

THE

ARMY RESERVE

IN CANADA



Soldier
Information
Handbook





Issued under the Authority of the Commander Canadian Army

R-PM-007-000-AF-001 (English)

R-PM-007-000-AF-002 (French)

This publication is available on the DWAN in English at:
http://cgcs.mil.ca/DTICS/SITE/NDID_metadata_e.asp?ndid=RPM007000AF001

On the DWAN in French at:
http://cgcs.mil.ca/DTICS/SITE/NDID_metadata_e.asp?ndid=RPM007000AF002

It is also available on the internet at:
<https://www.canada.ca/en/army/services/line-sight.html>



This handbook was designed and produced
by the 39 CBG Public Affairs Office in Vancouver, BC
February 2022



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document shall continue to apply.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas des marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.

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 in BC, 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:

Major Alex Haussmann

alex.haussmann@forces.gc.ca

Captain Iska Scholl

bcsoldiersmanual@gmail.com

Acronyms

The Soldier Handbook uses several acronyms. This should let you crack the code:

A-JLC - Army Junior Leadership Course
Adjnt - Adjutant
ADR - Alternate Dispute Resolution
AEL - Army Electronic Library
AJSO - Army Junior Staff Officer
ATOC - Army Tactical Operations Course
AOC - Army Operations Course
BEW - Ballistic Eyewear
BMQ - Basic Military Qualification
CADPAT - Canadian Disruptive Pattern
CAF - Canadian Armed Forces
CAFJOD - CAF Junior Officer Development
CAFTG - CAF Transition Group
CANARMYGEN - Canadian Forces General Message
CANFORGEN - Canadian Forces General Message
CAO - Canadian Army Orders
CD - Canadian Decoration
CDS - Chief of the Defence Staff
CF 52 - General Allowance Claim
CF 98 - Injury report
CFAO - Canadian Forces Administrative Orders
CFLC - Canadian Forces Liaison Council
CFMap - CF Member Assistance Program
CFTPO - Canadian Forces Taskings Plans and Operations
CFTDTI - Canadian Forces Temporary Duty and Travel Instruction
CLDA - Casual Land Duty Allowance
CO - Commanding Officer
CQ - Company Quartermaster
CRA - Compulsory Retirement Age
DAG - Deployment Assistance Group
DAOD - Defense Administration Orders and Directives
DAPS - Delegated Authority Promotions System
DEU - Defence Environmental Uniform
DFIT - Defence Fitness
DLN or DND Learn - Defence Learning Network
DND - Department of National Defence
DND 2269 - Family Care Assistance Form
DND 404 - Army Driver's Licence
DP1 - Developmental Period 1
DVPNI - Defence Virtual Private Network Infrastructure
DWAN - Defence Wide Area Network
DWD - Depart with Dignity
ED & T - Exempt Duty and Training
EMAA - Employee Member Access Application
FFO - Field Fighting Order
GBA+ - Gender Based Analysis

HRMS - Human Resource Management System
I-JLC - Infantry Junior Leadership Course
ILP - Individual Learning Plan
IMP - Individual Meal Packet
ISCC - Infantry Section Commander's Course
JTFW - Joint Task Force West
KFS - Knife/Fork/Spoon
LGBTQ2 - lesbian, gay, bisexual, transgender, queer, and two-spirit
MFRC - Military Family Resource Centre
MIR - Medical Inspection Room
MPRR - Member Personnel Record Resume
MRE - Meal Ready to Eat
MTEC - Minor Travel Expense Claim
NCM - Non-Commissioned Member
NCO - Non-Commissioned Officer
NES - Non-Effective Strength
Ops - Operations Cell
OR - Orderly Room
OSI - Operational Stress Injury
OSISS - Operational Stress Injury Social Support
P-Cat - Permanent Category
PAT - Personnel Awaiting Training
PDL - Provincial Driver's License
PDR - Personal Development Review
PiLL - Payment in Lieu of Leave
PKI - Public-Key Infrastructure
PLAR - Prior Learning Assessment Review
PLD - Post Living Differential
PLQ - Primary Leadership Qualification
PMQ - Private Married Quarters (new term is RHU)
PSHCP - Public Service Health Care Plan
PSP - Personnel Support Programs
PT - Physical Training
QR&Os - Queen's Regulations and Orders
REO - Reserve Employment Opportunities
RFC - Reserve Force Compensation
RFFSA - Reserve Force Foreign Service Arrangement
RHU - Residential Housing Unit
RMC - Royal Military College
ROs - Routine Orders
RQ - Regimental Quartermaster
RSM - Regimental Sergeant Major
SAM - Supply Administration Manual
SISIP - Service Income Security Insurance Plan
TAA - Transportation Assistance Allowance
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

TABLE OF CONTENTS

Part I: Pre-Enrolment Things to read before you decide to join

CHAPTER 1: WELCOME TO THE ARMY RESERVE!	20
Section 1: What Am I Getting Myself Into?!?	20
The Army Reserve. What is it, and why would I want to join?	20
The Culture. What is it?	20
I've heard that the Army is a 'small world'. Why do people say this?	20
LGBTQ+. Is everyone welcome? How do I address people if I do not know their gender?	21
Gender Lens. How does gender impact experience? What advice is there?	21
Religious Accommodations	21
CHAPTER 2: EXPECTATIONS	22
Section 1: How often do I have to show up?	22
Section 2: Working environment. What does 'coming to work' look like?	22
A generic weekly parade night	22
A generic monthly weekend training exercise	23
A generic summer training session	23
Section 3: Quitting. If the Army doesn't work out, can I quit? How easy is it to do so?	23
CHAPTER 3: CHOOSING YOUR PATH	24
Section 1: Officer vs Non-Commissioned Member (NCM).	24
What is the difference?	24
Which one is right for me?	24
Section 2: Trades In The Army Reserve	24
What are the professions available in each unit?	24
All Military Trades. And the criteria for each	25
Changing Trades	25
What should I think about before doing so?	25
What is the process for changing trades?	25
CHAPTER 4: PAY	26
Section 1: Getting Paid	26
Pay rates. How much do I get paid at each rank level?	26
Pay Categories. How do they work?	26
Pay Policy. How frequently will I get paid?	26
Checking My Pay. How do I check my pay each month? Can I get my pay records emailed to me?	26
Your Pay Statement. What do all these numbers mean?	26
Compulsory deductions. What part of my pay is being deducted and what for?	26
Section 2: Pay Problems	27
Too much or not enough. What do I do if I notice that my pay is not correct or I didn't get paid?	27
Repayment. If you accidentally get overpaid	27

CHAPTER 5: BENEFITS	28
Section 1: Automatic Benefits	28
Payment in lieu of leave (PiLL)	28
Casual Land Duty Allowance (CLDA)	28
Temporary Duty (TD)	28
Post Living Differential (PLD)	28
Section 2: Benefits You Need To Apply For	28
Clothing. What clothing can I get reimbursed for?	28
Dental Coverage. Do Reservists get a dental plan?	28
Tuition Reimbursement. Is there money for university/college/other tuition?	29
Commuting Assistance. Is there financial help to travel to my unit on work nights?	29
Reimbursement for travel to long-term tasks or courses	29
Veteran license plates. Can I get one, and why would I want to?	29
CF1 Card. What military discounts are around, and how do I access them?	30
Military Family Resource Centre (MFRC). Can they help me access benefits?	30
Gym Membership. Can the Army subsidize a membership for me?	30
Infertility Treatment. Can the Army help me pay for this?	30
Financial Assistance. Is there any general financial assistance like financial planning or loans?	30
Stand-by on military flights. Can I jump on military flights for free to go on vacation?	30
Accommodation. Can I access military accommodation if I am on vacation inside and outside of Canada?	30
Section 3: Benefits You Are Not Entitled To	31
CHAPTER 6: EDUCATION	32
Section 1: Reimbursement for your civilian education	32
If the Army gives me money for education, will I owe anything in return?	32
Individual Learning Plan (ILP). How do I access money for education? How reliable is this program?	32
Section 2: Credit For Courses	33
Do my Army courses give me high school or university credit?	33
Red Seal. Can the Army help me get my Red Seal qualification or will the Army recognize my Red Seal?	33
Section 3: Bursaries and Scholarships	33
Does the Army have any? How do I find them?	33
Section 4: Royal Military College (RMC)	33
If I am hoping to go to RMC, can my Army Reserve experience increase my pay while I'm there?	33
Section 5: Education and Training Benefit	33
CHAPTER 7: MEDICAL AND DENTAL COVERAGE	34
Section 1: Health Coverage	34
Section 2: Eye Glasses	34
Getting Glasses. Can the Army pay for glasses? How does this work?	34
Coverage	34
Ballistic eyewear	34
Section 3: Dental Coverage	34
Dental Care – what coverage is available, and who will be doing my teeth?	34

Registering. How do you sign up for dental coverage?	34
Dental Coverage. What does the Army cover for Reservists?	34
Who will be doing my dental work?	34
Family dental care. What does the Army cover for my family?	34

CHAPTER 8: DEPLOYMENTS AND OTHER TRAVEL OPPORTUNITIES **35**

Section 1: Operations Inside Canada	35
Section 2: Operations Outside Canada	35

CHAPTER 9: ENROLLING **37**

Section 1: How do I join?	37
How easy is it?	37

II. Just Enrolled **Things To Read Right After You Have Joined Your Unit**

CHAPTER 10: THE UNIT **40**

Section 1: Unit Structure	40
Chain of Command. Who are all these people and what do they do?	40
The Commanding Officer	40
The Regimental Sergeant Major	41
The Adjutant	41
Your Unit Operations Cell (Ops). What is its purpose.	41
The Quartermasters. Who are they?	41
Your Orderly Room (OR). What is the purpose of the OR?	41
The Unit Duty Officer. Who is this? And why should I care?	41
The Messes	41
Secondary Duties (mainly for junior officers). What are they, and who does them?	42
Section 2: Basic Administration You Will Need To Know About	42
Getting a Military ID Card	42
Section 3: Information Management in a Unit	42
Keeping In the Loop. Making sure you know what is going on in general	42
Routine Orders. What are they?	42
Section 4: Useful Accounts You Should Set Up For Yourself—And Why	43
Defence Wide Area Network (DWAN)	43
Employee Member Access Application (EMAA)	43
Defence Learning Network (DLN or DND Learn)	43
Logistik Unicorp. How do I order my uniform items online?	43
Monitor Mass	44
DFit. What and where is the Army's fitness app?	44

CHAPTER 11: TRAINING **45**

Section 1: Weekday Training Nights	45
Time. What time do people arrive and depart?	45
The Schedule. How do I know what we are doing on these evenings?	45
Equipment. How do I know what to wear and bring with me each evening?	45
Storage. Is there somewhere in the armoury that I can store all my kit?	45
Personnel Awaiting Training (PAT) Platoon. Who looks after me when I first join?	45

Section 2: Going on A Weekend Exercise	46
Planning. How do I know what we will be doing on the exercise?	46
Living in the field. What does it look like on a weekend exercise?	46
Kit. What to take and how to pack it for a weekend.	47
Tent etiquette. How to share a tent with 30 other people of mixed gender	47
Section 3: Going On Course	48
Packing	48
How do I know what to take and how do I get it to the course?	48
Civilian clothes	48
Getting course loaded. How do I advise my unit that I want/am available to be loaded onto a course?	48
Section 4: Basic Military Qualification (BMQ)	49
What is the course like?	49
How do I prepare myself?	49
Hints for success on Basic Training (from recent graduates)	49
Section 5: Summer Employment	50

CHAPTER 12: ABLUTIONS AND HYGIENE DURING TRAINING **51**

Section 1: Teeth	51
Caring for them in the field	51
Section 2: Going to the toilet ... when there isn't one	51
Importance of going often	51
Urinating while standing up	51
Keeping clean	52
Section 3: Feminine Hygiene in the Field	52
Being ready for your period	52
How to Avoid Having Your Period At All!	52
Section 4: Toiletries	52
Section 5: Showers	52

CHAPTER 13: GETTING DRESSED **54**

Section 1: Dress Regulations	54
General advice for doing hair	54
Earrings/Jewellery/Tattoos/etc	55
Make-up	55
Section 2: Obtaining And Discarding Uniform Items (issue and non-issue items)	55
Bra Allowance. Will the Army reimburse me for the purchase of bras and sports bras?	55
Buying Combat Boots. How do I replace my combat boots? Will the Army reimburse me?	56
Initial ordering and getting new/replacement dress uniform items	56
Initial ordering and getting new/replacement CADPAT uniform items	56
Discarding/Disposing of DEU or CADPAT uniform items	56
Unit kit shops. What is this, and what kinds of things does it sell?	57
Non-issue kit – can I wear non-issue kit bought from civilian suppliers?	57
Uniform Items While Off-Duty. Can I wear any Army uniform items mixed with civilian clothes?	57
Purchasing things outside the Army supply system. If I cannot get something through the system, where can I go to buy it?	57
Section 3: Modifying Kit	57
Getting uniforms tailored (DEU and CADPAT)	57
Getting badges sewn onto your uniforms	58
Kit modifications. How can I make my equipment fit me, and who can help me?	58
My beret looks funny. How can I get my beret to form properly?	59
Section 4: Mess Kit (Officers and Senior NCO only)	59

CHAPTER 14: FITNESS	60
Section 1: Getting Fit	60
DFit—the Army’s fitness app, and how it covers you in case of injury	60
Section 2: Staying Fit	60
Personnel Support Programs (PSP). Who are they, and how can they help with my fitness?	60
Coping with being top-heavy. How to make running less uncomfortable	60
Lifting things correctly. Why is it so important in the Army?	61
Section 3: Fitness Standards	61
Fitness standards on courses. How fit do I have to be to go on course?	61
The FORCE test	61
CHAPTER 15: DEPORTMENT AND CONDUCT	62
Section 1: Deportment	62
Expectations. How am I expected to conduct myself? Are there guidelines?	62
Getting yelled at. Putting it into context	62
Disrespect. Don’t.	62
Section 2: Fraternalization	62
What is/isn’t it?	62
Dating in your own unit – perspective beforehand	63
Section 3: Your professional relationship with others	63
Establishing a good one, and things to avoid	63
CHAPTER 16: MILITARY HOUSING	64
Military Housing	64
Is there military housing in BC for me and my family?	64
CHAPTER 17: ALCOHOL AND DRUGS	65
Section 1: Alcohol	65
Section 2: Drugs	65
Cannabis. Can I?	65
Illicit Drugs. Can I?	65
III. Later In Your Career	
Things To Read Once You Have Been In For A While	
CHAPTER 18: ADMINISTRATION	68
Section 1: Military Writing	68
Where do I find all the rules for good military writing?	68
Official Terminology. Does the Army have a dictionary of commonly used terms?	68
The Memorandum. The most important document in the Army for getting things done.	68
Section 2: Finding Documents Big And Small	69
Forms. Where are all the Army’s forms and how do I find them?	69
Manuals. Where do I find them all?	69
Army Electronic Library (AEL). Where does the Army keep all its manuals for everything?	69
Policy Documents. What are they and where do I find them?	69
Policy Changes. How will I find out about them?	69

