years old, indestructible, and you pop back into shape pretty quickly. For the next 39 years, your knee is mostly fine, but suddenly at age 61 it starts to cause problems. You know it is a consequence of that old injury, but when

you approach Veterans Affairs for help paying for physio, they need proof it happened on military time. If you can refer them to a signed CF98, you could be covered. People who did not bother to fill in the form at the time of the injury (and we see them often) will be on Facebook trying to track down witnesses who are still alive 20 years later. So fill in the form, and let your OR file it.

Injured While Training. If I am Class A and get injured on Army time and can't do my civilian job for a while, can I be compensated?

If you are a part-time (Class A) soldier and get injured while on military time, you may temporarily not be able to do your civilian job, or fulfil your civilian responsibilities. If this happens to you or someone you know, act quickly as you might be eligible for financial assistance, regardless of what type of work you do (anything from self-employed childcare worker to federal government employee ... this includes students).

First, immediately contact the Transition Centre (see Chapter 32, Section 3: Transition Group). They will help determine if you are eligible for one of two wage compensation programs:

- a. **Reserve Force Compensation (RFC).** This is where the Army pays you on full-time Class B employment until you can return to your civilian job. Your rate of pay would be based on your current rank; or
- b. **Government Employees Compensation Act (GECA).** This provides compensation to federal government employees (including Reservists) who have sustained a work-related injury or illness. The benefits may cover lost wages (to a max), medical expenses, and rehab services. The BC 2021 rate, for example, is \$100,000 max based on 90% of your total income. If you are well established in your civilian job or trade, it may be more beneficial for you to apply for GECA as compensation may exceed that available through RFC. Contact the office of the Federal Workers Compensation Program: 604 658-3599 or, if you are not in a rush, look at their website: <https://laws-lois.justice.gc.ca/eng/acts/g-5/>

Injured While Not On Army Time. If I am Class A and get injured while not on army time, can I be compensated?

- a. **Not related to the army.** If you are hurt doing something that has nothing to do with the army, you are not compensated.
- b. **Related to the army.** If you are reading this, it is probably because you were injured while doing personal exercise on your own time, trying to keep physically fit for your army job. See Chapter 14, Section 4: Getting Injured While Working Out.

Also see Chapter 32, Section 3: Transition Group for excellent assistance if you get hurt.

Section 6

Over The Counter Medication Card. Can the Army pay for my Tylenol, etc?

Yes, but only if you are on a Class B contract over 180 days and do not have easy access to a base clinic (called an MIR). The link below is for the form which you submit to get your Over The Counter Medication Card. You then present this card at the pharmacy when you purchase your ibuprofen, cough syrup, Tylenol or whatever. Blue Cross will pay.

<https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/benefits/medical-dental/supplemental-health-care/over-the-counter-drug-benefit-info-card.html>

Section 7

Hospital Comforts

If I end up in hospital, is there money to make the experience more agreeable?

Yes. If you are on Class A service but became injured/sick while training and are in hospital for 48 hours or more, you are covered for some hospital benefits. If you are Class B or C and are in hospital for 48 hours or longer you are covered. The link below is a bit laborious, but it has all the benefits you can access such as money for magazines and access to private room, etc. If you are stuck in hospital, you will have lots of time to read it.

<https://www.supportourtroops.ca/Get-Support/Ill-and-injured-support/Hospital-Comforts>

Section 8

Dental

Dental Coverage. What does the Army cover for Reservists?

How do you sign up for dental coverage?

Once you have been in the Army Reserve for three months, you are eligible for dental coverage from Canada Life Assurance Company (formerly GreatWest Life). It is a great deal for your teeth – dental claims are reimbursed 90% of preventative/basic work and 50% of bigger work for an annual maximum of \$2,500 minus a \$25 deductible once a year. You can also opt to sign your family up for coverage. If you are part-time, your dental work will always be done by a civilian dentist. If you are full-time over 180-days, you can get the military to authorize you to see your civilian dentist. You do not have to start seeing a military dentist.

The rules for dental work are well-known by your OR staff, so they can help you with your claims. Essentially it will look like this to make a claim:

Class A Dental Plan (Plan 55999)

<https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/dental-care-plan/public-service-dental-care-plan-member-booklet.html#toc2-2-1>

- a. Be enrolled in the Army Reserve for three months.
- b. Go to a civilian dentist. Ask for a service that will come to less than \$300 (like a cleaning). This is your 'test run' for your claim; subsequent work can be more expensive.
- c. Pay the dentist yourself. Keep the receipt and the record of work.
- d. Take the receipt and the record of work to your OR. The OR will help you submit your claim to Canada Life.
- e. Canada Life will pay out your claim into your bank account. You will be reimbursed 90% of preventative/basic work and 50% of bigger work to an annual maximum of \$2,250 (\$2,500 after January 2021) minus a \$25 deductible that is charged once per calendar year.
- f. Canada Life will then send you a 'dental identity card' which you can show your dentist the next time you go in, so they can bill the army directly for the 90%. The card will have:
 - (1) Your effective date of coverage
 - (2) Your dental plan number
 - (3) Your dental plan certificate number

Class B Dental Plan (includes family members) (Plan 55777)

When you are on a Class B over 180-day employment contract, you get the full Army plan which is very good. If this is you, make sure you ask about it and see the link below. Also, now you can also sign your family up for coverage from Canada Life Assurance Company (ask your OR staff how to do this).

The link below has very comprehensive frequently asked questions about the Reserve dental plan including phone numbers you can call for more information.

<https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/benefits/medical-dental/reserve-dental-care-plan-faq.html>

Who will be doing my dental work?

If you are part-time (Class A), it will always be your civilian dentist who does your work. If you are full-time (Class B over 180-days), and if you are near a military dental facility they can do your dental work, BUT you can also opt to have the military authorize your civilian dentist to do your dental work. If you use a civilian dentist, you need to get authority from the military dentists prior to every visit, but you are allowed to stay with your civilian dentist.

Family dental care. What does the Army cover for my family?

The link below has some information, but the MFRC are the experts in this area and can explain the plans in more detail. Give them a call any time.

<https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/benefits/medical-dental/reserve-dental-care-plan.html#Section1.3>

CHAPTER 32

MORALE, WELFARE AND MENTAL HEALTH

There are many sources of support for Reservists, but it is hard to know where to start. Look through the following sections. There are good people available to help you.

Section 1

Help With Non-Urgent Unit Issues

Sometimes you may need to talk to someone. Maybe the reason isn't 'urgent', but it is weighing on you, occupying your thoughts and making you confused or unhappy. Here are some ways you can reach out:

Peer

Talk to a colleague or someone you trust. There is no "duty to report".

