



CANADIAN FORCES LEADERSHIP AND RECRUIT SCHOOL



# CFLRS

JOINING INSTRUCTIONS



VERSION 1.0.0

## THE CANADIAN FORCES LEADERSHIP AND RECRUIT SCHOOL

- ▶ What are 'Joining Instructions'?
- ▶ Emergency Telephone Number
- ▶ What to expect at Basic Training
- ▶ Military Values and Expected Behaviours

## HOW TO PREPARE FOR BASIC TRAINING

- ▶ Physical Fitness
- ▶ Mental Readiness
- ▶ The Indoctrination Period & Adapting to Military Life

## BASIC TRAINING PREVIEW – WEEK BY WEEK

- ▶ Week 1 - Administrative Intake into the CAF.
- ▶ Week 2 - Basic Military Knowledge & Drill.
- ▶ Week 3 - First Aid.
- ▶ Week 4 – Weapons Training.
- ▶ Week 5 – Military Skills.
- ▶ Week 6 – Chemical, Biological, Radiological and Nuclear (CBRN) Training.
- ▶ Week 7 - Field Skills Week.
- ▶ Week 8 - Exercise NORMANDY.
- ▶ Week 9 (BMQ) - Graduation Week.
  
- ▶ Week 9 (BMOQ) - Leadership and Battle Procedure.
- ▶ Week 10 (BMOQ) - Exercise Pre-VIMY.
- ▶ Week 11 (BMOQ) - Exercise VIMY.
- ▶ Week 12 (BMOQ) - Graduation Week.

## WHAT HAPPENS AFTER GRADUATION?

## THE BASIC TRAINING FITNESS TEST (BTFT)

## PATHWAYS THROUGH BASIC TRAINING

## DRESS AND DEPORTMENT

- ▶ Hair
- ▶ Nails
- ▶ Jewelry
- ▶ Routine

## COURSES SCHEDULED OVER WINTER BREAK

## WHAT TO PACK

- ▶ Prohibited Items
- ▶ Restricted Items
- ▶ Baggage
- ▶ Policy on Alcohol, Cannabis, and other Drugs
- ▶ Kit List

- ▶ Personal Clothing & Equipment
- ▶ Mandatory Items for Inspection
- ▶ Athletic Shoes
- ▶ Combat Boots
- ▶ Notes on certain specific items

## TRAINING ACCOMMODATION REQUESTS

## REQUIRED DOCUMENTS

- ▶ The following documents are required on arrival
- ▶ The following documents must be brought with you if applicable

## FREQUENTLY ASKED QUESTIONS

- ▶ Can my family attend my graduation parade?
- ▶ When will I get paid?
- ▶ Will I be charged for rations & quarters?
- ▶ Will I receive the Canadian Forces Housing Differential (CFHD) while at Basic Training?
- ▶ Can I change trades while at basic training?
- ▶ Will I be required to complete the Canadian Forces Aptitude Test while at CFLRS?
- ▶ Can I have visitors?
- ▶ Can I receive mail or packages?
- ▶ What happens if I am hurt or become sick?
- ▶ How can my parents or family contact the school?

## GETTING TO CFLRS

- ▶ Getting to CFLRS
- ▶ Commercial Transport
- ▶ Montreal-Trudeau Airport
- ▶ Berri-UQAM Bus Depot
- ▶ Dorval Train Station
- ▶ Taxicab
- ▶ Personal Motor Vehicle
- ▶ Winter Tires
- ▶ Reporting for Duty

## FINAL CHECKLIST

- ▶ Arrival Date & Method of Travel
- ▶ Pack your Important Documents
- ▶ Pack your Clothing & Personnel Items

## DELTA DIVISION ANNEX

- ▶ Arrival Procedures
- ▶ Important Phone Numbers
- ▶ Driving Directions
- ▶ Base Borden Map

## The Canadian Forces Leadership and Recruit School

The Canadian Forces Leadership and Recruit School (CFLRS) is the training centre responsible for delivering the Basic Military Qualification (BMQ) and Basic Military Officer Qualification (BMOQ) for members of the Regular Force Component of the Canadian Armed Forces (CAF). CFLRS is in Saint-Jean-sur-Richelieu, Quebec, with a detachment at Canadian Forces Base (CFB) Borden, Ontario.