CHAPTER 19: COURSE PROGRESSION	70
Section 1: Courses	70
What courses do I need for my trade?	70
Will my unit send me on them automatically? How quickly should I take them?	70
Leadership Courses. Where do these courses fall in my career? Do I have to take them?	70
Section 2: Prior Learning Assessment Review (PLAR).	70
Will the Army recognize any of my civilian and prior military qualifications?	70
Section 3: Promotions	71
Policies for promotion. What are the requirements for each rank level?	71
Promotion Eligibility	72
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?	72
Acting/Lacking Promotions. What if I am missing a course or time-in-rank?	72
DAPS. Can I go directly from Pte to MCpl if I have all my courses?	72
Avoiding a promotion. Can I get all my courses but not get promoted right away?	73
Section 4: Commissioning	73
Regular Commissioning. Going from civilian to Officer	73
Commissioning from the Ranks. Initiating the Process. How do I express an interest?	73
Common to all Non-Commissioned Members	73
Special Commissioning With A Degree	73
For Senior Non-Commissioned Officers	73
Reverse Commission. If I am an officer, can I become an NCO?	73
CHAPTER 20: OPTIONS FOR TAKING A BREAK IF YOU NEED TO	74
Section 1: Taking Short Breaks (Class A only)	74
Just taking a night off	74
Request Exempt Duty and Training (ED&T) for weeks or months off	74
Maternity Leave	74
Taking Leave (holiday for Class B and C only)	74
Section 2: Taking Long Breaks (Class A only)	74
Supplementary Reserve	74
Non-effective Strength (NES). What happens if I simply stop showing up?	75
Section 3: Taking a Break from Civilian Work to do Army work	75
Section 4: Keeping Perspective. It is ok if you cannot give 100% to your unit all the time	75
CHAPTER 21: PREGNANCY	76
Section 1: The Policies	76
Section 2: Pregnancy	76
Are there any limitations to what I can do while pregnant? Courses, parading, etc.	76
Section 3: Ordering maternity uniforms	77
How to order them, and what kind of things do I get. Do I have to wear them?	77
Section 4: Pay issues. Will being pregnant impact my pay?	77
Section 5: Coming Back To Work After The Baby	77
Pumping Breast Milk. How do I do this when I'm at work? How do I store it?	77
Asking for help. If being a new parent is overwhelming, who can help me?	78
How can I prepare myself to leave the baby and come back to work?	78

CHAPTER 22: BALANCING YOUR CIVILIAN AND MILITARY EMPLOYMENT	79
Section 1: Who can help me?	79
Section 2: How Do They Help?	79
Section 3: Getting an employment reference from your unit.	79
CHAPTER 23: KEY CAREER COURSES	80
Section 1: Non-Commissioned Member Courses	80
Primary Leadership Qualification (PLQ)	80
What is this course like?	80
PLQ policy documents	80
How do I prepare myself?	81
Hints for success (from recent graduates) and common failure points (from the Gagetown PLQ School)	81
Section 2: Officer Courses. The Main Ones ...	
And The On Line Ones You Probably Aren't Aware You Have To Take.	82
Army Junior Staff Officer (AJSO) course	83
CAF Junior Officer Development (CAFJOD) course	83
Section 3: Professional Development and On Line Courses	83
Professional Development. What does this mean and where can I find it?	83
On Line Courses. How do I access all the Army's on line courses?	83
Defence Learning Network (DND Learn). The link for 95% of them	83
Other On Line Courses not on DND Learn. The other 5%.	83
Section 4: Other Useful Courses	84
First Aid Course. How to get one and how often I need to update my qualification	84
Military Driver's Licence (DND 404). Can the Army teach me to drive? What vehicles would I get to drive?	84
Course Reimbursement. If I take a useful civilian course (Excel etc) can the Army reimburse me?	84
CHAPTER 24: TAX TIME	85
Your T4	85
My T4. How do I access it?	85
What happens if I have an error on my T4?	85
CHAPTER 25: OTHER LANGUAGES	85
Section 1: If I speak other languages, can I register them with the Army?	85
Section 2: Can the Army help me learn a second language?	85
Rosetta Stone	85
French Language Training	85
CHAPTER 26: MEALS	86
Section 1: Meal Hours	86
Section 2: Reimbursement for Meals - When do I get my meal provided or reimbursed?	86
Temporary Duty (when you are away from the Armoury)	86
When is there an entitlement to get meals reimbursed?	86
Routine Work At Your Unit: Mon-Fri	86
Training All Day At Your Unit: Sat-Sun	86
Working Out Of The Local Area	86
Section 3: What will I be fed?	87

CHAPTER 27: EXTERNAL COMPANIES PROVIDING DISCOUNTS FOR SOLDIERS	88
Section 1: Discounts For Products	88
Section 2: Discounts for Services	88
Banks. Do any banks specifically address Reservists? How?	88
Financial Advice. If I need some confidential financial advice, can the Army help me get it?	88
CHAPTER 28: EMPLOYMENT	89
Section 1: Classes of Service	89
Class A. Working part-time	89
Class B. Working on a full-time contract ... but still as a Reservist	89
Class C. Working as if you were in the Regular Force	89
Section 2: Short-term Tasks	90
CFTPO Contracts. When you go away for a few weeks/months full-time	90
Tasks. What tasks are available, how do I find them, and do I have to go on one?	90
Section 3: Full-time Summer Employment. What is it, and how do I sign up?	
Does it have to be for the whole summer?	90
Section 4: Finding Employment	90
Reserve Employment Opportunities (REO). How can I see all the available Class B jobs across Canada? How do I apply if I see a job I am interested in?	90
CHAPTER 29: MEDALS	91
Section 1: Timeframe of Issue	91
How long should they take to get to me?	91
Section 2: Mounting medals	91
What does it mean to 'mount' medals?	91
How do you get it done?	91
Section 3: Rules for Wearing Medals	91
Do you have to wear the medals you are issued?	91
CHAPTER 30: DISCIPLINE	92
Section 1: The sliding scale of getting in trouble	92
Section 2: Lower level reminders for disciplining your subordinates.	92
Section 3: Breaking the civilian law. If you did, now what?	92
Is there a duty to report?	92
Section 4: Lawyers. Who are the Army's lawyers, and can they assist me?	93
CHAPTER 31: HEALTH	94
Section 1: Health Coverage and Medical Insurance	94
Section 2: Eyeglasses and Eyewear	94
Section 3: Army Medicals and Medical Clinics	95
Section 4: Army Medicals and Medical Categories – Busting The Myths	95
Section 5: Ill and Injured Assistance – if I get hurt while training, what support is available for me?	96
Section 6: Over The Counter Medication Card. Can the army pay for my Tylenol etc?	97
Section 7: Hospital Comforts	97
Section 8: Dental	97

CHAPTER 32: MORALE, WELFARE, AND MENTAL HEALTH	99
First phone call for anything regarding mental well-being: 1-800-866-4546	99
Section 1: Help with Non-Urgent Unit Issues	99
Sentinel Program – selected unit soldiers trained to detect distress in others and offer support	99
Chaplains. If your unit has one, who they are, how they work, and how to contact them	99
Alternate Dispute Resolution	99
Section 2: Help if you have experienced the following types of incidents	100
Sexual Misconduct	100
Harassment	100
Hateful Conduct	100
Section 3: Transition Group. If you become ill or injured while a serving member	101
Section 4: Counselling Assistance and Resources	101
Military Family Information Line	101
Canadian Forces Member Assistance Program (CFMAP)	101
Medical Inspection Room (MIR)	101
Family Violence. The Army's role in helping you	102
Section 5: Financial Assistance	102
Service Income Security Insurance Plan (SISIP)	102
Military Family Resource Centre (MFRC)	102
Brigade Soldier Wellness Fund	102
Section 6: Other action to take if you have been disadvantaged	102
Filing a redress of grievance	103
Claims against the Crown and Ex Gratia Payments	103
Section 7: People who can help you	103
Assisting Officers	103
Designated Assistants	103
Ombudsman	103
CHAPTER 33: MENTORSHIP AND ROLE MODELS	104
Section 1: Becoming a mentor	104
What is involved in being a mentor, and how do I join in?	104
Section 2: Accessing a mentor	104
How do I find the right person to help me?	104
CHAPTER 34: YOUR FAMILY	105
Section 1: Family Care Plan	105
Who will look after your family if something happens to you?	105
Military Family Resource Centre. The first stop for a multitude of local services	105
Vancouver (responsible for all of mainland BC)	105
Esquimalt (responsible for all of the Island)	105
Section 2: Childcare. Is there financial assistance for Reservists?	105
CHAPTER 35: GETTING OUT OF THE ARMY	106
Section 1: Releasing. When can I release? What is the process?	106
Section 2: Pension. Is there one for Class A? Class B? How good is it?	106
Section 3: Depart with Dignity Ceremony – when I release, how will my time be recognized?	107

CHAPTER 36: TECHNOLOGY	108
Section 1: Computers	108
Getting a computer. If your unit doesn't have enough, or if you cannot access one	108
Section 2: Personal Electronics At Work	108
Personal laptop at work. Is this allowed?	108
Personal phone at work. Can I bring my phone to work? Can I charge it there?	108
Section 3: Working Remotely	108
Access from home. Can I access the DWAN from home?	108
Section 4: When my Army computer breaks, or I cannot solve a software problem, who do I contact and how?	109
CHAPTER 37: SOCIAL MEDIA	110
Annex A: Sample Packing List	112
Annex B: Sample Fitness Program for Combat Fitness Test, BMQ and PLQ Courses	114
Annex C: Course Progression Chart (by trade)	118
Contributors	121
Photography Credits	122

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 16-59, and share a desire to protect the principles 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 their home town, and if they relocate they can join the nearest Army unit.

By enrolling as a Reservist, you will receive exemplary military training by well-qualified staff, develop extraordinary friendships with people you would otherwise never have met, 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 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 are giving the Army Reserve an opportunity to show what it can offer you. If it does that job well, and you like what you see, you will want to stay. But the final decision will always be yours. So look through this handbook, and consider giving it a try!

The Culture. What is it?

Contrary to what comes out of Hollywood or even to what can be portrayed in the media, the Army Reserve is a welcoming organization. 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 single-handedly bench-press a tank, 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 honesty, integrity, and your best effort. If you bring a positive attitude, your training will result in you fitting in. 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'.

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.

LGBTQ2+. 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 (LGBTQ2) spectrum you should expect to be welcomed and judged only as everyone else is - on how well you do your job and how you treat others. The military takes very deliberate action towards people who have not bought into this understanding. The Government of Canada, and by extension the Department of National Defence, is committed to promoting greater diversity and inclusion in the Canadian Armed Forces, providing support to LGBTQ2+ soldiers and all those who dedicate their lives to defend Canadian 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 to ensure you feel comfortable. If you are uncomfortable bringing this up yourself, a friend, the chaplain, or a Unit Sentinel can help on your behalf - it is highly unlikely that you are the only person who will benefit from such changes. (Also see Chapter 32 Section 1 for more information on the Sentinel Program).

Addressing others. Common in other parts of Canada, less common in BC, 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. "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 being aware of the perspectives of all genders, not just your own. Currently, men make up 92% of 39 Brigade, 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 an imbalance, there may be historical prejudices/stereotypes, even uncon-

scious ones, which may arise and have little to do with you or the job you are doing. There is no handbook for handling every gender-flavoured scenario as this issue goes further than just respect. 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 work one evening a week, one weekend a month, and a variable amount of time during the summers.

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

There is no obligation to remain in the Army Reserve any longer than you want to. If this isn't for you, you can leave. This is not a trick, and there are no strings attached.

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	Wake up. 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

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 Training Course and decide you have made a mistake by joining, you can be off the course within 48 hours, and out of the Army Reserves 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:

www.forces.gc.ca/en/caf-community-support-services-for-members-reservists/before-you-go.page

If you are employed on a period of full-time service, giving 30 days notice may be required (see Chapter 35 Section 1). Otherwise, you just advise your chain of command that you need to leave.

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 Queen to lead her 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.

A Day In The Life of an Army 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 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 are links to all the locations in BC with Army Reserve units - you can click on the locations that are close to where you live to see what trades are available, then on the link further below with job descriptions for each trade:

Comox

[The Canadian Scottish Regiment \(Princess Mary's\)](#)

Chilliwack

[39 Combat Engineer Regiment](#)

[The Royal Westminster Regiment](#)

Kamloops

[The Rocky Mountain Rangers](#)

Kelowna

[The British Columbia Dragoons](#)

Nanaimo

[5th Field Regiment, RCA](#)

[39 Signal Regiment](#)

[The Canadian Scottish Regiment \(Princess Mary's\)](#)

New Westminster

[The Royal Westminster Regiment](#)

North Vancouver

[39 Combat Engineer Regiment](#)

Prince George

[The Rocky Mountain Rangers](#)

Richmond

[39 Service Battalion](#)

Trail

[39 Combat Engineer Regiment](#)

Vancouver

[15th Field Regiment, RCA](#)

[39 Canadian Brigade Group](#)

[39 Signal Regiment](#)

[The British Columbia Regiment \(Duke of Connaught's Own\)](#)

[The Seaforth Highlanders of Canada](#)

Vernon

[The British Columbia Dragoons](#)

Victoria

[5th Field Regiment, RCA](#)

[39 Service Battalion](#)

[39 Signal Regiment](#)

[The Canadian Scottish Regiment \(Princess Mary's\)](#)

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

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.

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 under 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”

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.

Mess Dues. Are my mess dues being deducted automatically?

Every military member belongs to a mess, and mess dues can be paid in two ways:

- a. By cheque (usually annually); or
- b. By automatic pay deduction

If your mess dues are being paid by automatic pay deduction, you will see them being removed at the top of your monthly pay statement. If you don’t see them on your pay statement, you are not paying them. See your Orderly Room to set up the automatic deduction, and tell them to ensure it continues each month with no cap. Then you don’t have to worry about them again.

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

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

Employment Insurance Premium (everyone pays this)

Army Pension Plan

Stuff that is taxable

NAME: UIC Empl: ONT / RES: ONT

	Taxable Earnings	Fringe Benefits	Other Credits	CPP	QPP	EIP	PIP Contribution	Pension Contribution	Federal	Provincial
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	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 ALLOC	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

RECONCILIATION BLOCK			
Opening Balance:			00
Plus:	Taxable Earnings	3,926.84	
	Other Credits	0.00	
Less:	Statutory Deductions	1,378.90	
	Misc Ded	15.62	
Equals:	Current Pay Entitlement	1,394.52	2,532.32
Less:	Payments		2,532.32
Equals:	Closing Balance		0.00

Message Area

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.

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 stub.

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 (ie not sleeping over concrete) for 24 consecutive hours, you get this additional allowance of \$27.16 per day. This means on a normal weekend exercise, 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/Section-205-allowances-for-officers-and-non-commissioned-members.html#sec-335>

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>

Post Living Differential (PLD). Do I get extra money for having to live in Vancouver or Victoria?

PLD is a monthly amount of money that is paid to people (including Reservists) who are moved by the Army to a new location where the cost of living is higher than in the rest of Canada. Vancouver is \$1,100 per month, for example, while Chilliwack is less because the cost of living is lower. Before you get excited, if you are Class A or if you already live in Vancouver when you are hired on Class B, it is assumed that you have already figured out how to cope with the exorbitant prices here – so no PLD.

Section 2

Benefits You Need To Apply For

Clothing. What clothing can I get reimbursed for?

The Army will reimburse you for purchasing bras every year and for buying boots regularly. See Chapter 13 Section 2 for both.

Dental Coverage. Do Reservists get a dental plan?

There is excellent dental coverage for Class A people. See Chapter 7 Section 3 for details.

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

There is up to \$8000 for tuition available to Class A people. See Chapter 6 Section 1 for details.

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 16km from your home unit, you don't get anything. However, for people who live further away, check into this. For each kilometre over 16km that you live away from your unit, you can probably claim 'low rate of mileage' which is currently \$0.20/km (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 17km from your home unit, you can claim \$0.40 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/sv6/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 from BC 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, there is no reason why you should not 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 \$0.51/km, 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/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. It costs \$10, 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 plate entitles you to free on-street and city parking every day in Vancouver (as of 3 Nov 20), Burnaby and New Westminister.