Chain of Command

Reach out to your direct supervisor or Sergeant Major or Adjutant. Email or try saying, "Sergeant, could I talk to you about something?"

Sentinel

Some members of your unit will be part of the Sentinel program. Sentinels are carefully selected and trained to detect, prevent, and assist military members in distress, under the direct supervision of the unit chaplain. The link below shows how this program works:

Newspaper article about the program (great info):

https://www.cmfmag.ca/duty_calls/sentinel-program-plays-essential-role-detecting-preventing-and-supportingmilitary-members-in-distress/

This site is not subject to the Official Languages Act

Unit Chaplain

Chaplains are non-denominational officers who are trained to provide guidance and emotional support to any soldiers regardless of religion/no religion. They are not in the chain of command, and conversations with them are confidential. Every unit should have a chaplain (even if your unit is borrowing one from another unit). To contact a chaplain, email or phone them directly, regardless of your rank, or stop by their office at the unit.

Conflict and Complaint Management Services (CCMS)

The ideal time to manage a conflict/complaint in the workplace is early and informally. Whatever your situation, you can contact one of the CCMS offices for help. They will provide you with advice, and will support you if you want to submit a formal complaint (or if you are the subject of a complaint). You can contact them for advice if you are thinking about submitting a grievance or a harassment complaint.

The link below contains all the CCMS phone numbers across Canada. Find your local office:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/conflict-misconduct/conflict-solutions-services/centres.html>

Military Family Information Line

This phone number connects you directly to a room full of trained counsellors in Ottawa. One of the counsellors said they take calls from everyone: family members, serving members, even unit chaplains. About anything. If you need help yourself, or if you are concerned for a friend, give them a call.

1-800-866-4546

Alternate Dispute Resolution (ADR)

These people can directly assist you in solving interpersonal conflicts at work. They are an amazing resource if an interpersonal situation with your boss or a co-worker is starting to make you dread going to work. Your call is completely confidential. They are very experienced and have a high success rate in resolving problems at work.

Contact them anywhere in Canada at: 1-833-328-3351.

Section 2

Help With Serious Issues

Sometimes, through no fault of your own, you may need to deal with a serious issue. It can feel very frightening and isolating if this happens to you. Remember that you have the right to seek help if you have been affected by conduct that is not aligned with the Army's ethos. Take a look at the information below to help you decide whether you want to report an incident, talk to someone, or get more information:

Sexual Misconduct or Sexual Harassment

- How To Report: A sexual misconduct or sexual harassment complaint can be **written or verbal**. It can be reported to any one of the following (depending on your comfort level):
 - Your chain of command or unit chaplain
 - Your local CCMS office (see this chapter, Section 1)
 - 911 or civilian police or local hospital
- Someone To Talk To:
 - The Sexual Misconduct Support and Resource Centre at 1-844-750-1648 is a 24/7 number, and you can speak directly to a counsellor. The person you speak to does not have a duty to report. You can also email them at DND.SMSRC-CSRIS.MDN@forces.gc.ca.
- More Information:
 - DAOD 9005-1 this is the main policy. Pretty technical, but clearly explains what you can expect from your chain of command.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/9000-series/9005/9005-1-sexual-misconduct-response.html>
 - The Path to Dignity and Respect is the Army's strategy to prevent and address sexual misconduct, at the link below:

<https://www.canada.ca/en/department-national-defence/corporate/reports-publications/the-path-to-dignity-andrespect.html>

Workplace Harassment

Harassment in the workplace comes in many forms and can be debilitating. Don't avoid dealing with it because you are intimidated by a person or by the reporting process. There are good people here to help you. Anyone can report harassment now – even if you yourself were not directly affected. The goal isn't just punishment—it's improving the workplace for everyone, and your chain of command can only fix what they know about. If action against someone is needed it can still happen, but if you just want change, the army will work with you to make it happen. It can remain private if you choose.

- How To Report: A workplace harassment complaint can be **verbal or in writing**. It can even be made anonymously. It can be submitted to either:

- Your chain of command
- Your local CCMS office (see this chapter, Section 1)
- The Harassment Centre of Expertise: 1-833-451-1604

- Someone To Talk To:

The CF Member Assistance Program at 1-800-268-7708.

If you call the Harassment Centre of Expertise, an expert will call you back within three days to talk about the situation with you and help you decide what to do: 1-833-451-1604

- More Information:

Here is the Army's Harassment Policy

http://cmp-cpm.mil.ca/assets/CMP_Intranet/docs/en/support/harassment-prevention-resolution-instructions.pdf

DAOD 5014-0 is the latest policy on workplace harassment and violence prevention.

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5014/5014-0-workplace-harassment-and-violence-prevention.html>

Hateful Conduct

Hateful conduct harms our people and erodes the credibility of our organization, calling into question our ability to act on behalf of Canadians. If you have experienced it, here are some options:

- How To Report: Both **written and verbal** reporting of hateful conduct incidents are accepted. You can report either to:
 - Your chain of command
 - Your local CCMS (see this chapter, Section 1)

- Someone To Talk To:

- The CF Member Assistance Program (CFMAP) at 1-800-268-7708.

- More Information:

The Army policy below provides useful tools to help recognize hateful conduct and to explain the appropriate action to address it – at all levels. Here is the link – click on Vol 1 Part 1, then scroll to CAO 11-82:

<https://www.canada.ca/en/army/programs/cao-11-82-hateful-conduct.html>

Family Violence

If you are a victim of family violence, or need help to stop yourself from being violent, you can contact the CF Member Assistance Program at 1-800-268-7708 to talk to a trained counsellor. You can also look at the policy which explains a CO's responsibility if family violence is brought to their attention:

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5044/5044-4-family-violence.html>

Section 3

Counselling Assistance and Resources

Going through a rough patch but have nobody to talk to? You do now. The Army offers **free confidential counselling sessions** both by phone and in person. While you might be going through something for the first time, a counsellor has probably seen it before and can offer you practical strategies, perspective, and support.

Canadian Forces Member Assistance Program (CFMAP)

This organization is accessible by phone 24/7 and 365 days a year. They can schedule you for up to eleven sessions of professional counselling right over the phone. All free.

1-800-268-7708

<https://www.canada.ca/en/department-national-defence/programs/member-assistance.html>

Section 4

Transition Group. If you become ill or injured while a serving member

If you become ill or injured (physically and/or mentally), you can contact the closest Transition Centre (formerly Joint Personnel Support Unit). They provide direct support to all serving soldiers. Every case is different, and even if two cases look the same the benefits could be completely different, so if at any point you get ill/ injured, contact them and they will advise you of your next step. Depending on your situation, they will email you more information so you are not overwhelmed by trying to figure out which website to start with. The link to their excellent “The Guide” is below, but they said don’t hesitate to call them first - don’t feel you have to do everything by yourself. They are extremely experienced and helpful.