The mission of CFLRS is to train confident, capable, and resilient soldiers, sailors, and aviators who are mentally, physically, and morally prepared to serve Canada as members of the Profession of Arms.

### What are 'Joining Instructions'?

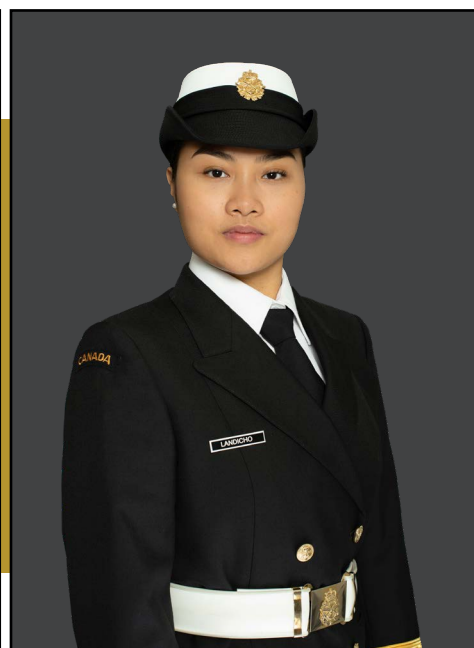
Throughout your military career you can expect to be temporarily sent away from your home unit for exercises, deployments, or taskings. For each of these events, you will receive a set of joining instructions that tell you how to prepare, pack, and travel to the required location. Joining instructions, often called "JIs," detail exactly what you need to bring, who you need to contact, and provide other critical information to set you up for success. It is critical that you read these joining instructions to make sure you are prepared for your next mission.

### Emergency Telephone Number

**IMPORTANT**



In case of an emergency, or any requirement to contact the school before arrival, candidates can call the School Coordination Center at: (450) 358-7099, ext. 7229.





## What to expect at Basic Training

In the CAF, members from the three major services, the Royal Canadian Navy, Canadian Army, and Royal Canadian Air Force, all conduct their initial basic training together in a joint environment. Joint basic training provides the knowledge and skills that are common to all trades and elements. It develops a military state of mind, professional conduct, mental and physical endurance, and the skills necessary for the profession of arms. Upon graduation you will attend service specific environmental training and then trade specific training – refining and building your skills first as a member of the CAF, then as a member of the Army, Navy, or Air Force, and finally in your specific trade.

Basic training has two purposes – to provide the basic military training common to all trades, but also to provide a realistic job preview to ensure that all candidates are suited for military service. Equally, basic training offers each candidate an opportunity to be certain that they've made the right career choice for themselves. BMQ and BMOQ are designed to provide a simulation of a career in the military, including physical challenges, stress, and hardships. The goal is to put each candidate under pressure to see how they react, with the goal of teaching you how to push past your preconceived limits and become a more capable, confident, and proud soldier, sailor, or aviator. It is important to remember that BMQ and BMOQ is part of the indoctrination process into the CAF, but a day at BMQ or BMOQ is not what an average day in your military career will look like. As you finish your basic, environmental, and trade training, you will quickly be given more independence, responsibility, and autonomy as you receive your first posting to a CAF unit as a qualified member of your trade.

## Military Values and Expected Behaviours

During training, you will be introduced to the CAF military values that form the pillars of your service as a future member. These are: **Loyalty, Integrity, Courage, Excellence, Inclusion, and Accountability**. You will be expected to always demonstrate and adhere to these values, and we encourage you to prepare yourself by reading the [Canadian Armed Forces Ethos: Trusted to Serve](#) before you arrive. We also encourage you to learn more about what it means to join the Profession of Arms, by reading [Fighting Spirit: The Profession of Arms in Canada](#).