Here is the link to order one:
<https://www.icbc.com/vehicle-registration/licence-plates/pages/licence-plates-for-veterans.aspx>

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. Contact either the Mainland MFRC or Esquimalt MFRC – they are a wealth of information about benefits. See Chapter 34 Section 1 for more information about this organization.

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

If you are RegF or Class B over 180 days, living on the BC mainland, and do not have access to a military gym, then as of 21 Jul 21 yes!! You can now claim \$500 per year, or \$41.60 per month for an incomplete year. There are a lot of hoops to jump through to claim this money, but you can contact Sean Hommersen (PSP) for details and help.

Hommersen.Sean@cfmws.com
(604) 225-2520 ext 2598 or BB (604) 340-4479

Infertility Treatment. Can the Army help me pay for this?

Yes, but only if you are on Class B (over 180 days) and under age 43. The information is found at the following link:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=029-19&type=canforngen>

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

Yes there are quite a few places you can go to get help. See Chapter 32 Morale, Welfare, and Mental Health Section 5 Financial Assistance for details.

Stand-by on military flights. Can I jump on military flights for free to go on vacation?

Yes. It is free, and available all year. People who know about this use it often - in Canada and anywhere DND flies (so yes to Europe). It sounds like a myth until you have used it once. You just have to be prepared to have an alternate plan if you get bumped. Class B people can use this, and any Class A person with two consecutive years of service. The link below tells you how it works (the FAQ are very good), and you can also call the 24/7 travel coordinators if you want to talk to a real person for advice on booking something, or check to see how full the flights are, or check if a flight has been delayed or pushed back 24 hours (which happens), and so on: 1-800-823-3857

The link to the flights inside the link below is currently blank due to covid, but the travel person said that it is kept up to date multiple times a day normally, and you can see all upcoming flights.

<http://rcaf.mil.ca/en/8-wing/2-air-movements-sqn/2-air-mov-travel-information.page>

Accommodation. Can I access military accommodation if I am on vacation inside and outside of Canada?

Yes. If you are traveling in Canada or the US, you can contact any base accommodation and ask to stay overnight. They will advise you of availability and tell you how to pay, and if there is a dress code when you arrive. This is done by people all the time.

Outside of Canada, you can try calling. People in 39 Brigade have stayed at bases in London, England, for example.

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). 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 Special Leave to compensate you for your efforts, but they cannot authorize anything else.

CHAPTER 6

EDUCATION

Section 1

Reimbursement for your Civilian Education

If the Army gives me money for education, will I owe anything in return?

No. There is nothing you “owe” in return for this. The only organization which demands you give something in return is the Regular Force, where education is repaid by time served. However, in the Reserves if you are granted any kind of educational bursary, there is nothing owed back.

Individual Learning Plan (ILP). How do I access money for education? How reliable is this program?

You can be reimbursed for education expenses up to 50% with a max of \$2000 per academic year, for a total of \$8000 per career. It is meant for people studying towards a degree or diploma and some certificates.

Eligibility. You have your Basic Military Qualification, are enrolled in or planning to enrol in an accredited institution, and are parading regularly (in other words in good standing). Courses must have grades, not be skill-based, and must not be ones offered by the Army (so you may not be approved for a French course).

To Apply (to see if your program will qualify). Any time before the last day of the semester you want reimbursing for, find an Army/DWAN computer and click on:

<http://eilp-paie.kingston.mil.ca/en/Login/Index>

Fill in all the required fields (including costs of tuition, books, fees.) Click submit and wait. It should be endorsed or declined within about 10 business days. If it is declined and you do not know why, ask your chain of command to ask your OR to check. You can also track it on the link above.

To Be Reimbursed After The Course Is Over

Take the following to your OR as soon as possible after the course has finished, and ideally inside the same fiscal year as you took the course:

- **Proof that the course was required** (screen shot of your program’s requirements)
- **Proof of completion** (transcript or maybe screen shot of something similar)
- **Proof of fees** (all receipts for each course broken down individually)(ask the registrar to provide a breakdown by course if they lumped all your fees together)

The OR will attach these documents to a CF 52 General Allowance Claim and submit it. You should be reimbursed within a few months at latest. If not, ask your chain of command to follow up with the OR.

People incorrectly believe this program is unreliable. Historically, the Regular Force caused the program to go way over budget, so a few years ago it was re-written which stalled some Reservist applications. However, the ILP program for Reservists is an entitlement through treasury board so once your courses get approved, funds will be found.

Do I have to pay this money back? If you are reimbursed through this program you do not “owe” any time or money back to the Army. It is money that is given to you for free, and the advantage to the Army is that you become a more highly educated soldier.

ILP link below for more information (Look in Section 210.801)

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

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) 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) to see what Army equivalencies they will give you. There have been several cases where after Basic Military Qualification (BMQ) and BMQ-Land, a soldier with Red Seal (cook, mechanic) got their QL3, QL4, and QL5 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.

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.

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

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 \$18 000 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, you could be getting around \$35 000 each year (if you were a Pte) or \$55 000 each year (if you were a Cpl) each year for the four years. 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

All Army Reservists are entitled to join the Public Service Health Care Plan as soon as they join.

Basic coverage for part-time (Class A) members is free, or you can pay a monthly fee (by cheque) to purchase extended coverage: better hospital benefits; glasses; prescriptions; chiropractor etc. The basic coverage PSHCP is just for military members, however the paid extended coverage can also cover dependents. The program is run by Sun Life, and your Orderly Room must register you initially. You get a Provincial Health Care Card when you are registered.

Army Reservists on full-time contracts for over 180 days get full medical coverage from Blue Cross, and the option to sign their family members up for the Public Service Health Care Plan.

See Chapter 31 Section 1 Health Care for more details.

Section 2 Eyeglasses

Class A (part-time) members on the regular Public Service Health Care Plan (free) are not eligible for eyeglasses.

Class A (part-time) members who have purchased the extended coverage are eligible for eyeglasses.

Class B (full-time) members are eligible for eyeglasses.

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 have an eyeglasses prescription or wear civilian glasses. Ballistic Eyewear look like safety glasses, and they are meant to completely replace your civilian glasses any time you are in a situation where your glasses might break (on exercise, training, etc). If you have a prescription, your Ballistic Eyewear will be configured to it – at no charge to you.

See Chapter 31 Section 2 Eyeglasses and Eyewear for more details.

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). 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.

See Chapter 31 Section 8 Dental Coverage for more details and for how to submit a dental claim.

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 (hasn't happened yet), 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.

Small Arms Competition. I like shooting - how do I get involved in this?

Every unit can put together a team for the annual Canadian Armed Forces small arms competition. Serious teams start practising in the fall for the Brigade Blair Shoot (in May). There are lots of trophies, and if you or your team does well, you can represent the Brigade in Ottawa (the nationals) or even represent Canada at international competitions. Your Ops cell will hear when the call for teams comes from the Brigade Headquarters.

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). Recent deployments that BC 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.

Let your unit know if you are available for last-minute deployments that occasionally arise when the original person becomes unable to go. For these, it is good to be as up to date as possible with your qualifications, such as your First Aid course, current medical, mandatory on line courses, etc so they can just stick you on a plane.

If you speak other languages, ensure that your unit Operations staff know.

Nijmegen March. I like military history and enjoy walking around Europe - how do I put a team together, and what you get to do?

This is a 160km route march/ceremony held in the Netherlands every year to honour the Canadian role in the liberation of the country in WWII. Teams of approximately 11 walk 40km per day for four days, carrying small packs of approximately 10kg.

If your unit puts together an application package that is accepted, which is essentially a proposal for how you will train as a team up to the required distance, the Army will pay all the costs for your team to go to the Netherlands! Application packages are usually due at the end of June for a departure the following year. Look at CANFORGEN 182/19 for the most recent information:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?year=2019&type=canforgen>

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.

CHAPTER 9 ENROLLING

How do I join?

Doing the Canadian Forces Aptitude Test (CFAT)

In addition to passing Grade 10, the Army makes you write the CFAT which is a multiple-choice test covering math, language, and spatial awareness. You have to pass this test to enrol; it is also used to assess your suitability for different military trades.

The CFAT needs to be done quite rapidly. A common reason for failure is running out of time – so watch the clock carefully! If you do not know a synonym for “mulligan”, take an educated guess and move on.

There are websites with practice questions: some free and some not. It is a good idea to try some of them so you are familiar with the format of the questions. One good example with CFAT-specific practice tests (\$30) is:

<https://www.testprephacker.ca/tests/study-guides/read/cfat-study-guide/>

This site is not subject to the Official Languages Act

Doing the FORCE test

The FORCE test is a physical fitness test that you must pass before you can be enrolled. It has four components, and is normally conducted around the same time you come in to write your CFAT test. See Chapter 14 Section 3 for more information on the FORCE test.

Here is the link to begin the enrolment process:

<https://forces.ca/en/apply-now/>

Once 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. You will see the website 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 right back to the enrolment website.




“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

How easy is it?

Enrolling is easy but it requires patience and a lot of documents. Don’t give up! Once you have visited a Recruiter at the unit you wish to join, that Recruiter will track your file as it proceeds through the system. They should touch base with you now and then during the process, however if you do not hear anything you should call them.

The recruiters all work full-time Mon-Fri as well as one evening a week. Keep calling or emailing them until someone calls you back. If they think you are no longer interested because you have stopped responding (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 do be persistent. Ask about the status of your file (what, if anything, the Recruiter is waiting for), and if they are waiting for you to provide something.

A blurred background image showing a person in a green patterned shirt looking down at a table. A glass is visible in the bottom right corner. The text is overlaid on the left side of the image.

Just Enrolled—Things To
Read Right After You Have
Joined Your Unit



CHAPTER 10

THE UNIT

Section 1

Unit Structure

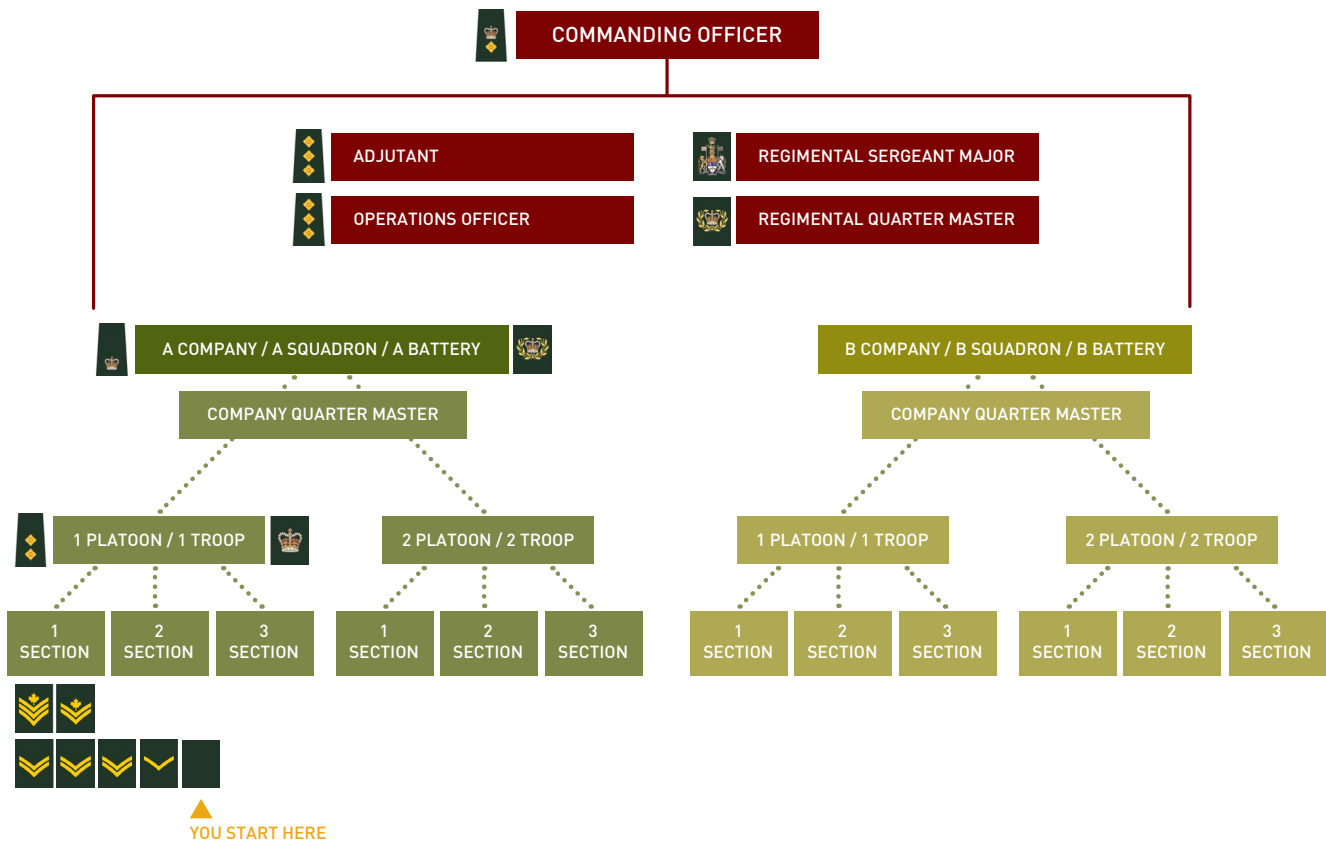
Chain of Command. Who are all these people and what do they do?

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 a ninja-like capacity to 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 ending in "Q" is likely one of the people who manage all the unit's supplies and equipment. The Regimental Quartermaster (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 Unit Duty Officer. Who is this? And why should I care?

Every Reserve unit will have a Unit Duty Officer. This person keeps a cell phone on them, and answers the phone on behalf of the commanding officer 24/7. Because this is a demanding job, the officers and some senior members of the unit take turns carrying the phone - usually one week at a time. There are two reasons for you to care about this:

- a. If you need to call your unit after hours and cannot get hold of your chain of command, you can contact the Duty Officer and ask for help. Examples might be if you were arrested, or if you were travelling on military business and ran into difficulty at the airport that you couldn't solve by yourself;
- b. If you become the Duty Officer, ask if there is a policy to pay you for carrying the phone. It might be a standard agreement to sign one day's pay for the week - or it might be based on how busy you end up being answering the phone. Ask the Adjutant when you pick up the Duty Phone - the Adjutant is the Duty Officer's boss.

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.

Secondary Duties (mainly for junior officers). What are they, and who does them?

Secondary duties are the small jobs and duties in a unit which are shared between officers and senior members to ensure all the little things get done. If you are assigned a secondary duty, it will be published in something called Routine Orders (see Chapter 10 Section 3). It is your responsibility to obtain the training and information to do your secondary duty. If you are not sure what that entails, you will not be alone - some of the duties sound a bit nebulous. Ask your supervisor or the Adjutant.

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. This can be used for two years. To get a Permanent ID card, you need to have an appointment to see the Chilliwack Military Police section. If your OR does not have a standing appointment with him, you can call him yourself or email him on DWAN. 604-858-1011 x1188

Once you have met with Mr. Marvin MacNeill, the Permanent ID Card should arrive 1-3 months later.

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.

*As a subordinate, don't leave your boss in the dark.
As a boss, try to reach out in person occasionally rather than always relying on bulk communication.*

Routine Orders. What are they?

You may be told to "read Routine Orders" and wonder what this means. Routine Orders is a document that is published monthly by your unit and provides general unit updates such as upcoming events, who is on duty, who has been promoted, and other information that may

not have been passed down verbally. Routine Orders may be electronic, and some units send them out by email, but they should always be printed out in hard copy as well. A copy will usually be found hanging in or nearby the Orderly Room, or on a wall by the parade square.

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. Your OR will need to advise you what your user name and password are to get into EMAA initially. If you are on an Army computer, you can access EMAA at this link: https://emaahrms.mil.ca/emaahrms/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 change 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 uniform items on line?