The website below lets you find the Transition Centre closest to you:

<https://military-transition.canada.ca/en/locate-centres>

The Guide:

<https://www.canada.ca/en/department-national-defence/corporate/reports-publications/transition-guide.html>

And the Transition Centre web site:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/transition.html>

Section 5

Financial Assistance

Sometimes due to circumstances out of your control or despite your best efforts, you can run into financial difficulties. As an Army Reservist, there are places you can turn depending on the situation. Here are some organizations that you (directly) or your chain of command (on your behalf) can contact for help:

Service Income Security Insurance Plan (SISIP)

SISIP provides both loans and grants from the Support Our Troops fund, all on a case-by-case basis and in response to demonstrated financial distress. There are:

- Small preventative loan. Up to \$8000 with 5.5% interest rate to address financial distress. In some cities, it could take 2-3 days to arrive in your bank account, but a bit quicker in those with a base because you can pick up the cheque right from the base.
- Distress loan - up to \$20,000 at 2% interest. This is for unexpected circumstances such as an emergency medical issue and you are unable to get the money elsewhere (such as from family members).
- Grant program - \$5000 for an unexpected situation, i.e., house fire or a domestic situation where a spouse needs to leave the house but has no time to take anything.

SISIP also has gas and grocery cards for emergencies. They can also provide financial counselling and budgeting assistance.

Military Family Resource Centre (MFRC)

The MFRC cannot provide money directly, but can engage other organizations on your behalf within a few days. All MFRCs also have gas cards and grocery cards that can be requested for emergencies. You can contact them directly or the chain of command can do so on behalf of a soldier.

Brigade Soldier Wellness Fund

For urgent emergency loans or sometimes grants, some brigades have a fund which can be made available at the discretion of the Brigade Commander. Your CO would need to be involved directly to contact the Brigade Commander's staff on your behalf, so start with your own chain of command and let them know your circumstances.

Bank of Montreal

The BMO will provide Army Reservists with loans up to \$20,000 at prime +3%. This takes longer to arrange, so leave yourself some time to organize this. You would contact the bank directly yourself to access this loan.

Section 6

Other action to take if you have been disadvantaged

Filing a Redress of Grievance

Sometimes a problem can be solved by your chain of command when you bring it to someone's attention. Other times, your chain of command either can't or doesn't help. If you have been disadvantaged by a decision, an omission (something that wasn't done), or an act (something that was done directly) which caused you to be disadvantaged in some way, you can file a grievance. You should submit a grievance no more than three months after the date that you "reasonably should have known" that there was a problem. Or provide an explanation for the delay – it will likely still be accepted. You can now file a grievance using an electronic form – either from a DND computer or from home using your 365 log-in.

Submitting a grievance is not whining – it is a last attempt to get justice for yourself when you believe you have been wronged. Check the link below which includes the form:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/conflict-misconduct/conflict-harassment/grievances.html>

Section 7

People who can help you

Assisting Officers

AOs are fellow unit members who are assigned by a CO to help soldiers. They have a limited scope of duties, for example helping you to write a grievance, or explaining what to do if you get charged.

Designated Assistants

DAs are also assigned by a CO to help soldiers, but for situations where the circumstances are more complex or more stressful, and more help is needed than just an Assisting Officer.

Both Assisting Officers and Designated Assistants are available but you may need to ask for help – your chain of command may be too busy to notice that you are struggling with something.

This is important enough to repeat - while you may feel that your situation is obvious, and that someone must have noticed that you need help, you must do your part in bringing a situation to the attention of your chain of command. No one can fix a problem if they are not aware that there is one. Use your chain of command, and do not stay silent if something wrong has happened.

Ombudsman

If you have tried all the other avenues listed above, and still feel like you are not getting anywhere, you can call or email the Ombudsman. Make them your final call.

CHAPTER 33

YOUR FAMILY

Section 1

Family Care Plan

Who will look after your family if something happens to you?

A Family Care Plan is a list of people you plan to rely on if you cannot look after your family. Infrequently this may be if you are injured, but more often it will be needed if you are employed on a Class B or C contract and are asked to take a short-term task somewhere that will keep you away from home for a period of time. You are not obligated to tell the Army about your family care plan, or to have one, but it is a good idea to think about it. For example, when you go on a weekend exercise who will walk your dog? It can also help people look after your family if for any reason something happens to you and your significant other.

Military Family Resource Centre. The first step to discover a multitude of local services

MFRCs have their fingers on all sorts of buttons to get deals for service members. Bursaries, summer camp assistance for kids, events for families, Rosetta Stone that you can borrow for six months at a time. They have counselling support too. Take a look at their web site, and even if you live far away from the city, give them a call.

<https://cfmws.ca/support-services/families/military-family-resource-centres>

Section 2

Childcare. Is there financial assistance for Reservists?

Only if you are on Class B or C, unfortunately. If you are a single parent and need to pay for childcare while you are away for 24 hours or more, or if both parents are in the military and are both away for 24 hours or more and need childcare (from a weekend exercise or a task, right up to a deployment of several months), you can claim up to \$75 per day with a receipt, or up to \$35 per day with a declaration. The form you fill in is the DND 2269 Family Care Assistance form. Don't get turned off by all the paperwork: once you've done it once, it is much easier all the subsequent times. This could even be your dad looking after your kids – he can get paid even if he does not have a business license.

CHAPTER 34

GETTING OUT OF THE ARMY

Section 1

Releasing. When can I release? What is the process?

As a Class A member of the Army Reserve, you can decide to release whenever you want. As a Class B member, other than the (usually flexible) 30 days' notice from your Class B contract, you can also decide to release whenever you want.

The first step to releasing is to advise your chain of command, then your OR. They will guide you through the process, including helping you to hand in your kit, and give you a phone number to ask pension questions. The link below is an excellent resource to skim before you start the release process:

<https://www.canada.ca/en/departement-national-defence/services/benefits-military/transition/release/reserve-release.html>

Section 2

Compulsory Retirement Age. How long can I stay in uniform?

Right now, the retirement age is 60. There is no mechanism that automatically stops your pay, but you are supposed to be gone by then. Do not assume everyone knows when your 60th birthday is coming up – advise your chain of command and your OR at least six months in advance.

However, if you want to stay (and your boss agrees) and you can meet the universality of service, an extension request for up to five years at a time can be sought. If you request a CRA extension, your unit must forward it for consideration. Your unit, brigade, and division can add their support (or lack of support) to your letter, but the Army Commander is the only person who gets to approve or deny your request. So if you are enjoying yourself and adding value, ask to stay. Remember, 60 isn't old: it's like being 28 but with 32 years of experience.