During the first weeks of your basic training program, you will be trained on the expected behaviours of all CAF members. You must understand that the CAF does not tolerate any form of harassment or assault, including sexist, racist, or discriminatory behaviour or language. As soon as you arrive for basic training you will be held accountable to demonstrate professional military conduct. If you are unable to treat your fellow candidates or members of the military or civilian staff with respect, then the Commandant of the school has the authority to order your release from the CAF.



## Physical Fitness

Basic training is both physically and mentally demanding, and it is critical that you do everything possible to prepare yourself for the challenge ahead. Your physical training at CFLRS will be supervised by civilian fitness professionals employed by the Canadian Forces Morale and Welfare Service (CFMWS), also known as PSP Staff. You are strongly encouraged to follow the [PSP pre-basic military training fitness program](#) available online. Candidates are often surprised by the volume of walking, marching, and climbing stairs that they will do in a single day, so we encourage candidates to include these in their physical preparations. Purchasing and practicing in your own pair of combat boots may also help you prepare, and further information about this is provided in the packing section of these instructions.

Whatever your regular fitness routine, aim to achieve or maintain these standards before your arrival:

- jogging (aim for 5 km in 30 min or less)
- walking (13 000 steps or 8 km per day)
- hiking with a 5-10kg weight in a backpack (start with 3 km, no more than 8 km)
- climbing stairs (300 to 500 steps per day)
- push-ups (25 in a row without stopping)
- holding plank position (1 min without stopping)

## Mental Readiness

Basic training is a challenging program that will deliberately impose stress on you. Your staff will help train you with stress management and mental readiness techniques, but the best preparation is to have realistic expectations. You will be ordered to perform new and unfamiliar tasks under demanding deadlines, in a strange new environment, alongside up to 59 strangers. You will often feel like you are playing a game for which no one has explained the rules.

The important thing to remember is that every other candidate feels the same way, so you can always turn to your course mates as a source of strength and understanding – you will both succeed and fail as a team. You will feel moments of doubt and a strong urge to quit and go home, but this will pass. Remember that tens of thousands of candidates successfully graduated before you. Take the course on one day at a time, or if it helps, one meal at a time.

Your mental readiness will also be improved by ensuring that you have resolved any outstanding challenges at home. A significant number of candidates ask to quit their basic training every year at CFLRS as they accepted an offer of enrollment despite facing difficult personal challenges at home. If you have a close member of your family in the hospital, or no one to look after your young children or elderly parent, consider speaking to your recruiting centre about delaying your enrollment or basic training date until you are ready to fully commit to your training. If you have a family, young children, or other dependents, it is important to set expectations that you will need to focus on your basic training for the next weeks, and that communication will be limited until the later phases of the course. Similarly, if you are experiencing a new medical issue or condition since you accepted your offer of enrollment that may impact your ability to successfully complete basic training, please contact your recruiting centre to discuss the possibility of delaying your basic training reporting date.

# THE INDOCTRINATION PERIOD & ADAPTING TO MILITARY LIFE

You will arrive at CFLRS on the weekend prior to the official commencement of your course and immediately enter the **indoctrination period**. The indoctrination period will last the first three weeks of your BMQ/BMOQ. During this period, you will be confined to the garrison with restricted free time, with training scheduled on Saturdays and Sundays. You will also have your access to your personal cellphone and electronic devices severely restricted and potentially removed for several days at time. Developing strong bonds between members of your platoon is a critical step to developing an effective team, and teamwork is critical to successfully complete your basic training. Experience has shown that many platoons retreat into their electronic devices at night, rather than getting to know their course mates and begin to work together as a team. **Failing to work as a team will make your basic training experience much harder than necessary, and your course staff will use your indoctrination period to encourage you to become an effective and efficient team.** Weekend leave as well as visitors are prohibited during the indoctrination period. Beginning on the fourth weekend of BMQ/BMOQ requests for leave on the weekend will be granted depending upon your training performance, but they are never guaranteed.

If you do not wish to continue your basic training, you can request a Voluntary Release (VR) at any time, however once you arrive at CFLRS and pass through the 'Green Doors,' you are officially a CAF member and are subject to a routine administrative release process. You will be removed from basic training to a holding platoon and wait for your release appointments to be scheduled. Depending on the time of year, this could take two to eight weeks, during which you will continue to be paid and provided with food and accommodations.