A lot of clothing items are now ordered on line and delivered to your house. Set up an account for yourself at this link. If you cannot create an account, 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 soon you will use it to access your annual Army report card. You will need to see your OR to get you set up. Monitor Mass will also be used for the new 'Army Report Card' system (called PaCE) which will arrive in another couple of years, so get your Monitor Mass account started early.

There is no link to Monitor Mass - it is just a program loaded onto the computer.

Dfit. What and Where is the Army's fitness app?

The DFit app is a source of information to begin your journey to getting and staying fit. It is also the website where you, as a part-time soldier, should register your individual fitness program in case you get injured while exercising. Look in Chapter 14 Section 1 for how to do this - it will ensure you maximize your chances of getting covered by Veterans Affairs in case you are injured while working out.

Sign up and check out DFit at this link:

<http://www.dfit.ca>

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 is evidence of multiple breakdowns in planning and communication and should be the very rare exception, not the rule.

When you are first enrolled, most units do not throw you right in with the experienced soldiers. Initially you can expect to be placed in a training platoon called PAT Platoon.

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, as well as a full boot-cleaning kit. It is not advisable to store your kit in your car – if anything gets stolen from your car, you may not have the right insurance to pay for the cost of replacement which can be several thousand dollars.

Personnel Awaiting Training (PAT) Platoon. Who looks after me when I first join?

When you are first enrolled, most units do not throw you right in with the experienced soldiers. Initially you can expect to be placed in a training platoon called PAT Platoon. The leaders of this platoon will do things that help you do well on your next course which will either be Basic Training (BMQ Course), or your first trade course. Examples would be fitness, unit history, drill, rank structure, weapon handling, and organizing on-job experience with the unit prior to your first trade course. After you have your first trade course, you will be removed out of PAT Platoon. Do everything you can to get your courses. Even if you think you are too busy to go on the course, see if you can call in favours from friends and family to help you go.



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.

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 around this.

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:

- Purchase a Merino wool undershirt and wear it under your brown T-shirt to keep warm and dry.
- 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.
- Often people wear non-issue kit to keep warm, but this will normally not be visible from the outside. Ask questions and learn the tricks.

- 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 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, try to get a spot in one of the corners furthest from the door. This means you have to walk past everyone, but 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, do it inside your sleeping bag. Change at night before bed or before you get up in the morning. 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 male/female, 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. You can also use a towel as a 'changing room' while inside the tent, and get changed top half then bottom half while facing the wall of the tent.

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. This is the Army's policy on baggage including rules for 'excess baggage' – it is meant for OR staff so is quite technical but you will find all the details:

http://corpsec.mil.ca/admfincs/subjects/cfao/020-15_e.asp

Air Canada will allow you three pieces of free checked baggage, and WestJet allows four for free. This is not an Army policy, but it is an agreement with the airlines (not for families):

West Jet: <https://www.westjet.com/en-ca/baggage/allowance>

(scroll down to military Baggage)

Air Canada: <https://www.aircanada.com/ca/en/aco/home/plan/baggage/checked.html#/>

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 (Lululemon leggings do not all 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 Qualification (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 practise before arriving, even if it is just during the month before you leave, are:

- Be able to jog about 5km without stopping
- Practise doing push-ups
- Practise holding the plank position
- Find something that is about 8lbs (two 4lb 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 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 take it personally – 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. When 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 summers relatively free, ask about the Full-Time Summer Employment program (see Chapter 28 Section 3 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 your teeth 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 (known as 'blue rockets'). Use them, and don't be reluctant to do any/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 (especially for women) 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

For those without the built-in plumbing, by buying a female urinary device/she-wee, you can go pee while standing up. Take a look at the example below. There are many different models which can be purchased on line or at camping stores. One will run you around \$20. Although there is a NATO Stock Number for them, they are not available for issue within the Canadian Army Supply System. However, they can be purchased by your CQ by using a "Local Purchase Order" - you tell the CQ which one to buy and they can purchase it using their credit card and then issue it to you. Your CQ is welcome to contact the editors of this handbook if they need more information on doing this.

Carry one with you in a ziplock, rinse with water and keep a set up wet wipes on hand. Try it out in a bathtub first then practise while wearing your CADPAT pants. When you find one that works, it will change your life.

<https://www.backpacker.com/gear/the-complete-guide-to-female-urination-devices>

This site is not subject to the Official Languages Act



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

Both men and women can wear disposable panty-liners (any grocery store sells them) which 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 Feminine Hygiene in the Field

Being ready for your period. When you are living with other females, your periods will often change schedule to align around the same cycle, so be prepared for this. Some women wear a liner or pad all the time when in the field just in case. Or, create pre-packed zip lock bags each with a couple of baby wipes and a 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.

Diva Cup or 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.

How to Avoid Having Your Period At All!

Being on some forms of birth control can greatly reduce cramps, and if chosen specifically for this purpose can suppress your period temporarily or prevent your period altogether. See three examples below. It is important to have this conversation with your doctor as early as possible before you go to the field so that effective consultation can be provided to optimize the treatment. Your doctor will have tons of information – suppressing periods temporarily is done all the time.

The Pill. If you go on the pill, you can ask your doctor

to adjust things so you do not have a period at all for a period of time. This is temporary - your cycle will return to normal as soon as you go back to your usual dosage.

DepoProvera Injection. This can be given every three months by your doctor and effectively stops the period for those 90 days. Again, your cycle and fertility return to normal once you stop having the injections.

The IUD. A hormone IUD (done for anyone age 16+) can reduce or often stop your period altogether for five years. It is inserted and removed by a doctor, and you can get pregnant again as soon as it is removed. (Hormonal IUDs are very common in Canada, last for five years or until removed – often around \$350).

Dealing with cramps. Bring medication (Tylenol/Advil/Midol?) 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 Bag

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



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

Section 1

Dress Regulations

Dress Manual. Contains the answers about putting on your uniform including pictures

The CF Dress Manual (link below):
<http://www.cmp-cpm.forces.gc.ca/dhh-dhp/pub/ins-265/index-eng.asp>

Accessories. All the miscellaneous items you were wondering about

Curious about black pumps and nylons? Carrying a civilian-style backpack? Whether you really have to wear the Army-issue gloves, or when you can use an umbrella while in uniform? Wonder no more. The information is at the back of the Dress Manual at the link below:

<https://www.canada.ca/en/services/defence/caf/military-identity-system/dress-manual/Section-5/annex-e.html>

Tattoos. Can I get one, and are there guidelines?

Yes you can, and yes there are guidelines, but they are reasonable. Look at the link below. Click on Chapter 2: Policy and Appearance, and find paragraph 9 which will tell you all about tattoos:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=121-19&type=canforgen>

Hair. What are the rules? Where can I find the regulations?

General Expectations. Hair regulations have become more relaxed recently. There is lots of latitude now, with the guidelines being 'neat' and 'conservative'. If you have religious requirements such as wearing a hijab, the Dress Manual also gives lots of guidance on how to wear it, allowable colours etc. Look in the link below for the Dress Manual. Click on Chapter 2: Policy and Appearance, and find paragraph 4 which has lots of information about hair.

<http://www.cmp-cpm.forces.gc.ca/dhh-dhp/pub/ins-265/index-eng.asp>

Ponytails. New rules allowing them.

Make sure you check the link below which is new guidance (not yet in the dress manual) and gives permission for wearing a loose pony-tail:

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=048-19&type=canforgen>

Helmets. Buns do not work with helmets, so you will need to do something else. A loose ponytail is permitted, as is wearing your hair in a braided ponytail with one elastic at the end. If your ponytail/braid is longer than the regulations allow, just stick it inside your shirt or get permission to just wear it down anyway.

General advice for doing hair.

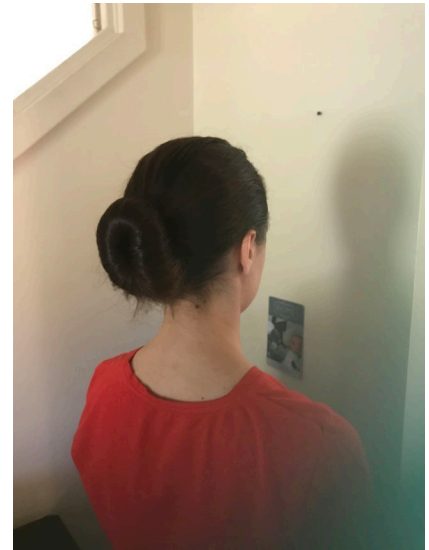
- 'Fake hair' clip-ons are fine so long as they look natural and follow the regulations (for example a false bun that you clip on over your own mini-ponytail) especially useful while you are growing out your own hair
- Gel and hairspray are invaluable when neat parade-quality hair styles are required, 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
- Dance stores have many different hair accoutrements for putting your hair up. One quick bun-maker is the one shown in the photos on the next page which you can order on line and takes about 20 seconds to put in:

<https://www.dancestreetfashions.com/whirl-bun-maker.html>

This site is not subject to the Official Languages Act

Hair Colour

The Dress Manual is quite clear that hair colour is allowed. It states that as long as your hair colour avoids being described as 'bizarre, exaggerated, or unusual', such as colours like 'green, bright red, orange, purple, etc', you are fine. Check the dress manual (link above) if you want more information on this.



Female soldiers get an annual reimbursement of \$160 before tax to purchase bras

Nails. What is allowed?

Coloured nail polish is discouraged (see the Dress Manual link above). However false nails and nail polish that is clear or not obviously 'coloured' is fine. Additional advice is to keep nails short — this makes weapon handling easier, and avoids breakage and hygiene issues in the field.

Earrings/Jewellery

Yes. You can wear earrings within the guidelines. Check the main Dress Manual link above for more details on jewellery as it is pretty detailed and will answer all your questions.

Make-up

Yes you can wear it. It must look conservative and not excessive. But as everyone knows, it can take a lot of carefully applied make-up to make it look like you are not wearing any make-up, which is fine. Many people use make-up to hide blemishes or burns - this is fine, just don't over-do it if you do not need to. You may also choose to advise your chain of command if your make-up is being worn for a reason like this. Also keep in

mind you may not easily be able to remove make up half way through an exercise, so decide before going if it's a good idea.

False eyelashes

According to the dress manual these cannot be worn. However, this is something you can approach your chain of command about as some false eyelashes are permanent and others are barely noticeable, and there are now many options that were not available when the policy was published. Doesn't hurt to ask.

Removing camouflage paint

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

Section 2 Obtaining And Discarding Uniform Items (issue and non-issue items)

Bra allowance. Will the Army pay me to purchase new bras and sports bras?

Yes. Female soldiers who have completed Basic Military Qualification training get an annual reimbursement of \$160 before tax to purchase bras. It can cover sports bras, regular bras, nursing bras, any colour, and from any store. You can purchase one \$160 bra, or up to four for up to \$160 - it's up to you. The purchase has to be made any time 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. When you have finished shopping, make a photocopy of your receipt for your own records. Take the originals to your unit OR before 31 Mar. The OR will give you a CF 52 General Allowance form to fill out, and attach the original receipts to. They will process your claim themselves, and the 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. This is SO EASY ... you should spend this bra money every year. 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=016%2D05&type=canforgen>

Buying Combat Boots. How do I replace my combat boots? Will the Army reimburse me?

After you have received your original boot issue, and they need replacing, you will be able to go out and purchase your own boots. First, check with your unit RQ to find out what is required for authority - most units want to see your old boots before you go shopping. **Once you have ensured you have whatever approval is required by your unit, you can go out and buy a pair of boots for up to \$340 before tax.** Keep a photocopy of your receipt and take the original receipt to the OR. You will fill in a CF 52 General Allowance form, attach the original receipt to it, and the OR will process your claim. The amount will show up in your bank account (labelled 'Canada Fed').

There is a CANFORGEN which explains about the types of boots you can purchase, and how often. Take a look at it - as a member of 39 CBG you are a Tier 1 person.

<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=135-20&type=canforgen>

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 exclusively by 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 from the unit CQ. 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.

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>

Unit kit shops. What is this, and what kinds of things does it sell?

Not all units have kit shops, but many do. It is where you purchase unit-crested apparel such as unit physical training gear with the unit logo on, or better-quality unit buttons or cap-badges, and other bits and pieces for your uniform. The unit kit shop profits go back to the unit. By buying items from it, you are supporting your unit. Such items are also meant to build esprit de corps and group cohesiveness, and the feeling of being part of a family. The unit cannot force you to buy, but try to roll with this – it helps when you look part of the group, and it can also be a networking tool if you wear those items out in public.

Non-issue kit – can I wear non-issue kit bought from civilian suppliers while I am in uniform?

The official answer is usually no, but units often have their own allowances regarding some clothing items, particularly if they are worn out of sight. Don't assume that those guidelines will be consistent between units. When going on course, expect that your non-issue kit will not be permitted. Some unit kit shop items can be worn with your uniform (for example a unit T-shirt may have been authorized) but you must always check before wearing non-issue kit with your uniform.

Uniform Items While Off-Duty. Can I wear any Army uniform items mixed with civilian clothes?

The answer is found in the Dress Manual paragraph 45. Essentially, visible civilian items of apparel shall not be worn by members with any uniform, with the exception of required safety gear such as bicycle or motorcycle helmet. Conversely, visible 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 (tent pegs, Jet Boil stove etc) with your own money. Unless something is a match for an issued item, check with your unit before spending the money. Here are some examples of commonly used vendors in BC to start you off:

Canex web site. Canadian Forces bases (and Esquimalt) 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>

CP Gear. This online vendor sells unit cap badges, rank patches, name tags, tactical book covers, and custom embroidery items. However not all these items are authorized for wear in uniform, such as some amusing CADPAT arm patches. Check first.

<http://www.cpgear.com>

(This site is not subject to the Official Languages Act)

Joint Force Tactical. This vendor is located in Chilliwack and stocks a very good selection of quality boots that conform to the boot-buying policy, as well as backpacks, and many other items.

<https://www.jointforcetactical.com>

(This site is not subject to the Official Languages Act)

Pay It Forward Masks. This home business creates well-made masks and part of the proceeds go to support Wounded Warrior. Check them out on Facebook.

Section 3 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. 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, it just takes a few extra steps because it is not done often. The new CADPAT shirts do not yet come in small sizes. If you are issued one that is too big, getting it tailored **requires advance permission** and a bit of leg work, **but can be authorized** so you are not the only person still wearing the old-pattern uniform:

- 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. As this is a new process, obtain an estimated quote if possible.
- c. Send photos and memo to your unit CQ, and ask for them to be sent to the Brigade G4 Supply who is the only person who can authorize tailoring for CADPAT uniforms. Don't tailor your CADPAT without authority.
- 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. 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 4 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.

If you want to purchase new mess kit, Claymore Clothes in Vancouver is very experienced. Tell the tailor to leave long seams – your 59-year-old body will need to fit into the uniform that you purchased when you were 19:

<http://www.claymoreclothes.com/>

(This site is not subject to the Official Languages Act)

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. The Vancouver Garrison Headquarters has a fairly well-stocked gym in the basement which is accessible to all soldiers 24/7. Also, as a Reservist, you can access the base gyms at CFB Esquimalt and CFB Comox.

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

See Chapter 5 Section 2 – Gym membership.

Sample workouts. How do I get fit?

See Annex B to this handbook.

The Army's Fitness App and how it covers you in case of injury

The DFit link below is the Army's fitness app. You will need to create a profile for yourself, then you can go in and look around. The DFit app is where you should record your exercise regime so if you injure yourself during a workout, you make it as easy as possible for Veterans Affairs to cover you for follow-on care. There are two ways to do this:

- a. Use one of the pre-programmed fitness programs in DFit. Record your activity in the "journal" tool.
OR
- b. Create your own fitness regime, record it on a memorandum, and submit it through your chain of command for your CO's signature. This makes it an 'authorized' fitness program. Then, record your activity in the "journal" tool on DFit.