Section 3

Pension. Is there one for Class A? Class B? How good is it?

Yes for both Class A and B soldiers, and the pension is good. After you enroll, you join the Reserve Force Pension Plan automatically after earning 10% of the government's Yearly Maximum Pensionable Earnings (YMPE) in two consecutive 12-month periods. This means that if your Class A pay amounts to around \$5,500 for two years running (hard to avoid if you are parading regularly), you will automatically be entered into the pension scheme, without you doing anything extra. You will start to see the deductions coming off your pay each month.

Once you have 30 years of service and are 55, you are entitled to an immediate annuity. Anything less than that is a "deferred annuity."

Once you have 25 full-time equivalent years, you can start collecting at any age. So if you joined on Class B at age 20, and worked for 25 full-time years, you can retire at age 45.

Anyone who releases at age 60 starts collecting it right away.

The pay-out for a Class A person is 2% of lifelong earnings per year. ***So if you are a mediocre parader, and end up having earned \$200,000 by the time you are 55, you will receive about \$350/month from the Army ... for the rest of your life.*** And this is the basic amount – if you are a good parader or did lots of Class B, it will be more.

Also, if you end up doing some Class B work and are employed for 55 months in a row (about 4 years 7 months), you can opt to buy into the Regular Force pension plan which for most people is even better.

Your OR staff are not the experts on pension, but here is all the contact information for the organization that is. Call them directly at any point in your career:

Toll Free: 1-800-267-0325

Monday to Friday 0800 – 1600hrs (your local time)

Email: pensioncentrefac.centredespensionsfac@tpsgc-pwgsc.gc.ca

<https://www.tpsgc-pwgsc.gc.ca/fac-caf/act/rsrv-rfp/nvnw-force-eng.html>

There is also a new – excellent – pension calculator for all serving members at the link below:

<https://pension.tpsgc-pwgsc.gc.ca/mycafapension/app/login>

Section 4

Depart with Dignity Ceremony – when I release, how will my time be recognized?

Once you pass Basic Military Qualification course, whenever you decide to release, the Army will give you a retirement ceremony! The Depart with Dignity program outlines the entitlements, which vary depending on how much time-in you have. There are certificates, and if you have been in for 25 years you qualify for a flag flown on the Peace Tower in Ottawa. Don't get too excited about this, though, because there is a very long wait list so you may not see it til your grandkids are out of college. If you are nearing that stage of your own career, or have been asked to plan a retirement ceremony for someone, take a look at this web site which will tell you how one is done. Click the link below, then scroll down to number **01/09** for all the details.

<http://cmp-cpm.mil.ca/en/policies/cf-mil-pers-instr.page>

CHAPTER 35

TECHNOLOGY

Section 1

Computers

Getting a computer. If your unit doesn't have enough, or if you cannot access one

There are rarely enough computers at Reserve units. Technically, Class A soldiers are allocated 20% of a computer so if you feel you can't find one when you need one, this is not surprising. However, here are some things you can do:

For extra computers or laptops. Ask your unit Operations Officer or Adjutant to contact the Brigade G6 who often has extra kicking around.

For additional wiring in the armoury. Putting conduit into old buildings can be done locally. Don't believe that your old building is beyond hope. Then:

- a. The Brigade G6 is the person that your unit should contact first.
- b. Putting in a work ticket is the other option. Go to the "Assyst" link below, and put in a specific request including the room number and exactly where you want the new wiring. You do not need to have special authority to submit an Assyst ticket, but know that at some point your unit will be involved, so don't do this unless you have your boss's permission. It is not unusual to wait two years for re-wiring, but it takes someone to initiate the process. Ask your chain of command to contact the Brigade G6 on your behalf, who will help arrange something.

<http://assyst.forces.mil.ca/assystnet/#homepage>

Section 2

Personal Electronics At Work

Personal laptop at work. Is this allowed?

Before you read any further, you cannot plug a personal device (laptop or phone) into the DWAN and most armouries do not have wifi. However, yes you can bring your personal laptop into the armoury and you can plug your computer's electrical cord into the wall. But do not connect your personal laptop to anything other than a basic electrical wall outlet.

Personal phone at work. Can I bring my phone to work? Can I charge it there?

You can bring your phone to work, but do not charge it by plugging it into a DND computer. You will light up all the switchboards in Ottawa. Plug your charger into an electrical outlet on the wall with a regular power cord, or don't plug your phone in at all.

Section 3

Working Remotely

Access from home. Can I access the DWAN from home?

Yes but only if you have been set up and granted access. You need an Army laptop with the program called “DVPNI” loaded, and a PKI card. All of this is done through your unit Security Advisor (you’ll have to ask who that is). Once you are set up, you can literally log into the DWAN anywhere that has WiFi or a personal hotspot. There is also a program called Microsoft Office 365 which the Army uses now. If you want to look into this, see the link below:

<https://www.canada.ca/en/department-national-defence/campaigns/covid-19/working-remotely/office-365.html>

Section 4

When my Army computer breaks, or I cannot solve a software problem, who do I contact and how

Through the DWAN, click on the link below, then ‘Service Catalogue’ then ‘Report an incident.’ This service is answered surprisingly quickly and effectively once a tech contacts you. If you leave your cell phone number on the work ticket, the tech will call you.

<http://assyst.forces.mil.ca/assystnet/application/assystNET.jsp#id=-1;;type=3>

CHAPTER 36

SOCIAL MEDIA

The Army has developed various social media policies, however they do not answer every question you will have about what you can and cannot share. While you are in uniform, even part-time, be very wary about posting or sharing anything that, if linked by someone to you as a soldier, would compromise the Army's reputation. Do not underestimate the impact such things can have on you. As a soldier your behavior will be of interest to people you have never heard of.

It is understood that you will want to share your experiences about your work in the Army on social media. Canadians value and share stories and images posted by soldiers in social networks – often more than those posted by official accounts.

When you are on Class B, you are subject to the Code of Service Discipline at any time you are deemed to be working, and your behaviour on social media must reflect this. As an off-duty Class A member, the lines are less defined, but are being defined more precisely almost daily. Do not get caught out in assuming that you can separate your identity as a part-time off line Army Reservist from your on line behavior. Remember, there is simply no expectation of privacy online.

If you have any questions about something you want to post that may establish a military nexus or connection, ask your Unit Public Affairs representative if you have one, or you can contact the Brigade Public Affairs Officer directly to ask for guidance. They will be happy to spend 30 seconds helping you to avoid doing something that will take much longer to put back into the box.