If you do, however, complete the enrollment process and have a change of heart prior to your arrival to CFLRS for whatever reason, stay home and notify your Recruiting Center as soon as possible. Candidates who do not arrive at CFLRS are administratively released from the CAF; however, candidates who do report will need to remain at the school for as long as it takes to complete the release process. Do not complete your enrollment process if your life circumstances have changed and you no longer want to be in the CAF.



## Basic Training Preview – Week by Week

Your exact schedule at BMQ/BMOQ will depend on the number of courses running concurrently at the school. Up to four training platoons will commence every Monday, with as many as 30 total platoons in training at one time. The BMQ and BMOQ course follow the same training plan for the first eight weeks. The following is a general guideline to what you will learn during each week of the course:

### WEEK 1

#### ADMINISTRATIVE INTAKE INTO THE CAF.

You will receive a medical and dental screening as well as immunizations, complete necessary paperwork, and be issued your uniforms and equipment. ***You will also conduct the Basic Training Fitness Test (BTFT). You must successfully pass the BTFT to continue to Week 2.***

### WEEK 2

#### BASIC MILITARY KNOWLEDGE & DRILL.

You will alternate between the classroom and the parade square, learning basic information about the CAF and starting your first practical lessons in military drill.

### WEEK 3

#### FIRST AID.

You will be trained in the basic first aid skills required by all CAF members.

### WEEK 4

#### WEAPONS TRAINING.

You will be issued your service rifle and receive initial instruction on how to maintain and operate it.

### WEEK 5

#### MILITARY SKILLS.

You will continue your weapons and military skills training, including using the virtual firearms training to learn the principles of marksmanship.

### WEEK 6

#### CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) TRAINING.

You will learn how to protect yourself in a CBRN environment. You will also complete the CAF fitness test, the Fitness for Operational Requirements of Canadian Armed Forces Employment (FORCE) test.



## WEEK 7

### FIELD SKILLS WEEK.

You will deploy to the Farnham Range and Training Area where you will live in austere accommodations for the week, practicing basic military field skills including rappelling and simulated CBRN agent training.

## WEEK 8

### EXERCISE NORMANDY.

You will participate in a simulated mission where each candidate must show drive and motivation under the leadership of their platoon staff.

## WEEK 9 (BMQ)

### GRADUATION WEEK.

You will practice for your graduation parade while also cleaning and returning equipment. Graduation parades are held on Thursday afternoons, after which you can leave the school for the evening with your family or friends. Early Friday morning you will depart CFLRS for your next training location.

## WEEK 9 (BMOQ)

### LEADERSHIP AND BATTLE PROCEDURE.

You will learn the basic theories of leadership as well as the battle procedure process for planning and leading tactical missions.

## WEEK 10 (BMOQ)

### EXERCISE PRE-VIMY.

You will deploy to Farnham to practice battle procedure and the preparation and delivery of orders for section-level mission of 10-15 candidates.

## WEEK 11 (BMOQ)

### EXERCISE VIMY.

You will deploy to Farnham to conduct a simulated mission where each candidate must successfully lead their own section-level mission.

## WEEK 12 (BMOQ)

### GRADUATION WEEK.

## What happens after graduation?

Early on the Friday morning of your graduation week, you will clear out of your quarters and begin your travel to your next training base, either by military bus or by commercial transportation depending on your destination. Candidates are not able to take leave upon graduation but must wait instead to clear into their next training base.