While there is no guarantee of Veterans Affairs coverage, either of these will maximize your chances if you happen to get injured while working out.

<http://www.dfit.ca>

Section 2

Staying Fit

Personnel Support Programs (PSP). What are these, and how can they help with my fitness?

PSP is a very large organization, but the part that is relevant here is that they oversee the Army's physical fitness trainers. There are PSP staff in Vancouver, Esquimalt, and Comox, who will also make trips to the interior as required, approximately four times a year to do things like conduct FORCE tests.

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 outside of Vancouver/Esquimalt/Comox) 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, 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. Don't wait until the last minute. If PSP does your test and you get a Bronze/Silver/Gold/Platinum, there are prizes - new rules have made Reservists eligible for them now. Order the prizes through Logistikorp - it allows you to click on the prizes IF the PSP people have entered your FORCE score into the system. CANFORGEN link below explains, starting in January 2020:

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

Tips for passing. Being fit is obvious. But also watch You-tube 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.

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. You will be taught very early on how to behave, and most of it is common sense. Broadly speaking, your appearance and behavior must reflect credit onto your unit, the Canadian Armed Forces, and Canada.

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

Fraternization

What is/isn't it?

Fraternization is an inappropriate relationship between two military members. For Reservists this means don't have a romantic or sexual relationship with someone while you are on course or on deployment. If you go on any military course, you will sign a fraternization policy which will outline the rules for what is/isn't acceptable. You absolutely can and should have platonic friendships and be very close to the people around you of any gender. But entering into a sexual relationship at the wrong time will get you in trouble.

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. Use the grandmother rule – if you would not behave in a certain way with another person in front of your grandmother, don't behave that way at all.

<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, try to actively avoid being alone with a member of the opposite sex in a room with the door shut while at work. You leave both yourself and the other person open to the interpretation of others about what might have been going on, and if something does happen it will be your word against theirs.

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 fraternization 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.

- 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. Keep your bad mood to yourself.
- 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.
- If you are female, treat other females just as you would your male peers.
- 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.

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.

CHAPTER 16

MILITARY HOUSING

Is there military housing in BC for me and my family?

Yes and no. The former Jericho Garrison, which a few years ago used to be military Residential Housing Units, is still operating as if it were military housing. However, as the property was reclassified recently, it is no longer run by the military. It is run by Canada Lands, who prioritizes military members in the same way an Army base would do. But if you are on a Class B contract over 180 days, you can apply to live there. The rent is low, and it is a great neighbourhood to raise a family.

On Vancouver Island, in Esquimalt and Comox, there is military housing and Army Reservists can apply to live there.

In Vancouver. The former Jericho Garrison area (4th Avenue and Highbury Street in Vancouver) still has 66 2-4 bedroom military houses which are rented out to serving members including Class A Reservists. The property is expected to continue to operate as military housing for military people for many more years, but rental agreements are a few years at a time as the property has been sold for development. 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. At this time Class A, Class B and RegF people are living in the houses.

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



To apply or to ask further questions about your eligibility, contact the Jericho Lands Office at 604 559-4400 or manager@jericho-lands.ca. There is a short application form and you will likely be asked for a copy of your employment contract.

In Esquimalt. The Esquimalt Base also has military housing units that are rented out. Reservists are considered. There is no long-term singles accommodation in Esquimalt.

The best way to get information and contacts for Esquimalt military housing is by contacting the Esquimalt MFRC.

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. The legal drinking age for BC is 19, therefore so is the legal drinking age in your mess.

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.



A group of military personnel, likely from the Scottish Highland regiments, are standing in formation. They are wearing dark green uniforms with kilts and traditional Scottish hats. The image is slightly blurred, focusing on the central figures. The text is overlaid in the center of the image.

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

CHAPTER 18

ADMINISTRATION

Section 1

Military Writing

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 administrative mother-ship, 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>

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)

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?

You find them in the Army Electronic Library (AEL). The AEL is difficult to navigate, but if you have the specific code for the manual or the name of a publication you are looking for (and time on your hands) you will find everything you could ever want at the link below (only on Army computers):

https://acims.mil.ca/sp/CADTC_DAD_AEL/default.aspx

Policy Documents. 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 five 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:
 - i. Volume 1: Administration (all the stuff your Orderly Room knows);
 - ii. Volume 2: Finance (the rules for getting and spending money);
 - iii. Volume 3: Discipline (how the Army keeps order); and

iv. Volume 4: Other (everything that doesn't fit into the other volumes).

- b. [CFAO INDEX -- \(ENGLISH EDITION\)](#) Like the QR&O but way more detailed. (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)
- e. [3rd Canadian Division/JTFW Directives Rules](#) for people in Western Canada (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.

vcds.mil.ca/vcde-exec/pubs/default-eng.asp

- **CANARMYGEN:** When a change is just for the Army:

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 for information on BMQ and Chapter 23 Section 1 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!

Try to take your courses as quickly as possible. If you feel you can scrape by and achieve a bare pass in a course, take the course!

Leadership Courses. Where do these courses fall in my career? Do I have to take them?

Non-Commissioned Members

Once you are a qualified Corporal, you can stay in the Army at that rank level for the rest of your career. Some people in the Army Reserve love being a hands-on Corporal ... especially if their civilian job has lots of administration or management to worry about. There is nothing wrong with stopping your career at Corporal. To go further, you will need a leadership course called Primary Leadership Qualification (PLQ).

You do not have to take PLQ – some people never do. However, don't avoid taking it just because you are afraid you will not pass it. In Chapter 23 Section 1 there is a lot of information on how to approach PLQ and be successful.

Officers

There is no single leadership course. Leadership is built into all officer training.

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:

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:

- CFAO 49-5 (for NCMs):

http://corpsec.mil.ca/admfincs/subjects/cfao/049-05_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. Note: Crewman, Gunner, and Combat Engineer also require BMQ-Land course	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.* 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	DP2 (second trade) courses PLQ (Mods 1-3) • <u>and</u> AJLC (only for Crewman, Gunner, and Combat Engineer) • <u>and</u> ISCC (only for Infantry)	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.
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.

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

- CFAO 49-12 (for Officers):

http://corpsec.mil.ca/admfincs/subjects/cfao/049-12_e.asp

Promotion Eligibility

Note that some promotions (highlighted in the chart on 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 back-pay 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.

If you are hired onto a three-year Class B position (see Chapter 28 Section 1) at a higher rank level, and have met all the prerequisites for that rank, you should expect to be promoted as of approximately the date you started the Class B job. Being hired is seen as the "CO's concurrence".

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) Promotion

In certain circumstances, if you are going to be assigned to work in a position of a higher rank level for over 90 days, you might qualify for this. It means you will be promoted and paid at the higher rank level – but only while you are doing that job. It does not apply to part-time (Class A) members. It must be sought before the job is over so be proactive in discussing this with your boss - you cannot obtain the rank/pay in arrears.

Avoiding a promotion. Can I get all my courses but not get promoted right away?

Yes. You can turn down a promotion. People sometimes consider doing this when the rank comes with a responsibility that is beyond what they can accept when there are other competing pressures for their time. Also, some people who get their courses done quickly may not feel ready to wear a particular rank and want some additional time before having to wear it. This is fine, and if you feel strongly about this, advise your chain of command. Your wish should be respected.

Do not avoid a promotion by avoiding taking courses!! You should always try to take your career courses as soon as you can, to get them out of the way. Every year, you get older and life happens - it becomes more and more difficult to find the time to take courses.

Section 4 Commissioning

Regular Commissioning. Going from civilian to Officer.

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 from the Ranks. Initiating the Process. How do I express an interest?

The majority of officers will be recruited directly as civilians, become officer cadets if they do not have a degree or Second Lieutenants if they do, and never spend time in the Junior Ranks. However, if you are already a non-commissioned member and would like to become an officer, there is a process.

Common to all Non-Commissioned Members

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”. Here is more about commissioning:

<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>

Special Commissioning With A Degree

If you are already a Private, 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.

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

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 life stage. Evolving demands of a civilian career, family life and military career can become overwhelming. Finding positive strategies to cope with life's stressors is paramount to a reservist's ability to adapt and overcome. Here are some ways you can take a break 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 Duty 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.

Maternity Leave

See Chapter 21 Section 1 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. 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 manual below 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, you can ask to be moved to the Supplementary Reserve if you would normally just quit/release, but part of you thinks you might get back in one day. If you join the Supplementary Reserve, you hand back all your kit, and get transferred to a "ghost" holding unit. Then if you decide to rejoin within five years, none of your qualifications will have expired – you just pick up right where you were. If you rejoin before five years has elapsed, it is still easier than if you released. 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 stop showing up (for more than four parade nights in a row) without telling anyone where you are, your status may be changed to Non-Effective Strength (NES). Don't let this happen - it causes a lot of extra work for your unit who will have to send you registered letters regarding your attendance and bill you for uniform items that you still have or take it directly off your future tax returns. This status also ends up giving you a 5F release, which flags you unfavourably for government jobs for the rest of your life. Instead, choose one of the other options when you need to take a break. NES isn't to anyone's advantage.

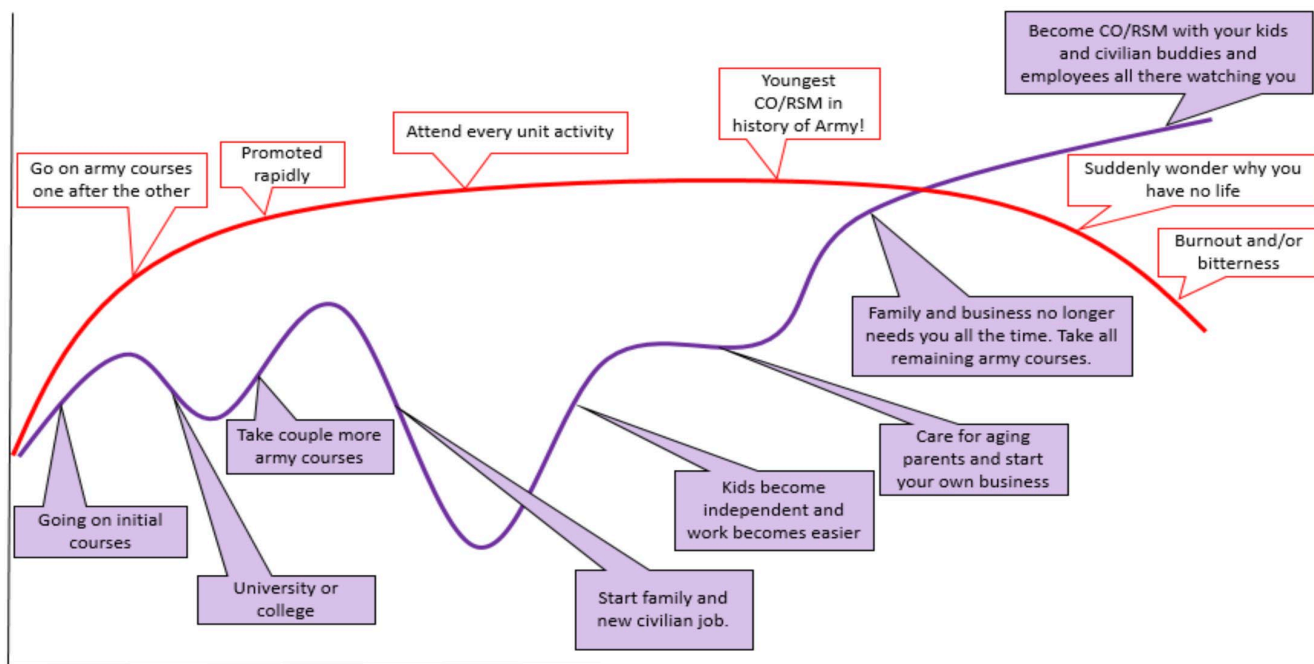
Section 3 Taking a Break from Civilian Work to do Army work

See Chapter 22 Section 1 about the Canadian Forces Liaison Council (CFLC) and their military arm the Directorate of Employment Support Programs who assist Reservists in negotiating time off with their civilian employer.

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 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/resources/policy-pregnancy-human-rights-the-workplace-page-1>

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 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, parade regularly, and let people think you have simply retained 40 lbs of water. 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.

Note 1: If you are on Class B and have to leave work early, before you give birth (very sore ankles, faintness when standing, constantly nauseous etc), you can go to the MIR and obtain a chit then this time off might not count as part of your 18 months off work.

Note 2: If you are pregnant and going on a course or task, make sure you are not so pregnant that Air Canada won't let you board the plane. Check the airline rules if this applies to you.

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 (Chilliwack or Esquimalt) so they can update your profile to enable you to order maternity items. If possible, bring some sort of proof of pregnancy (ie 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 (Chilliwack) 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 in Chilliwack, or a few months if they have run out. Apparently this is very well done, especially the pants. For a shirt, they will either issue you a larger size or a maternity CADPAT shirt if there are any. You do not have to wear the Army maternity uniforms. If you can borrow larger uniforms from a friend or order a larger size, that is also fine. If you do not plan to get pregnant again, you simply give the DEU maternity

clothing away or otherwise discard it. The Army does not want it back. The exception is CADPAT maternity wear which must be returned to the CQ.

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/notice-covid-19.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=canforngen>

Storing breast milk

You can store breast milk for at least four hours at room temperature, even six hours if it's not too hot. You can also purchase thermal packets that can keep the milk cold, or a small insulated pouch to store it in with a cold pack:

<https://www.frioinsulincoolingcase.com>

This site is not subject to the Official Languages Act

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

- Pacific 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. If you get a chance, listen to the free podcast called Women At Work by Samantha Sutherland. It is very motivating, will give you some perspective from working mothers, and will remind you 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 AND MILITARY EMPLOYMENT

Section 1

Who can help me?

The Employer Support team are military members who connect with the civilian arm, the Canadian Forces Liaison Council (CFLC). In your unit, someone should have been assigned as the Unit Employer Support Representative. That is the person you should reach out to for advice or help. If that person does not know the answer to your question, they can contact the two local BC representatives (a Col and a LCol) whose names are listed in the link at the bottom of Section 2 here. Time off for army work is not guaranteed by most civilian employers. However, the CFLC can be engaged to help you advocate with your civilian employer for time off for Army activities (summer courses, deployments, etc). They are former business people themselves, and are very good at this.

Section 2

How Do They Help?

The Employer Support people have access to programs and benefits for employers:

- a. Financial benefits where your employer can be financially reimbursed at approx. \$450 per week the whole time you are away:

<https://www.canada.ca/en/department-national-defence/programs/compensation-employers-reservists-program/compensation-employers-reservists-programs-faqs.html>

- b. Fun military-flavoured activities called Executreks that your employer can be invited to in appreciation for giving you time off, and to encourage them to keep doing so. Some are pretty impressive.
- c. There are also a variety of on line tools available to you (eg letter templates, and award recommendations) to help your unit communicate with your civilian employer to help create relationships with your civilian employer, and smooth the way for military activities.

Check out the main CFLC link:

<https://www.canada.ca/en/department-national-defence/services/benefits-military/supporting-reservists-employers.html>

Section 3

Getting an employment reference from the unit.

If you need a written job reference, write a memorandum to your chain of command. Specify if you need your immediate supervisor to write the reference letter, because otherwise such a letter will normally be drafted by the Adjutant for your CO to sign. Specify the date when you would like the letter, and the contact information for where/to whom the letter must be sent. The more information you provide, the easier it will be for the person writing it for you.

CHAPTER 23 KEY CAREER COURSES

Section 1 Non-Commissioned Member Courses

Primary Leadership Qualification (PLQ)

What is this course like?