How To Get Noticed (in three easy steps):

- a. Display a profile picture in uniform and leave your profile open for public access (which is fine)
- b. Then say or do something on line that is, or is perceived to be, offensive or that reflects discredit on the CAF (not fine)
- c. Then someone you will probably never meet will make the connection, and your explanation that “I wasn't in uniform when I said that” will be drowned out by the noise of the subsequent media explosion. Do not underestimate the effect that this can have on your military AND civilian careers.

Then ask yourself - was that post really worth it?

Also see Chapter 32, Section 2: Hateful Conduct for more information.

CHAPTER 37

HONOURS AND AWARDS

People who exhibit above-and-beyond performance and conduct can be nominated for awards. Awards and decorations do not happen by magic: behind every happy award recipient is a non-magical person who put in a lot of hard work to nominate them. In fact, there should be an award for people who nominate other people for awards – it is an incredibly selfless act to do so.

If you know someone who has spent a lifetime going above and beyond, or maybe someone who stepped up and exhibited one exemplary example of conduct/performance, consider nominating them for an award. If your nomination is successful, you will make someone's day. While the CO signs off on nominations, anyone can submit a nomination through their chain of command. Check out the following link with the main form to start the ball rolling to recognize someone you know deserves it.

<https://www.canada.ca/en/departement-national-defence/services/medals/cf-honours-policy-manual.html>

Nomination Form: Go to the link below and type in **DND 2448** or **Recommendation for Individual and Unit Awards** (only available from an army computer)

<http://dfc-rfd.mil.ca/en>



ANNEX A

SAMPLE PACKING LIST

SAMPLE SUMMER PACKING LIST (WAS FOR A DOMESTIC OPERATION)

1. Members shall wear/carry the following items:

- | | | | |
|------------------------------|----------------------------|---|------------------------------------|
| · Shirt CADPAT | · Bottle of hand sanitizer | · Wipes | · Mini MagLite® |
| · Pants CADPAT | · Insect repellent | · Ballistic eyewear | · Canteen/2 Qt Water Bottle |
| · Gloves CADPAT (thin) | · Underwear and bra | · Lipsol | · 1 x Field dressing |
| · Socks for combat boots | · ID discs, ID card | · Wallet | · 3pr x Surgical Gloves (if req) |
| · Boots combat | · Headdress, Unit field | · 1 x (any) triangular bandage or face mask | · 1 x N95 respirator mask (if req) |
| · Undershirt (brown T-shirt) | · Multi-Tool, Folding | · Ear plugs | |

2. In the Patrol/Small pack:

- | | | | |
|-----------------------------|--------------------------|------------------------------|------------------------------------|
| · 1 x Goretex jacket - rain | · Poncho liner - summer | · 1 x Canteen water | · 1 x N95 respirator mask (if req) |
| · 1 x Bush hat | · Bivvie Bag (if issued) | · Period products | · 2 x Surgical gloves (if req) |
| · Helmet | · 1 x Sunscreen | · 1 x Personal first aid kit | |

3. Packed in/on large field pack (rucksack):

- | | | | |
|-------------------------|------------------------------|-------------------------------|--------------------------------------|
| · Shirt CADPAT x 1 | · Rain pants | · Foot powder | · Binoculars (if issued) |
| · Pants CADPAT x 1 | · Towel bath x 1 | · Cleaning kits (boots/badge) | · Air mattress (attach outside pack) |
| · Undershirt x 2 | · Towel hand x 1 | · Sewing kit | · Plastic bag for used clothing |
| · Underwear x 2 and bra | · Socks for combat boots x 2 | · Mosquito bar/hat | |

4. Bag protector sleeping bag with the following:

- | | | | |
|-------------------------------|-----------------------------|----------------|--------------------------------------|
| · Sleeping bag inner | · Sleeping bag liner | · Wash basin | · Knife/Fork/Spoon (KFS) |
| · Combat gloves (if not worn) | · Ground sheet/shelter half | · Toiletry bag | · Tent pegs / bungee cords in Ziploc |

5. Follow on kit in a MK 5 kit bag (duffel bag)

- | | | | |
|--------------------|---|---------------------------------|---------------|
| · Shirt CADPAT x 1 | · Combat boots (spare) | · Undershirt x 2 or more | · Laundry bag |
| · Pants CADPAT x 1 | · Socks wool for combat boots x 2 or more | · Underwear x 2 and bra or more | · Mini pillow |

6. Miscellaneous Items

- | | | | |
|--------------------------|----------|--------------------|-----------------|
| · Merino wool undershirt | · Wallet | · Headphones | · Phone/charger |
| · Tuque | · Pens | · Computer/charger | · Boot bands |

7. Toiletries

- | | | | |
|-----------------------|---------------------------|--------------------|--------------|
| · Toothbrush | · Hair elastics/nets/pins | · Hair brush | · Razor |
| · Toothpaste | · Soap in soap dish | · Medication/pills | · Tweezers |
| · Dental floss | · Nail clippers | · Moisturizer | · Flip flops |
| · Shampoo/dry shampoo | · Deodorant | | |

Add your own additional items in space below:

ANNEX B

SAMPLE FITNESS PROGRAM FOR COMBAT FITNESS TEST, BMQ AND PLQ COURSES

NOTE

PSP has a detailed fitness prep course for DP1 Infantry. Call the BC PSP (fitness) people and ask them to send it to you. Contact Sean at Hommersen.Sean@cfmws.com or (604) 225-2520 ext 2598 or BB (604) 340-4479.

Equipment Required:

- Comfortable small pack (CADPAT smallpack)
- 2x regular empty sandbags (do-it-yourself version described below)
- 1 or more sturdy garbage bags or large ziplock bags
- Sand or filler weight
- Old clothing
- String and strong tape

How to make your own sandbag. Fill the garbage or ziplock bags with sand and place them into the sandbag until you get to the prescribed weight. Use old clothes or the like to fill the rest of the sandbag space and try and evenly spread the weight. Secure the end with string and tape. Can place into the other sandbag and secure with string and tape for extra stability. You can use this sandbag for small pack weight as well as the functional exercise day.