As part of the recruiting process, all candidates should have discussed the required training courses and potential posting locations for their chosen trade. Staff will confirm your next posting after Week 6 of BMQ/BMOQ. **All new CAF members must understand that they may be posted anywhere in Canada, and that the training and employment requirements for your trade will be prioritized over any personal preferences.**



## The Basic Training Fitness Test (BTFT)

During the first week of basic training, you will be required to attempt the BTFT. The test is designed to confirm that you have the minimum level of physical fitness required to safely attempt BMQ or BMOQ. Scientifically validated research has confirmed the minimum required fitness standard, below which candidates face significant risk of major injuries. The test includes two events from the [FORCE Evaluation](#) as well as a walking test to evaluate cardiovascular fitness:

- The first task will consist of walking 1.6 km in 15 minutes or less
- The second task will be the 20-metre rushes in 46 seconds or less (FORCE)
- The third task will be the sandbag drag in 35 seconds or less (FORCE)

If you do not successfully complete the BTFT, at the end of Week 1 you will be transferred to the Training Reintegration Platoon (TRP) Phase 2. In TRP 2 you will spend up to 45 days working out under the supervision of professional civilian fitness staff. You will be allowed to attempt the BTFT every two weeks, and you will be returned to training once you have successfully passed the test. If you are unable to pass the BTFT after this 45 day program, you should expect to be released from the CAF. **Experience has shown that the vast majority of candidates can successfully complete the BTFT after 28 days if they put in the necessary effort, pay attention to proper diet and nutrition, and follow the advice of the fitness staff.**

We strongly encourage all candidates to visit the PSP Pre-Basic Military Training website for advice on how to prepare for the BTFT, including a [home self-assessment](#), as well as learn more about the [CAF FORCE Evaluation](#).

## Pathways through Basic Training

There are a number of different reasons your training and eventual graduation could be delayed during your basic training. Depending on the nature of your shortcomings you may be sent to a Performance Review Board (PRB) where you could be sent back to a week deemed appropriate to best correct your deficiencies. Reasons for doing so include but are not limited to:

- if you do not adapt to military life or discipline adequately
- if you do not absorb the training well enough and are consistently substandard
- if you do not absorb the classroom material adequately and fail too many academic tests
- if you do not pass the initial BTFT in week 1 or the FORCE Evaluation in week 6
- if you are injured while on course
- if you are unable to demonstrate professional military conduct

Candidates removed from training are transferred to the Training Reintegration Platoon (TRP) where they will follow a program designed to prepare them to re-attempt training. Most candidates should expect two attempts to complete basic training, depending on the specific nature of their challenges, however candidates who fail two attempts at BMQ/BMOQ for performance or conduct issues should expect to be released from the CAF. Candidates in TRP will also be provided with advice and support no matter what decisions are made by the chain of command, including the preparation of appeals following decisions by the Commandant of the school.



## Dress and Deportment

When you arrive at CFLRS, you must wear appropriate attire to walk long distances when conducting your arrival procedures. You must also be prepared to make a good first impression with your course staff and should dress in a manner that reflects that you are a serious candidate who has the drive and motivation required to succeed in their training.

**Hair** - Candidates will be given an opportunity to have their hair cut at their own expense during the first week of basic training. Regardless of hair style, hair must be well groomed, neat, tidy and reflect a positive image of the CAF. Hair shall not cover the face or fall in the face when leaning forward. Hair that extends below the back of the collar shall be secured to the back. Hair shall not prevent the wearing of headdress, prevent the wearing personal protective equipment such as a gas mask or helmet, or interfere with effective camouflage.

**Nails** - According to the Canadian Armed Forces Dress Instructions, there are no restrictions regarding the nails of CAF members. Candidates' nail choices are not permitted to negatively impact their ability to conduct training. Therefore, it is strongly recommended that nails be kept short to safely perform strenuous physical training, weapons handling and other activities requiring increased dexterity.

**Jewelry** - The wearing of jewelry is allowed for candidates during training. It is recommended that candidates limit or reduce the size of the jewelry and body adornments they wear throughout training as they may cause additional stress or injuries. For safety reasons, only flexible jewelry (ex: silicone wedding bands) will be allowed during physical training. Staff in charge of the training activity retain the right to deem jewelry or body adornments unsafe and require their temporary removal or adjustment to ensure training can be done safely. The CAF will not pay for the replacement of jewelry or body adornments if they are lost or damaged.

**Routine** - During training, limited time is allowed for personal hygiene. The amount of time allotted will be the same for all candidates, without regard for personal needs that result from the choice of a specific hairstyle, nail styling, application of makeup products, etc.