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

If you get questions about the diagram on this page, refer people to these 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>
- Confirms that AJLC is only required for three trades. All other trades (other than Infantry) are promoted to MCpl upon completion of PLQ Mods 1-3.
<http://vcds.mil.ca/apps/canforgens/default-eng.asp?id=072-21&type=canforgen>

This is PLQ



You have **18 months** to complete these three mods. They qualify Air Force, Navy, and most Army trades for MCpl

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)



Four Army trades require an additional course for MCpl. There is no time limit to get this.

A-JLC	Crewman Gunner Combat Engineer	17 Training days (Add weekends and travel)
ISCC	Infantry	OR 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?

Here are some things you can do to prepare, and some things you should be able to rely on your unit to help you with:

Self-Preparation	Unit Needs to Help You
Fitness – see the fitness program at Annex B in this handbook to prepare yourself for this course. Mostly running and upper-body.	39 CBG will run pre-PLQ training - a refresher on common failure points, and a chance to shake off the rust. Ask your chain of command or contact the editors of this handbook for details.
Familiarize yourself with the steps of Battle Procedure, and follow them. Download the free app called Battlepro developed by LCol Mike Bobbitt, which will put key lists and notes right onto your phone.	Give you an opportunity to practice some of the skills: giving drill to a small group, teaching a lesson, weapon handling...
Ask MCpls at your unit to sign out a rifle and run through drills with you.	Tell you when PLQ is coming up so you can prepare. This is not something to decide at the last second.
Research stress management – be prepared with ways that work for you. That is part of the game.	Combat Training Centre in Gagetown (5 Division Training Centre) has a 5-10 day PLQ practice kit that your RSM can order.
Sit in as many classroom lectures as you can and watch how good lessons are delivered.	

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

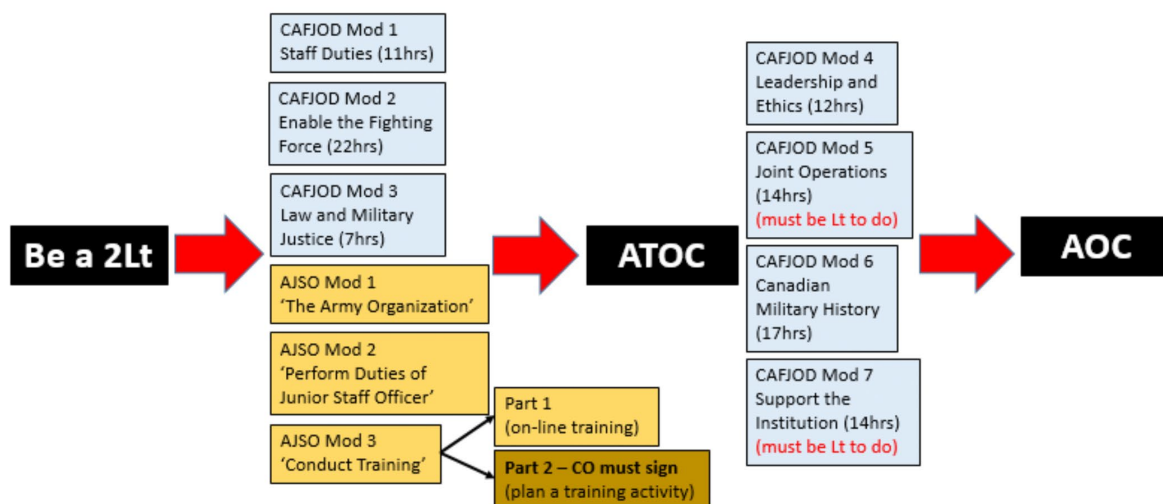
1. Realize you will intentionally be put under stress on this course – go on it expecting this to happen.
2. Tune out the swearing and volume and listen for the lessons and advice that are being provided by the staff. While PLQ is supposed to be challenging, it is not supposed to break everyone. The staff will be ready to support you if they see that you are giving it all you can.
3. 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?
4. The common failure points on PLQ every year (from the PLQ School) are:



- a. Lack of confidence (so do a pre-PLQ, then fake it till you make it)
- b. Public speaking (when you are up teaching lessons)
- c. Fitness (see Annex B to this handbook)
- d. Sequence of instruction (which you can memorize before you go)
- e. Navigation (still primarily map and compass, not GPS)

5. 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 (which will occur) and give you the mental resiliency to push through. Make sure you can walk 10km with a fully loaded tactical vest, gas mask, ballistic eyewear, gloves, helmet, and rucksack. You cannot practise 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. Also look at this link:

<https://www.cfmws.com/en/AboutUs/PSP/DFIT/Fitness/FORCEprogram/Pages/FORCE-Operations-Manual-2nd-Edition.aspx>



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 3 (1 day); Mod 4 (1.5 days); Mod 5 (2 days); Mod 6 (2 days); Mod 7 (2 days).

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

dln-rad.mil.ca/login-lien/index-eng.jsp

Section 3 Professional Development and Online 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.

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:

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

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

- Covid Awareness. Everyone has to take this right now, so get it done. You get a nice certificate and might learn something (on DLN link)

dln-rad.mil.ca/login-lien/index-eng.jsp

Other On Line Courses not on DND Learn. The other 5%.

- This will provide perspective and ideas for you while planning so you can avoid unintentionally disadvantaging people who are not the majority gender.:

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

Section 4

Other Useful Courses

First Aid Course. How to get one and how often I need to update my qualification

Your unit will arrange this two-day training normally on a weekend. It is current for three years. If your unit does not run one themselves, you can ask your chain of command to let you know when other units are running one, and get permission to attend. Almost all First Aid courses are run with people from a variety of different units.

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 several-months-long week-end-only Driver Wheel Course, which is run during the year by the Service Battalion. You can take this course even without a provincial driver's license (PDL). When you pass it you will be issued a DND 404. You will then be able to drive the vehicles you were trained on for military purposes. This is an excellent course – fun and very useful. The course never expires.

The Civilian Pattern Vehicles. If you 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 four things that you must do:

- 1) Submit a Drivers Abstract from ICBC at <https://onlinebusiness.icbc.com/clio>
- 2) Pass an on line Safe Backing Course on DND Learn;
- 3) Pass a written test on the military driving regulations (which your unit transport NCO will give you);
- 4) Successfully complete a practical road test (by one of the qualified driver examiners at your unit).

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 DND404 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>

Note: for the duration of the COVID 19 crisis it is possible to just get a 404 by simply producing a valid non-graduated provincial driver's license to your Unit Transport cell. They can issue a temporary 404 for basic civilian pattern vehicles that is good for three months. Once the COVID 19 crisis is over you will have to complete the above-mentioned requirements.

Course Reimbursement. If I take a useful civilian course (Excel etc) can the Army reimburse me?

No. However, the Army has access to many such courses which are now run routinely on Regular Force bases (including Esquimalt). If you are in a job at your unit where such a course would be useful, ask your chain of command if the unit will pay to send you.

Make sure you see Chapter 6 Section 1 Individual Learning Plan as well.

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. See Chapter 10 Section 4 to find out how to do this. 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 your OR directly.

CHAPTER 25

OTHER LANGUAGES

Section 1

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

The other language must appear on your MPRR document if the deployment people are going to find it through the system. This is a complicated process. Usually the Army sends down requests informally when they are looking for speakers of particular languages. Therefore, make sure your Operations staff know what languages you speak if you are interested in being picked up for one of these missions (especially for disaster areas where a need arises suddenly).

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 editor directly if you can't wait that long, and we will try to help.

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 (ie 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 0630 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:

Routine Work At Your Unit: Mon-Fri

If you are doing routine work during the day at your unit from Monday to Friday, you will be expected to bring a lunch (or pay for one yourself). If this is the case, you can expect to be given time to go out and buy a meal, or to have a fridge to store your food.

Training All Day At Your Unit: Sat-Sun

When you are training at your unit Sat or Sun, a meal should be provided or reimbursed (see link below - Section 5.18). If you are told to purchase your meal in the 'local area' (normally defined as being within a 100km radius from your regular place of duty but the exact publication/reference for that is being re-written still and hasn't been republished) keep your receipt so you can be reimbursed (ask your OR for an MTEC form - they will have copies). Fill it in, attach the receipt, and get your chain of command to sign the MTEC form to reimburse you for the amount you spent.

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

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 100km 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>

Section 3

What will I be fed?

This can vary considerably. Meals in the field are sometimes provided by a caterer (generally a hot meal and supplementary foods like salads and dessert). Other times they 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)).

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 in advance. Many people also bring their own snacks to the field.



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) and with a CF1 card you can access them. Here is the link to all the companies that give discounts:

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

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 Morale, Welfare, and Mental Health 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). 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 part-time, 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. But you can work as many days in a month as you are authorized by the person paying you. The best resource for Class A and B service is the CMP 20/04 (remember those newsletters mentioned in Chapter 18 Section 2)? Link for this is below:

http://cmp-cpm.mil.ca/assets/CMP_Intranet/docs/en/support/policies/cmp-milpersinstr-2004.doc

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.

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

This class of employment is like working on a fixed-time contract, and is any contract where you work 13+ days consecutively. It is sub-divided into either short-term or long-term:

Short term Class B contracts. Class B contracts can be short-term (a few weeks). An example might be going on a course, or accepting a contract to work on a base for part of the summer. Any amount of training for 13+ days in a row is supposed to be Class B.

Long term Class B contracts. If you are on a Class B contract of 3-6 years, you work full-time during the week. Normally this would be an eight hour day, five days a week, although many people work adapted schedules which allow them to parade with their units one evening a week. You are paid a full-time salary twice a month, and you do not sign pay sheets anymore. Many people go from one Class B contract to another with no time in between and make a career of it. Class B contracts are often for three years, with the possibility of a three-year extension. There are others, usually temporary contracts, to replace people who are away for a while (maternity; deployments etc) and which are shorter. (see Chapter 28 Section 4)

<http://armyapp.forces.gc.ca/reo-oer/en/index.aspx>

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.

Class C. Working as if you were in the Regular Force... but still as a Reservist

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

CFTPO Contracts. When you go away for a few weeks/ months full-time

CFTPO is a computer database that tracks all the employment tasks, courses, and deployments that are assigned to your unit. Once your name has been attached to one of them, you can receive a print-out with all the details and dates. It is a good idea to ask for a copy of the "CFTPO task authority" when you are advised you have been nominated or loaded for something.

Tasks. What tasks are available, how do I find them, and do I have to go on one?

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).

Section 3

Full-time Summer Employment. What is it, and how do I sign up? Does it have to be for the whole summer?

This employment gig is 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 between 1 May and 31 August, and you will be employed for 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 another job just to have enough money to go back to school in the fall. 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

Finding Full-Time Class B Employment

Reserve Employment Opportunities (REO). How can I see all the available Class B jobs across Canada? How do I apply if I see a job I am interested in?

If you would like to get a long-term Class B contract, click on the link below. You have to search around the site a bit, but you can see every Class B contract that is being offered for people of your rank level across Canada, including in the Navy and Air Force (who, by the way, can hire Army people). Within every job offer is a contact person and phone number that you can call directly if you have questions. The only way to apply for one of these jobs is through your unit OR, but it is SUPER EASY – your OR should be able to nominate you in minutes over the phone, and will ask you to send them a resume electronically if one is needed. Then you wait to get a call from the potential employer about an interview. These jobs are advertised for 30 days, then applicants are contacted. Ensure that your FORCE test is up to date and that you have a current medical (see your OR if you need one) as you cannot be offered the job if they are not. Consider these as an opportunity to be paid to live and work in an exciting new city, or even in Ottawa.

<http://armyapp.forces.gc.ca/reo-oer/en/index.aspx>

CHAPTER 29

MEDALS

Section 1

Timeframe of Issue

How long should medals take to get to me?

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

What does it mean to 'mount' medals?

A single medal can be worn hanging from the pin. However, as soon as you have more than one medal, you have to get them "court mounted" which means starched and put onto a solid backing to avoid them jangling against each other as you walk.

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. Also, if you want medals to wear on your mess kit (which are miniature versions of your issued medals), you will have to pay to get those made. In situations like this, there are several local suppliers who you can pay to have the medals court mounted. Recommendations are:

Chilliwack. Brian Seward (who has been around forever and is still doing a great job of mounting medals)

<https://canadianmedalmounting.com>

(This site is not subject to the Official Languages Act)

You can also contact Andrew Siwy who is a retired firefighter and also does medals:

<https://www.facebook.com/victorymedals>

(This site is not subject to the Official Languages Act)

On the Island. The Vancouver Island Military Museum seems to do them.

<https://militarymuseum.ca/medal-mounting>

(This site is not subject to the Official Languages Act)

Section 3

Rules for Wearing Medals

Do you have to wear the medals you are issued?

No. They 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/department-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. Receiving formal discipline usually means getting charged. If you are charged, you are given the opportunity to make your case, most commonly at a Summary Trial, which is like court except the judge is a senior officer in your unit. If the 'judge' determines you are guilty, they select an appropriate punishment, the most common being a fine. You pay. Case closed. If you need to know more about being charged, take a look at this link:

<https://www.canada.ca/en/department-national-defence/corporate/reports-publications/military-law/guide-for-accused-and-assisting-officers.html>

If you are going to be charged, see Chapter 30 Section 4 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.

Less commonly, people do things that result in a Court Martial. If this is you, see Chapter 30 Section 4 Lawyers, and call them.

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.

Section 2

Lower level reminders for disciplining your subordinates.

If you are the supervisor of a soldier who isn't responding fast enough to your exemplary guidance and encouragement, you can use the PDR form (Part 5b) to document shortcomings. This is the form to document your concerns, and is shredded at the supervisor's discretion if the person improves within the next year. If you are curious about how this works, you may have to ask because while this process is used often in the Navy and in the Regular Force, few people in the Army Reserves have heard of it.

Section 3

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.

Will there be consequences for my military career as well?

Likely. If you are convicted in a civilian court, depending on the issue, an administrative review may be started to see if you should stay in uniform.

Section 4 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:

1-888-715-9636

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 Coverage and Medical Insurance

Class A. When you join the Army Reserve, you are entitled to join the Public Service Health Care Plan (PSHCP) as soon as you are enrolled. There is no charge to join, but you do need to ask your Orderly Room to sign you up and submit your form to Sun Life, who are the health care provider. If you sign up, you will get a BC CareCard. If you already have a BC CareCard, you already belong to this plan. You can go onto the Sun Life website and see what you are entitled to with this basic coverage:

www.pshcp.ca/contacts/sun-life.aspx
Or contact them by phone: 1-888-757-7427

If you wish, you can also purchase the Public Service Health Care Extended Coverage from Sun Life. There is a monthly payment for this, and they will usually want Class A members to pay by cheque rather than direct deposit. It will cover things like: prescriptions, chiropractor, glasses, etc. This is just for you - your family is not covered. Your Orderly Room knows these processes well, so ask them if you have questions.

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). (See Chapter 31 Section 6 for more information)

Section 2

Eyeglasses and Eyewear

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

Class A. Part-time soldiers who are on the regular Public Service Health Care Plan (free) are not eligible for eyeglasses. However, if you decide to sign up for the Extended Medical Coverage (monthly cost) you will be. You do this through your Orderly Room who will show you which form to complete. Under the extended 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 look like safety glasses, and they are meant to completely replace your civilian glasses any time you are in a situation where your glasses might break (training, PT etc). 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).

Your unit CQ or RQ orders them for you. Bring in your eyeglasses prescription, and the CQ will order Ballistic Eyewear inserts that have been configured to that prescription. 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.