Combat Force Test consists of:

1. Load Bearing March

- 5 km load bearing march (carrying about 35 kg or 77 lbs)
- Time to Complete: no more than 60 mins and no less than 50 mins
- Equipment – FFO + Battle Order

2. 5 Minute Break

3. FORCE Circuit

- Equipment – CADPAT + FIGHTING ORDER (approx 25 kg or 55 lbs) – detailed equipment list below
- Continuous timed event – time starts at the commencement of the 20 m Rushes and ends once the Sandbag drag is complete
- Rifle carried for 20 m rushes and slung for all other events
- Time to Complete: Continuous 15 mins or less

APPROXIMATE MASS	EQUIPMENT
3.0 kg	1. CADPAT Clothing (including boots, pants, shirt)
1.5 kg	2. Helmet
4.7 kg	3. C7 or C8 rifle (including sling, C79 sight, magazines)

APPROXIMATE MASS	EQUIPMENT
8.0 kg	4. Fragmentation Vest (including front and rear ballistic plates)
4.5 kg	5. Tactical load bearing vest (including four full magazines, bayonet, 2 x grenades)
2.3 kg	6. NBCD Mask and Carrier
1.0 kg	7. 1.0 litre (full) canteen/hydration
10 kg	8. Small Pack/Day Bag

Twelve Week Program

Week	Day 1	Day 2	Day 3	Day 4
1	5 min. Warm Up walk to run 2 x 5 min. run/1 min. walk 5 min walking cool down Total Time: 22 min.	5 min Warm Up/Mov't Prep Workout A 2 x 12	5 min Warm Up/Mov't Prep Time: 20 min Pack Weight: ~12 kg Record Distance:	5 min Warm Up/Mov't Prep Workout B 2 x 12
2	5 min. Warm Up walk to run 2 x 6 min. run/1 min. walk 5 min walking cool down Total Time: 24 min.	5 min Warm Up/Mov't Prep Workout C 2 x 12	5 min Warm Up/Mov't Prep Time: 25 min Pack Weight: ~12 kg Record Distance:	5 min Warm Up/Mov't Prep Workout D 2 x 12
3	5 min. Warm Up walk to run 2 x 7 min. run/1 min. walk 5 min walking cool down Total Time: 26 min.	5 min Warm Up/Mov't Prep Workout A 2 x 12	5 min Warm Up/Mov't Prep Time: 30 min Pack Weight: ~12 kg Record Distance:	5 min Warm Up/Mov't Prep Workout B 2 x 12
4	5 min. Warm Up walk to run 2 x 5 min. run/1 min. walk 5 min walking cool down Total Time: 22 min.	5 min Warm Up/Mov't Prep Workout C 2 x 12	5 min Warm Up/Mov't Prep Time: 20 min Pack Weight: ~12 kg Record Distance:	5 min Warm Up/Mov't Prep Workout D 2 x 12
5	5 min. Warm Up walk to run 3 x 5 min. run/1 min. walk 5 min walking cool down Total Time: 25 min.	5 min Warm Up/Mov't Prep Workout A 3 x 12	5 min Warm Up/Mov't Prep Time: 20 min Pack Weight: ~16 kg Record Distance:	5 min Warm Up/Mov't Prep Workout B 3 x 12
6	5 min. Warm Up walk to run 4 x 5 min. run/1 min. walk 5 min walking cool down Total Time: 30 min.	5 min Warm Up/Mov't Prep Workout C 3 x 12	5 min Warm Up/Mov't Prep Time: 25 min Pack Weight: ~16 kg Record Distance:	5 min Warm Up/Mov't Prep Workout D 3 x 12
7	5 min. Warm Up walk to run 5 x 5 min. run/1 min. walk 5 min walking cool down Total Time: 35 min.	5 min Warm Up/Mov't Prep Workout A 3 x 12	5 min Warm Up/Mov't Prep Time: 30 min Pack Weight: ~16 kg Record Time: Record Actual Weight of Equipment:	5 min Warm Up/Mov't Prep Workout B 3 x 12
8	5 min. Warm Up walk to run 3 x 5 min. run/1 min. walk 5 min walking cool down Total Time: 25 min.	5 min Warm Up/Mov't Prep Workout C 3 x 12	Time: 25 min Pack Weight: ~16 kg Record Distance:	5 min Warm Up/Mov't Prep Workout D 3 x 12
9	5 min. Warm Up walk to run 2 x 8 min. run/1 min. walk 5 min walking cool down Total Time: 28 min.	5 min Warm Up/Mov't Prep Workout A 3 x 12	5 min Warm Up/Mov't Prep Time: 25 min Pack Weight: ~20 kg Record Distance:	5 min Warm Up/Mov't Prep Workout B 3 x 12

Week	Day 1	Day 2	Day 3	Day 4
10	5 min. Warm Up walk to run 3 x 5 min. run/1 min. walk 5 min walking cool down Total Time: 25 min.	5 min Warm Up/Mov't Prep Workout C 3 x 12	Time: 25 min Pack Weight: ~16 kg Record Distance:	5 min Warm Up/Mov't Prep Workout D 3 x 12
11	5 min. Warm Up walk to run 2 x 12 min. run/1 min. walk 5 min walking cool down Total Time: 36 min.	5 min Warm Up/Mov't Prep Workout A 3 x 12	5 min Warm Up/Mov't Prep Time: 35 min Pack Weight: ~20 kg Record Distance:	5 min Warm Up/Mov't Prep Workout B 3 x 12
12	5 min. Warm Up walk to run 2 x 8 min. run/1 min. walk 5 min walking cool down Total Time: 28 min.	5 min Warm Up/Mov't Prep Workout C 2 x 12	5 min Warm Up/Mov't Prep Time: 25 min Pack Weight: ~20 kg Record Distance:	5 min Warm Up/Mov't Prep Workout D 2 x 12

Workouts

Exercises that are set up in pairs should be done alternating with 30-45 seconds rest between sets.

Exercises that are set in triplets are to be conducted as C1, C2, C3, C2, C1, C2 until all sets are complete, with 30 seconds rest after each set. Scheduled sets and reps apply to all the exercises of the day except the plank, which would be double. Weight should be selected to provide a challenge but allow all reps to be completed in that set with proper form. All exercises can be found on the Internet, and all can be done with homemade or creatively found items at home. For anything like rowing, which is a resistance activity, replace it with a similar exercise using a rubber 'resistance band.' There are examples in the little card at the link here, provided by PSP:

<http://media.releasewire.com/photos/show/?id=118070>

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Workout A	Workout B
A1) Step Ups A2) Incline Bench B1) Back Squat B2) Lat Pull Down C1) Landmine Press C2) Plank C3) Upright Row	A1) Single Leg Deadlift A2) Dumbell Overhead Press B1) Glute bridge B2) Seated Row C1) Dumbell Lateral Raise C2) Side Plank C3) Face Pull
Workout C	Workout D
A1) Lunges A2) Bench Press B1) Side Lunges B2) Lat Pull Down C1) Landmine Press C2) Plank C3) Shrug	A1) Deadlift A2) Overhead Barbell Press B1) Sumo Deadlift B2) Dumbell Bent Over Row C1) Dumbell Front Raise C2) Side Plank C3) Reverse Fly

ANNEX C

COURSE PROGRESSION CHART (BY TRADE)