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. There are three MIRs in BC:

- a. Vancouver. The MIR is located on the second floor of the Vancouver Garrison at 1755 West 1st Avenue. You can call the front desk at: 604 225-2520 extension 2504.
- b. CFB Esquimalt. The MIR is located off the base close to Naden at 1153 Esquimalt Road. You can call them at 778 265-4305.
- c. CFB Comox. The MIR is located at 21 Canadian Forces Health Services Centre Comox, Building 309. Call them at 250-339-8211 extension 8267.

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 don't need medicals

Wrong. Everyone in uniform needs a current medical:

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

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 cho-

lesterol 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 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).

First, immediately contact the Transition Centre (see Chapter 32 Section 3). 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 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 BC office of the Federal Workers Compensation Program: 604 658-3599

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/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>

1. Be enrolled in the Army Reserve for three months
2. 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.
3. Pay the dentist yourself. Keep the receipt and the record of work.
4. Take the receipt and the record of work to your OR. The OR will help you submit your claim to Canada Life.
5. 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.
6. Canada Life will then send you a 'dental identity card' which you can show your dentist the next time you go in. The card will have:
 - a. Your effective date of coverage
 - b. Your dental plan number
 - c. 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 so many support groups for Reservists it is hard to know where to start. Before you keep reading, the phone number below can be your first call for help about anything. It connects you to a room full of trained counsellors in Ottawa. One of the counsellors who works there said they take calls from family members, serving members, even unit chaplains. Anyone can call. If you need help now, or if you are concerned for a friend right now, give them a call.

Military Family Information Line
(the Army 'bat phone' for anything about mental health – yours or a friend's)

1-800-866-4546

There is also the Crisis Line of BC which is for anyone in BC who is thinking about suicide. The link below has a 24/7 phone number with trained people who can talk to you in over 140 different languages.

<https://www.healthlinkbc.ca/mental-health-substance-use/resources/crisis-line>

Section 1

Help With Non-Urgent Unit Issues

Sentinel Program: selected unit soldiers trained to detect distress in others and offer support

This is a program where members of your unit have been formally tagged as people to talk to, and their photo/name should be posted somewhere at the unit, as well as mentioned in Routine Orders. They have been trained to listen, and help you find resources. These members, who are your peers, are carefully selected and trained to help detect, prevent, and support military members in distress. The person who oversees the individual Sentinel members is the unit chaplain. The links below show how this program works:

Newspaper article about the program (lots of info):

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

This site is not subject to the Official Languages Act

Official Army website about the program (not very much info):

<https://www.canada.ca/en/department-national-defence/corporate/reports-publications/caf-vac-joint-suicide-prevention-strategy/annexi.html>

Chaplains. If your unit has one, who they are, how they work, and how to contact them

Chaplains are non-denominational officers who are trained to provide spiritual guidance and emotional support to any soldiers regardless of religion/no religion. They are not in the chain of command, and conversations are confidential. Every unit should have a chaplain (even if your unit is borrowing one from another unit). View them as a "relief valve". Chaplains are sometimes called "padres" but they are non-denominational.

To contact a chaplain:

All chaplains have a phone number, and they normally parade on all regular parade nights. To contact them, you can phone them directly, or stop by their office at the unit and knock on the door. If you do not know how to contact the chaplain, ask (call) the OR or ask your chain of command for the contact information. The chaplain may also have their contact information on their office door.

Alternate Dispute Resolution (ADR). How to resolve things at the lowest level, and who can help me?

There are small non-military teams located across the country whose mission is to directly assist in solving interpersonal conflict for soldiers. ADR is normally used

for times when a situation with your boss or co-worker is starting to become serious and feels beyond your control to fix. You can give these folks a call directly, and it is **completely confidential**, between you and them - you will not be forced to formally report anything if you are not ready to do so. These people are very experienced, and have a high success rate in identifying which problems can/can't be resolved informally.

The rep for all soldiers in BC is:

Grant Whittla
grant.whittla@forces.gc.ca
(250)-363-1900 ext. 60264

Section 2

Help if you have experienced any of the following types of incidents

Sexual Misconduct

Your first call can be the Sexual Misconduct Response Centre: 1-844-750-1648

This is a 24/7 number, and you can call it to talk to a counsellor about an incident. Calling this number **does not obligate** you to take action, and the therapists you talk to do not have a duty to report - you can call them for information or just to talk.

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-and-respect.html>

The link below has lots more information. It includes the number above and many more related resources:

<http://www.forces.gc.ca/en/caf-community-support-services/sexual-misconduct-response-centre.page>

“Ask yourself: are you the Canadian soldier that the Canadian public expects to see? Or would want to be?”

—CWO Stu Hartnell, Army Sergeant Major

Harassment

Harassment unfortunately happens. It is gender-less, comes in many forms, and can be completely debilitating. If it has happened to you or someone you know, or you want to ask questions about harassment, the number below can be your first call, and they will put you in touch with the right people. Don't avoid dealing with harassment because you are intimidated by the process - there are good people available to help you all the way along the road.

1-800-866-4546

The link below is the Army's Harassment Policy. It has tons of information such as what constitutes harassment and how to report it, and is a pretty easy read. If you are still not sure what to do, call the phone number above and give someone a call, even if just to talk. Don't feel you are alone in this.

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

<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5012/5012-0-harassment-prevention-and-resolution.html>

Hateful Conduct

Hateful conduct not only harms our own people but erodes the credibility of our organization, calling into question our ability to act on behalf of Canadians. The order below not only addresses the people who perpetrate and condone such conduct, but will provide useful tools for all soldiers so that they can recognize hateful conduct for what it is, and can take appropriate action to address it - at all levels. Here is the link below - click on

Vol 1 Part 1, then scroll to CAO 11-82:

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

<http://www.army-armee.forces.gc.ca/en/policies/cao-11-82-hateful-conduct.page>

Section 3

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 in BC. 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, and are located in three places in BC:

Transition Centre Vancouver. Co-located with 39 Brigade HQ at 1755 West 1st Avenue.
604 225-2520 x2662

Transition Centre Esquimalt. Located at HMCS Naden, Building N30
250 363-4477

Transition Centre Comox. Located at 19 Wing Comox Building 314
250 339-8211 x7300

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 4

Counselling Assistance and Resources

Military Family Information Line

This organization is the same one listed at the beginning of this chapter. It operates 24/7, with trained counsellors on call by phone. Although their name says 'family' it is for serving soldiers of all types as well as families. They can be your first call if you are in a bad spot and need someone to talk to right now. If you need help but do not know where to turn, these people can help to point you in the right direction and give you contact information.

1-800-866-4546

Canadian Forces Member Assistance Program (CFMAP)

This organization provides general counselling for serving military members. It is for everyone, not just for people suffering from an operational or deployment-related condition. It is for non-urgent calls, when you or your family/friends are seeking counselling. These people are trained counsellors in Ottawa, available by phone. It might take them a couple of days to fit you in, but they can schedule you for up to eleven sessions of professional counselling right over the phone. All free.

CF Member Assistance Program - Counselling
1-800-268-7708

www.familyforce.ca

Medical Inspection Room (MIR)

The doctors at the Vancouver MIR can make referrals to their on-site social worker or on-site psychiatrist. They can also refer you to external agencies. For Class A people, this is normally for issues that are attributable to military service, but they will not turn you away if you are calling them for guidance on where to turn.

Vancouver MIR: 604-225-2520 x2504

Operational Stress Injury Social Support (OSISS)

This is a support group for people experiencing post-deployment stress, including families. They provide one-on-one support to members and/or spouses. They also facilitate peer support groups, where people with similar experiences can help each other. It is kind of a community with family/peer support. They also coordinate the Operational Stress Injury Clinic which can be found at www.bcosi.ca

Call OSISS at:
1-800-883-6094

Family Violence. The Army's role in helping you.

If you are a victim of family violence, or need help to stop yourself from being violent, call the CF Member Assistance Program (contact info is on the previous page). The link below mentions 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 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 Vancouver, it could take 2-3 days to arrive in your bank account, but a bit quicker in Victoria, Esquimalt, or Comox 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. ie 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, this fund 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

Conflict and Complaint Management Services (CCMS)

The ideal time to manage a conflict/complaint in the workplace is early and informally. Whatever your situation at work, if things with a co-worker are starting to feel out of control, contact the CCMS office in Esquimalt BC for help. They will provide you with advice on where to turn, and will support you if you want to submit a

formal complaint. They should also be your first phone call if you are considering submitting a grievance. As soon as you engage with the CCMS, the time limit of three months to submit a grievance gets extended while you and the CCMS try to work out a solution.

Phone Grant Whittla at: 1-250-363-1900 x60264 or
Email: ++CCMS Esquimalt@VCDS DGICCM@Esquimalt

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 need to submit a grievance no more than three months after the date that you "reasonably should have known" that there was a problem.

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:

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

Claims Against The Crown and Ex Gratia Payments

This is if you incur a financial expense related to military service, and despite everyone agreeing you should be reimbursed, nobody can help you. You have tried the grievance system, but your grievance was denied. You still feel strongly that you are owed money.

Send a cover letter of explanation including any supporting documents directly to the address below. They send you a form to allow you to make a claim against the crown. Rule of thumb: this is for small claims (\$10, few hundred, few thousand), where paying you will be cheaper than fighting in court.

Director - Claims and Civil Litigation
101 Colonel By Dr
Ottawa, Ontario K1A 0K2
Canada

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

MENTORSHIP AND ROLE MODELS— PERSONALIZED CAREER SUPPORT

In most organizations, role models and mentorship happen organically between people. In an organization where the gender balance is skewed, this can sometimes be more challenging. While there will always be excellent role models of all genders, and mentorship is not limited by gender, sometimes what you need at a certain moment in your career is someone like you. Women in 39 Brigade make up less than 9% of its members, so it can be difficult to find a female mentor if that is what you are looking for, hence the need for something to fill the gap until that percentage increases.

Section 1

Becoming a mentor

What is involved in being a mentor, and how do I join in?
(Being developed)

Section 2

Accessing a mentor

How do I find the right person to help me?
(Being developed)

CHAPTER 34

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 spouse.

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.

Vancouver (responsible for all of mainland BC)

<https://www.cafconnection.ca/Mainland-BC/Home.aspx>

Esquimalt (responsible for all of the Island)

<https://esquimaltmfrc.com>

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 35

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:

www.forces.gc.ca/en/caf-community-support-services-for-members-reservists/before-you-go.page

Right now, are not supposed to stay in the Army beyond age 60 no matter how essential you think you are. There is no mechanism that automatically stops your pay - yet - but you are supposed to get out at 60 unless you have authority to stay in longer. Do not assume everyone knows when your 60th birthday is coming up - advise your chain of command and your OR at least six months before so they can be ready when you go. Anyone can submit a request to stay in uniform longer, however. Leave about six months to hear back. Exceptions are rare, but if you are a member of a distressed trade (not enough people) like chaplain, it might be granted. Usually only for one year at a time, though.

Section 2

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/accueil-home-eng.html>

<https://www.tpsgc-pwgsc.gc.ca/fac-caf/act/rsrv-rfp/nvnw-force-eng.html>

Section 3

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.

cmp-cpm.mil.ca/assets/CMP_Intranet/docs/en/cf-mil-pers-com-01-09.pdf

CHAPTER 36

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. Other than the BCRs with their three foot thick walls, 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. He will help arrange something.

<http://assyst.forces.mil.ca/assystnet/#homepage>

Army Computer Labs you can access. There is a computer lab in Chilliwack and one in the Vancouver HQ building, each with approximately 15-20 terminals, and you can request access.

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. 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?

East of Abbotsford: From a DND telephone, call 7777. A person belonging to 3 CDSG in Edmonton will answer.

West of Abbotsford and Esquimalt: from any telephone, call 250-363-1000 which is Esquimalt's 24/7 tech service.

Everywhere: 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/assyst-NET.jsp#id=-1;;type=3>

CHAPTER 37

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 on line.

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, Captain Graeme Kaine, directly to ask for guidance. He will be happy to spend 30 seconds helping you to avoid doing something that will take much longer to put back into the box.

His name and number is: graeme.kaine@forces.gc.ca or cell/BB: 604-809-7385

How To Get Noticed (in three easy steps):

1. Display a profile picture in uniform and leave your profile open for public access (which is fine)
2. Then say or do something on line that is, or is perceived to be, offensive or that reflects discredit on the CAF (not fine)
3. 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.

ANNEXES

Annex A

Sample Packing List

SAMPLE SUMMER PACKING LIST (WAS FOR A DOMESTIC OPERATION)

1. Members shall wear/carry the following items:

- Shirt CADPAT
- Pants CADPAT
- Gloves CADPAT (thin)
- Socks for combat boots
- Boots combat
- Undershirt (brown T-shirt)
- Insect repellent
- Underwear and bra
- ID discs, ID card
- Headdress, Unit field
- Bottle of hand sanitizer
- Wipes
- Ballistic eyewear
- Lipsol
- Wallet
- 1 x (any) triangular bandage or face mask
- Multi-Tool, Folding
- Mini MagLite®
- Canteen/2 Qt Water Bottle
- 1 x Field dressing
- Ear plugs
- 1 x N95 respirator mask (if req)
- 3pr x Surgical Gloves (if req)

2. In the Patrol/Small pack:

- 1 x Gortex jacket - rain
- 1 x Bush hat
- Helmet
- Poncho liner - summer
- Bivvie Bag (if issued)
- 1 x Sunscreen
- 1 x Canteen water
- 1 x Personal first aid kit
- Feminine hygiene items
- 1 x N95 respirator mask (if req)
- 2 x Surgical gloves (if req)

3. Packed in/on large field pack (rucksack):

- Shirt CADPAT x 1
- Pants CADPAT x 1
- Undershirt x 2
- Underwear x 2 and bra
- Socks for combat boots x 2
- Rain pants
- Towel bath x 1
- Towel hand x 1
- Mosquito bar/hat
- Sewing kit
- Foot powder
- Cleaning kits (boots/badge)
- Binoculars (if issued)
- Air mattress (attach outside pack)
- Plastic bag for used clothing

3. Bag protector sleeping bag with the following:

- Sleeping bag inner
- Combat gloves (if not worn)
- Ground sheet/shelter half
- Sleeping bag liner
- Wash basin
- Toiletry bag
- Knife/Fork/Spoon (KFS)
- Tent pegs / bungee cords in ziplock bag

4. Follow on kit in a MK 5 kit bag (duffel bag)

- Shirt CADPAT x 1
- Pants CADPAT x 1
- Socks wool for combat boots x 2 or more
- Combat boots (spare)
- Undershirt x 2 or more
- Underwear x 2 and bra or more
- Laundry bag
- Mini pillow

5. Miscellaneous Items

- Merino wool undershirt
- Tuque
- Wallet
- Pens
- Headphones
- Computer / charger
- Phone / charger
- Boot bands

6. Toiletries

- Toothbrush
- Toothpaste
- Dental floss
- Shampoo/dry shampoo
- Hair elastics/nets/pins
- Soap in soap dish
- Nail clippers
- Deodorant
- Hair brush
- Medication / pills
- Moisturizer
- Razor
- Tweezers
- Flip flops

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@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.