Level	Rank	Infantry	Armoured	Artillery	Engineer	RCEME	Field Signals	Logistics
PRes DP1	OCdt to Lt	PRes BMOQ = (30 days total) Mod 1 (23 days = also called BMQ) & Mod 2 (7 days)						
		PRes BMOQ-Army (55 days) Mods are not available for this course						
		RQ Inf 2Lt - Dsmt'd Inf PI Comd (60 days) Mod 1 (11 days) Mod 2 (26 days) Mod 3 (16 days) Mod 4 (7 days)	Gunnery Pre-Req (13 to 24 days) RQ Armd O (64 days)	RQ 1.1 (65 days) Mod 1 (26 days) Mod 2 (25 days) Mod 3 (14 days)	DP1.1 Basic Engineer Officer Crse (61 days)	DP1.1 EME OFFR (70 days) DP1.2 EME OFFR (53 days)	DP1 BSOC (84 days) Mod 1 (39 days) Mod 2 (15 days) Mod 3 (13 days) Mod 4 (17 days)	LOCC (27 days) LOCL (38 days) Speciality Crse (Fin, Mat Mgt, Tn) (3-7 wks)
		AJSO (8 Days) - can be done as a Lt or Capt Mod 1 (1 Day - DL) Mod 2 (1 Day - DL) Mod 3 (1 Day - DL) Mod 3 Pt 2 (5 Days)						
		CAFJOD (5.5 Days) - can be done as a Lt or Capt Mod 1 (1.5 Days - DL) Mod 2 (3 Days - DL)						
PRes DP2	Capt	PRes ATOC (20 Days) Mod 1 (10 Days - DL) Mod 2 (10 Days - Res)						
		CAFJOD (7.5 Days) - can be done as a Lt or Capt Mod 3 (1.5 Days - DL) Mod 4 (2 Days - DL) Mod 5 (2 Days - DL) Mod 6 (2 Days - DL)						
				Dismounted FOO (28 Days) (rewrite 2025) Mod 1 (15 Days) Mod 2 (13 Days) Arty Ops Officer (16 Days) Mod 1 (9 Days) Mod 2 (7 Days)		DP2 EME Officer Advanced (20 Days)	CSQ: CAF Net Ops (15 days) CSQ: FSOC (22 Days)	
		PRes AOC (74 Days) ...conducted over 11 months in 3 X Tutorials Tut 1 (35 Days - DL). Tut 2 (24 Days - Div.). Tut 3 (15 Days - CACSC)						
PRes DP3	Maj	DCCC (14 Days)	Recce Sqn Comd (22 Days) Mod 1 (8 Days - DL) Mod 2 (14 Days - Res.)	Bty Comd (11 Days) (currently being re-written - ETC 2024)				Advance Logistics Officer Crse
		Joint Command and Staff Program (JCSP) - recommended for LCol, but not required - either one year or two years part-time study						

Crses to take when you are IN this rank	DEVELOPMENT PERIOD	MSEOp	MAT MGT TECH	COOK	HRA	FSA	VEH TECH	WPN TECH		
Pte	DP 1	BMQ	BMQ	BMQ	BMQ	BMQ	BMQ	BMQ		
		QL3 MSEOp (3 CDTC DET Edmonton) Usually Jun-Aug (41 days)	MAT MGT RQ PTE CFLTC BORDEN (38 days)	COOK RQ PTE (CFLTC BORDEN) (55 days)	HRA RQ PTE (55 days)	FSA RQ PTE (58 days)	***CTAT (mod 1 and 2 complete), and Security Clearance (IvI II) initiated by unit			
							Dvr Whl (LSVW, LUVW (M))			
							*** Level II Secret clearance must be at QC prior to continuing trades training.			
							CSQ-RCEME-Pte Mod 1 (CRTT) (15 days)			
		Logistics trade may now receive/ wear Log hat badge on completion of DP1 (CFLTC Commandant signed policy)					CSQ-RCEME-Pte Mod 2 (CRT) (19 days)	DP 1.3 Small Engines and Support Equipment Summer 1 (27 days)	DP 1.3 Basics (C7, C8, M203) Summer 1 (20 days)	
OPERATIONALLY FUNCTIONAL POINT (OFF) IN TRADE; MBR TO BE DP1 COMPLETE WITHIN 2 YRS (Cook and Veh 3 yrs) JAW CAO 24-31										
Cpl	DP 2	24 months experience between completing QL3 and attending QL5	QL5 MAT MGT TECH (CFLTC BORDEN) (28 days)	ON JOB TRG Either Edmonton Main Kitchen Trg Cell or locally. This OJPR Trg Package takes 12-24 months.	EQ (Experience Qualification)	EQ (Experience Qualification)	CSQ-RCEME-Cpl (CRT) Summer 2 (12 days)	Air brakes and HLWW Dvr crse (pre-req for DP2 Veh Tech)	DP 2.2 Ancil Eqpt Summer 2 (19 days)	
		QL5 MSEOp (CFLTC BORDEN) (354 days)		One year between completing OJPR Trg Pkg and attending RQ CPL				DP 2.3 C9, 9mm, Shotgun, and Range Duties Summer 2 (27 days)	DP 2.3 C9, 9mm, Shotgun, and Range Duties Summer 2 (27 days)	
				COOK RQ CPL (CFLTC BORDEN) (45 days)				DP 2.4 C6, 84mm, M72 Summer 3 (28 Days)	DP 2.4 C6, 84mm, M72 Summer 3 (28 Days)	
					DP 2.3 Recovery Summer 2 (23 days) (still on books but RCEME school confirmed NOT required for MCpl)	DP 2.5 .50, C16 Summer 3 (25 days)		DP 2.6 Mortar and Hydraulic Summer 4 (20 days)	DP 2.7 C3 Howitzer Summer 4 (22 days)	(2.6 and 2.7 MUST be taken in sequence)
				Primary Leadership Qualification (PLQ) = Mod 1 (9 days - DL) Mod 2 (11 days) Mod 3 (17 days)					Wpns Techs must complete to DP 2.3 and Veh Techs must complete to DP 2.2 before being eligible for MCpl.	
MBR'S TECHNICAL TRAINING NOW COMPLETE. OPERATIONAL FUNCTION POINT ACHIEVED. DEPLOYABLE OVERSEAS IN TRADE										
MCpl	DP 3	QL6A MSEOp (CFLTC BORDEN) (22 DAYS)	QL6 MAT MGT TECH (CFLTC BORDEN) (18 DAYS)	RQ SGT (CFLTC BORDEN) (24 DAYS)	HRA RQ SGT (CFLTC BORDEN) (24 DAYS)	FSA RQ SGT (CFLTC BORDEN) (37 DAYS)	CSQ-RCEME-Sgt (23 days)			
Sgt		ALL TRADES ILP (INTERMEDIATE LEADERSHIP PROGRAM)								
WO	DP 4			RQ MWO (16 days)			DP4 Common RCEME Trg (Manager) (26 days) (Promotion to WO changes trade to LEET)			
MWO		ADVANCED LEADERSHIP PROGRAM (ALP) = 14 days - DL								
		Master Driver (MWO or senior WOs)								
CWO	DP 5	ALL TRADES SLP (SENIOR LEADERSHIP PROGRAM) = Mod 1 (10 days - DL) Mod 2 (15 days)								
		Unit Command Team Course (7 days) = Mod 1 (5 days - CACSC) Mod 2 (2 days - DL)								