Approx 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)
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, 2x 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

Combat Force Test consists of:

1. Load Bearing March

- 5km load bearing march (carrying about 35kg or 77 lbs)
- Time to Complete: no more than 60mins and no less than 50mins
- Equipment - FFO + Battle Order

2. 5 Minute Break

3. FORCE Circuit

- Equipment - CADPAT + FIGHTING ORDER (approx 25kg or 55lbs) - detailed equipment list below
- Continuous timed event - time starts at the commencement of the 20m Rushes and ends once the Sandbag drag is complete
- Rifle carried for 20m rushes and slung for all other events
- Time to Complete: Continuous 15mins or less

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: ~12kg 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: ~12kg 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: ~12kg 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: ~12kg 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: ~16kg 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: ~16kg Record Distance:	5 min Warm Up / Mov't Prep Workout D 3 x 12

Week	Day 1	Day 2	Day 3	Day 4
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: ~16kg 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: ~16kg 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: ~20kg Record Distance:	5 min Warm Up / Mov't Prep Workout B 3 x 12
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: ~16kg 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: ~20kg 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: ~20kg 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>

(This site is not subject to the Official Languages Act)

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) Dumbbell Overhead Press B1) Glute bridge B2) Seated Row C1) Dumbbell 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) Dumbbell Bent Over Row C1) Dumbbell Front Raise C2) Side Plank C3) Reverse Fly

Annex C

PRes Officers - Career Progression Chart

Level	Rank	Infantry	Armoured	Artillery	Engineer	RCEME	Field Signals	Logistics	
PRes DP1	OCdt to Lt	DP1.1 (65 days) Mod 1 (20 days) Mod 2 (23 days) Mod 3 (22 days)	DP1 Armrd Recce Tp Ldr (70 days) Mod 1 (30 days) Mod 2 (40 days)	DP1.1 (55 days) Mod 1 (12 days) Mod 2 (10 days) Mod 3 (11 days) Mod 4 (12 days) Mod 5 (10 days)	DP1.1 BEOC (61 days)	DP1 RCEME Officer (85 day) Mod 1 (26 days) Mod 2 (59 days)	DP1 BSOE (105 days) Mod 1 (23 days) Mod 2 (39 days) Mod 3 (13 days) Mod 4 (30 days)	LOCC (27 days) LOCL (38 days)	
		<p>AJSO (8 Days)</p> <p>Mod 1 (1 Day - DL) Mod 2 (1 Day - DL) Mod 3 (1 Day - DL) Mod 3 Pt 2 (5 Days)</p>							
PRes DP2	Capt	<p>CAFJOD Pre-ATOC (5.5 Days)</p> <p>Mod 1 (1.5 Days - DL) Mod 2 (3 Days - DL) Mod 3 (1 Day - DL)</p> <p>PRes ATOC (20 Days)</p> <p>Mod 1 (10 Days - DL) Mod 2 (10 Days - Res)</p> <p>CAFJOD Pre-AOC (7.5 Days)</p> <p>Mod 4 (1.5 Days - DL) Mod 5 (2 Days - DL) Mod 6 (2 Days - DL) Mod 7 (2 Days - DL)</p>							
		<p>Dismounted FOO (28 Days)</p> <p>Mod 1 (15 Days) Mod 2 (13 Days)</p> <p>Artiller Ops Officer (16 Days) Mod 1 (9 Days) Mod 2 (7 Days)</p> <p>DP2 EME Officer Advanced (20 Days)</p> <p>DP2 FSOE (22 Days) Mod 1 (10 Days - DL) Mod 2 (12 Days - Res.)</p> <p>Log Speciality Crse (Fin. Material Management, Tn)</p>							
PRes DP3	Maj	<p>PRes AOC (74 Days) ...conducted over 11 months in 3 X Tutorials</p> <p>Tut 1 (35 Days - DL) Tut 2 (24 Days - Div.) Tut 3 (15 Days - CACSC)</p>							
		IDCC (14 Days)	DP3 Recce Sqn Comd (22 Days) Mod 1 (8 Days - DL) Mod 2 (14 Days - Res.)	Battery Commander (11 Days)					

PRes CSS NCMs - Career Progression Chart

CBG/Unit LEVEL TRG (SPRING/WINTER/FALL)		CFLTC/RCEMES/3 CDTC TRG (SUMMERTIME)				CF TRG (VARIOUS LOC, PRIMARILY FOR LEADERSHIP CRSES)		
A RES NON COMMISSIONED MEMBER (NCMS)								
DEVELOPMENT PERIOD	MSEOp	MAT MGT (SUP) TECH	COOK	HRA	FSA	VEH TECH	WPN TECH	DEVELOPMENT PERIOD
DP 1	BMQ	BMQ	BMQ	BMQ	BMQ	BMQ	BMQ	DP1
	QL3 MSEOp (3 CDTC DET Edmonton) Summer 1 (39 days)	QL3 MAT MGT (SUP) TECH CFLTC BORDEN Summer 1 (37 days)	COOK RQ (Rank Qual) PTE (CFLTC BORDEN) Summer 1 (65 days)	HRA RQ (Rank Qual) PTE Mod 1 Summer 1 (43 days)	FSA RQ (Rank Qual) PTE Summer 1 (43 days)	***CTAT (mod 1 and 2 complete). and Security Clearance (lvl II) initiated by unit		
	Logistics trade may now receive/ wear Log hat badge on completion of Commandant signed policy DP1 (CFLTC)					Dvr Whl (LSVW, LUVW (M)		
						*** Level II Secret clearance must be at QC prior to continuing trades training.		
						DP 1.1 Common RCEME Trg (Apprentice CRT) 11 days		
						DP 1.2 Common RCEME Technical Trg (CRTT) 23 days		
					DP 1.3 Small Engines and Support Equipment Summer 1 (20 days)		DP 1.3 Basics (C7, C8, M203) Summer 1 (20 days)	
OPERATIONALLY FUNCTIONAL POINT (OFP) IN TRADE; MBR TO BE DP1 COMPLETE WITHIN 2 YRS (Cook and Veh 3 yrs) IAW CAO 24-31								
DP 2	18-24 months experience between completing QL3 and attending QL5	QL5 MAT MGT (SUP) TECH (CFLTC BORDEN) Summer 2 (28 days)	COOK OJT (DRCCC) GRN EDMONTON MAIN KITCHEN TRG CELL - 100 CALENDAR DAYS	EQ (Experience Qualification)	EQ (Experience Qualification)	DP 2.1 Common RCEME Trg (Journeyman) Summer 2 (11 days)		DP 2
	QL5 MSEOp (CFLTC BORDEN) Summer 3 (26 days)		One year experience between completing QL4 book and attending RQ CPL			Air brakes and HLWV Dvr crse (pre-req for DP2 Veh Tech)	DP 2.2 Ancil Eqpt Summer 2 (19 days)	
			COOK RQ CPL (CFLTC BORDEN) Summer 3 (42 days)			DP 2.2 Hydraulics, Driveline, Brakes, Steering, Suspension Summer 2 (24 Days)	DP 2.3 C9, 9mm, Shotgun, and Range Duties Summer 2 (27 days)	
		OJE 28 days (To complete DP 2.2)				DP 2.4 C6, 84mm, M72 Summer 3 (28 Days)		
		DP 2.3 Recovery Summer 2 (24 days)				DP 2.5 .50, C16 Summer 3 (25 days)		
		DP 2.4 In svc veh maint (Light) Summer 3 (20 days)				DP 2.6 Mortar and Hydraulic Summer 4 (20 days)		
		DP 2.5 In svc veh maint (Med) Summer 4 (20 days)				DP 2.7 C3 Howitzer Summer 4 (22 days)		
		DP 2.6 In svc veh maint (Heavy) Summer 4 (20 days)				(2.6 and 2.7 MUST be taken in sequence)		
		DP 2.7 TAPV Maint Summer 4 (10 days)				Optional OJE 7-18 days (TBC)		
		LOG TRADES: CAF PLQ CAN ALSO BE TAKEN BETWEEN QL3/DP1 AND QL5/DP2 (Unit discretion)					Veh and Wpns Techs must complete up to DP 2.3 before they are eligible for CAF PLQ	
MBR'S TECHNICAL TRAINING NOW COMPLETE, OPERATIONALLY DEPLOYABLE OVERSEAS IN TRADE								
DP 3	QL6A MSEOp (CFLTC BORDEN) (22 DAYS)	QL6 MAT MGT (SUP) TECH (CFLTC BORDEN) (27 DAYS)	COOK RQ MCPL (CFLTC BORDEN) REG F SESSION (13 DAYS)	HRA RQ SGT (CFLTC BORDEN) (27 DAYS)	FSA RQ SGT (CFLTC BORDEN) (34 DAYS)	DP3 Common RCEME Trg (Supervisor) (23 days)		DP 3
ALL TRADES ILP (INTERMEDIATE LEADERSHIP PROGRAM)								
DP 4						DP4 Common RCEME Trg (Manager) (26 days) (Promo to WO changes trade to LEET)		DP 4
ALL TRADES ALP (ADVANCED LEADERSHIP PROGRAM)								

Pres NCMs - Career Progression Chart

Level	Crises to take when you are in this rank	Infantry	Armoured	Artillery	Cbt Engineer	RCSS										
						ACISS	ACISS - LST									
Basic Military Qualification (BMQ) (23 days)																
Sig Fundamentals (23 days)																
DP 1	Pte	DP1 Inf (35 days) Mod 1 (15 days) Mod 2 (20 days)	DP1 Armd (32 days) Mod 1 (15 days) Mod 2 (17 days)	DP1 Gunner (14 days)	DP1 Engr (57 days) Mod 1 (10 days) Mod 2 (17 days) Mod 3 (12 days) Mod 4 (8 days) Mod 5 (10 days)	RQ - Sig Op (100 days) Mod 1 (18 days) Mod 2 (48 days) Mod 3 (34 days)	RQ - Line Tech (99 days) Mod 1 (45 days) Mod 2 (44 days)	RQ - IST (73 days) Mod 1 (16.7 days) Mod 2 (16 days) Mod 3 (16 days) Mod 4 (12.9 days) Mod 5 (11.4 days)								
						Cpl	IBMG (10 days)	ATBDC (9 days) ATBMC (10 days) ATAC (5 days) CP Tech (18 days) Mod 1 (10 days) Mod 2 (8 days) OP Det Mbr (10 days)	RQ - Sig Op (42 days) Mod 1 (4 days) Mod 2 (38 days)	RQ - Line Tech (38 days) Mod 1 (12 days) Mod 2 (21 days) Mod 3 (5 days)	RQ - IST (69 days) Mod 1 (22.4 days) Mod 2 (23.3 days) Mod 3 (22.7 days)					
Primary Leadership Qualification (PLQ) = Mod 1 (9 days - DL) Mod 2 (11 days) Mod 3 (17 days)																
DP 3	MCpl	ISCC (35 days)	ARCC (26 days) Mod 1 (6 days) Mod 2 (20 days)	OP Det 2IC (19 days) Mod 1 (12 days) Mod 2 (7 days)	Sect Comd (49 days) Mod 1 (1 day - DL) Mod 2 (48 days)	Gun Det 2IC (14 days)	Gun Det Comd (14 days)	Sect Comd (49 days) Mod 1 (1 day - DL) Mod 2 (48 days)								
									Sgt	AFFRSO (10 days) DP3B Inf Pl 2IC (20 days)	ARTW (25 days) Mod 1 (10 days - DL) Mod 2 (10 days)	GATS (44 days) Mod 1 (18 days) Mod 2 (9 days) Mod 3 (17 days)	Tp WO (33 days) Mod 1 (11 days - DL) Mod 2 (22 days)	RQ - Sig Op (48 days) Mod 1 (22 days) Mod 2 (14 days) Mod 3 (12 days)	RQ - Line Tech (35 days) Mod 1 (5 days) Mod 2 (30 days)	TBA
									WO	Inf CSM (20 days) Mod 1 (10 days - DL) Mod 2 (10 days)	DP4 (24 days) Mod 1 (10 days) Mod 2 (14 days)	GATSM (20 days)	DP4-A.0 ACISS (13 days) Mod 1 (3 days - DL) Mod 2 (10 days)	Advanced Leadership Program (ALP) = 14 days - DL	BSM (15 days)	Senior Leadership Program (SLP) = Mod 1 (10 days - DL) Mod 2 (15 days)
Advanced Leadership Program (ALP) = 14 days - DL																
DP 4	MWO	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	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)														

Contributors

With gratitude to Captain (Retired) Benson Lum, for the prototype.

And for the ideas, creative work, and subject matter expertise of:

Lieutenant-General (Retired) Christine Whitecross

Colonel Matthew Haussmann

Honorary Colonel Bill Diamond

Lieutenant-Colonel Sophie Drolet

Lieutenant-Colonel (Doctor) Sylvain Gagné

Lieutenant-Colonel Natalie De Roij

Lieutenant-Colonel André Simard

Major Donna Allen

Major Anh Foort

Major Alexandra Haussmann

Major Natasha Lewis

Major Emily MacKinnon

Major Steve McNally

Major Ward Trythall

Major Marc Whitehead

Captain Iska Scholl

Captain Gary Boudreau

Captain Kimberley Ettel

Captain Kimberly Funk

Captain André Girard

Captain Graeme Kaine

Captain Patricia Laing

Captain Julie Low

Captain Brennan Maclaughlan

Captain Jeff Manney

Captain Genevieve Martel

Captain Loretta O'Brien

Captain (Retired) Jim Purdy

Lieutenant Aaron Stryd

Lieutenant Kendra Steinbring

Second Lieutenant (Retired) Doctor Andrzej Kotlicki

Officer Cadet Sarah Haussmann

Officer Cadet Jake Giczi

Chief Warrant Officer Stu Hartnell

Chief Warrant Officer Michael Lever

Petty Officer 1 (Retired) Sean Hommersen

Master Warrant Officer Bethany Grant

Master Warrant Officer Lisa Kachanoski

Master Warrant Officer Eric Kavanagh

Master Warrant Officer Bliss Winik

Warrant Officer Sarah Branje

Warrant Officer Robert Gates

Warrant Officer Sonya Langlois

Warrant Officer Angus Todd

Sergeant Michelle Meredith

Master Corporal Annalyn Fabian

Master Corporal Jen Prest

Master Corporal Amy Rosta

Corporal Jenna Laine

Corporal Calvin Lo

Corporal Evelyn Welsh

Bombardier Albert Law

Private Elisabeth Lisik

Private Daniel Pereira

Annika Trythall

Victoria Haussmann

Kieran Trythall

Claire Haussmann

Nikki Jalbert

Julie Hubert

Photography credits



Cover
Leading Seaman Zach Barr
5 CDSG



Pages 16-17
Bombardier Albert Law
39 CBG Public Affairs



Page 35
Private Daniel Pereira
39 CBG Public Affairs



Pages 36-37
Bombardier Albert Law
39 CBG Public Affairs



Page 43
Private Daniel Pereira
39 CBG Public Affairs



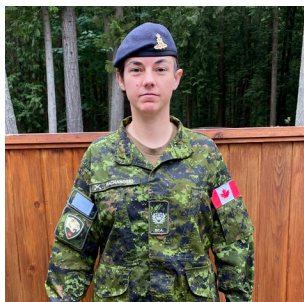
Page 46
Private Daniel Pereira
39 CBG Public Affairs



Page 50
Major Alex Haussmann
Canadian Army Headquarters



Page 52
Major Alex Haussmann
Canadian Army Headquarters



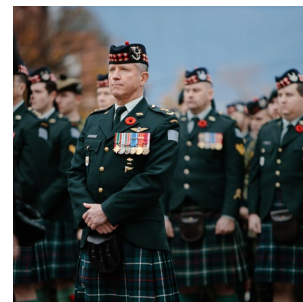
Page 55
Sergeant Amanda Eriksen
5 (BC) Field Regiment, RCA



Page 56
Captain Iska Scholl
The Royal Westminster
Regiment



Page 58
Private Daniel Pereira
39 CBG Public Affairs



Pages 64-65
Bombardier Albert Law
39 CBG Public Affairs



Page 76
Major Alex Haussmann
Canadian Army Headquarters



Page 79
Lieutenant-Colonel
Jesse van Eijk
1 CMBG HQ



Page 85
Master Corporal Jennifer Kusche
CF Combat Camera

Notes



Soldier Information Handbook
Issued under the Authority of
Commander Canadian Army

February 2022