Level	Crises to take when you are IN this rank	Infantry	Armoured	Artillery		Cbt Engineer	Signals (RCCS)		
				Gun Line	OP		Sig Op	Line Tech	IS Tech / Sig Tech
Basic Military Qualification (BMQ) (23 days)									
DP 1	Pte	RQ Infantry Private (34 days)	Basic Mounted Comms (5 days) Dvr Wheel (2 days) LUVW (9 days) RQ Trooper (20 days) Armd Veh Dvr (14 days)(TAPV)	RQ Arty Det Mbr (Common) - Gunner (15 days)		RQ Sapper (95 days) Mod 1 Tool Pkg (6 days) Mod 2 Demo (25 days) Mod 3 Bridging (13 days) Mod 4 Mines (5 days) Mod 5 Search (8 days) Mod 6 BMQ & Obstacle (11 days) - decentralized Mod 7 (10 days) Mod 8 (6 days) Mod 9 (5 days) New Mod (6 days) TBC	Amy Dvr Whl Common (Milcot SMP) + trailer (2-3 mos on weekends)	Army Dvr Whl Common (LSVW/ Milcot Clak variant) + trailer (2-3 mos on weekends)	IS Tech RQ IS Tech Sig (97 days) Mod 1 (16 days) Mod 2 (16.5 days) Mod 3 (16.5 days) Mod 4 (31 days) Mod 5 (17 days) SIG TECH CSQ:POET (95 days) RQ Sig Tech PTE (65 days) Mod 1 (18 days) Mod 2 (6 days) Mod 3 (23 days) Mod 4 (18 days)
				Gun Det Mbr 105mm C3 (16 days) OR Gun Det Mbr 105mm LG1 (16 days)		RQ - Sig Op Pte (45 days) Mod 1 (5.5 days) Mod 2 (20 days) Mod 3 (16 days) *or take the RegF crse if avail (76 days)	RQ - Line Tech Pte (96 days) Mod 1 (42 days) Mod 2 (46 days) (extra 8 days are admin)		
DP 2	Cpl	IBMG (11 days)		CP Tech (18 days) Mod 1 (10 days) Mod 2 (8 days) Arty Recce Tech (18 days)	OP Det Mbr (10 days)	RQ Corporal DL (9 days) Residential (59 days)	RQ Sig Op Cpl (31 days) Mod 1 (DLN - 6 days) Mod 2 (25 days)	RQ - Line Tech Cpl (40 days) Mod 1 (12 days) Mod 2 (20 days) Mod 3 (8 days)	RQ IS Tech Cpl (69 days) Mod 1 (23 days) Mod 2 (23 days) Mod 3 (23 days) RQ Sig Tech Cpl (24 days) Mod 1 (4 days) Mod 2 (20 days)
				ATBDC (9 days) then ATBMC (10 days) or ATAC (5 days) (often needs waiver)	ATBDC (9 days) then ATAC (5 days) (often needs waiver)				
Primary Leadership Qualification (PLQ) = Mod 1 (9 days - DL) Mod 2 (11 days) Mod 3 (17 days)									
DP 3	MCpl	RQ Infantry MCpl (35 days)	RQ MCpl (16 days) (done on LUVW if no TAPV avail) Gnry/Op (24 days)	Gunner JLC (17 days)	OP Det 2IC (19 days) Mod 1 (12 days) Mod 2 (7 days)	RQ Sgt (53 days) DL (30 days) Residential (23 days)	RQ Sig Op Sgt (18 days) Mod 1 (DLN - 7 days) Mod 2 (11 days)	RQ Line Tech Sgt (35 days) Mod 1 (6 days) Mod 2 (29 days)	IS Tech RQ IS Tech Sgt (15 days) Mod 1 (6 days) Mod 2 (9 days) Sig Tech RQ Sig Tech Sgt (24 days)
				Gun Det Comd (22.25 days) GATS (44 days) Mod 1 (18 days) Mod 1 prereq: Recce Tech Mod 2 (9 days) Mod 3 (17 days) Mod 2 prereq: CP Tech+ATAC	OP Det Comd (4-5 weeks)				
DP 3	Sgt	AFFRSO (10 days) RQ Inf PI WO Pre-Reading Pkg (5) DL (5) Residency (29) Total (39 days)		Gun Area Tp SM (GATSM) Mod 1 (23 days) Mod 2 (19.5 days) (# trg days being finalized)	FSCC WO Crse (spots rarely avail) (take gun line stream courses throughout your career or you will be a Sgt on basic tech crses that should have been taken as a BDr)	DP3B Tp WO (33 days) DL (11 days) Residential (22 days) (being updated for 2025)	RQ - Sig Op WO (TBC days)	CSQ RCCS WO (29 days) Mod 1 (DLN 14 days) Mod 2 (15 days) RQ - Line Tech WO (TBC days)	CSQ RCCS WO (29 days) Mod 1 (DLN 14 days) Mod 2 (15 days) RQ - IS/Sig Tech WO (TBC days)
DP 4	WO	RQ Inf SM (11 days) (6 days - DL) (5 days - Assess Per)	Troop WO Crse DP4 (24 days)	RQ Gunner MWO (15 days)	N/A				TBA
Advanced Leadership Program (ALP) = 14 days - DL									
Senior Leadership Program (SLP) = Mod 1 (10 days - DL) Mod 2 (15 days)									
Unit Command Team Course (7 days) = Mod 1 (5 days - CACSC) Mod 2 (2 days - DL)									
DP 5	CWO								

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And for the ideas, creative work, and subject matter expertise of:

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Canadian Army Headquarters



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Canadian Army Headquarters



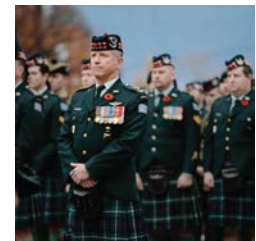
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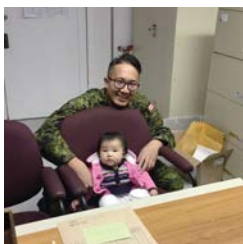
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