Full details on Canadian Forces dress regulations including accommodations for religious items or clothing [can be found online](#).

## **Courses Scheduled over Winter Break**

Courses which are scheduled to start in the months of October/November and end in January/February will run during the Winter Break: at this time CFLRS ceases training and is closed to candidates. Any candidate on training during this time will be sent on leave and asked to vacate CFLRS. To facilitate this, candidates should prepare their travel plan for the Winter Break and be able to book their own transport, however financial support may be available to cover a portion of the costs, through the Leave Travel Assistance (LTA) benefit. There are no accommodations available to stay at CFLRS during the leave period.

If you accept an offer of enrollment for a Winter course, it is imperative that you prepare:

- Have an idea of which Next of Kin member you will be able to spend this block leave with or have a safe place to go.
- Prepare yourself to purchase a plane/train/bus ticket to go home on your own, or with the support of friends or family.
- Leave Travel Assistance (LTA) may be available to cover some costs for eligible members. This will be reimbursed after the leave period. You will receive a LTA briefing at CFLRS to explain this benefit.
- You will have limited access to certain resources such as a fully functional computer lab to assist in booking any travel arrangements.
- Have some financial savings set aside for your travel while on leave and to cover the cost of your transport.
- Have a backup plan in the event anything changes between enrolment and the leave period at CFLRS.





You will spend much of your first week of basic training walking around CFLRS as well as the Saint-Jean garrison. It is important that you wear comfortable but professional clothing and footwear. You will also need to bring a backpack and a water bottle to carry with you during the first week, which you will use to carry paperwork and documentation for your administrative appointments. Beginning in week two you will wear military provided clothing & equipment only, and your civilian backpack will be used to create an 'isolation bag,' also known as an 'iso bag' or 'hospital bag.' In case of injury, illness, or hospitalization, an iso bag will allow your staff to quickly find a basic set of clean clothing and supplies to send to you if you are separated from your training platoon. It is recommended to bring a backpack large enough to hold at least two sets of clean clothing and some basic toiletries. Alternatively, you can bring a duffle bag to use as your iso bag.

During week one you will also visit the Canadian Forces Exchange, or CANEX. Some items on the required kit list can be purchased here. CANEX staff will guide you through the store and help you quickly identify everything you need for your training.

## **Prohibited Items**

- Firearms or edged weapons (i.e., knives with a blade longer than 4 inches)
- Any form of stimulant such as energy drinks, pre-workout supplement, ephedrine, caffeine pills, etc.
- Items with sexual connotations (magazines, photos, DVD, accessories, etc.)

## **Restricted Items**

All electronic devices (cellular phones, Smart Watches, tablets, laptops, etc.). Your platoon staff will give you specific guidance on when they may be used. You are responsible for any damage to your electronic devices if you choose to bring them. **Smart Watches, specifically any watch with a cellular communications or connection capability (i.e. Apple watch), are prohibited during garrison training.**

- Large Electronic devices and portable appliances should not be brought (examples: Video game consoles, televisions, desktop computers and monitors, air-conditioning units, heaters)
- Sporting and camping equipment should not be brought (Examples: Golf bags, Skis, snowshoes, tents)

## **Baggage**

If you are traveling to CFLRS by air, train, or bus arranged by your recruiting centre and are required to pay for additional baggage, you must pay out of pocket for these charges and keep the receipt. During week 1 you will submit a travel claim for your incurred expenses and this cost will be reimbursed to you.

## Policy on Alcohol, Cannabis, and other Drugs

Upon your arrival at CFLRS, possession and consumption of alcohol and cannabis is prohibited. More details regarding the acceptable use of alcohol and cannabis will be provided during the first days of your course. Candidates are reminded that under Quebec law, it is prohibited for a person under 21 years of age to possess or give cannabis.

To avoid confiscation of your medications you must have a copy of your prescription (included in the required documentation). For all other medications they must be in new, sealed containers. Candidates may bring off the shelf medication such as Tylenol, Advil, or cold medicine, as well as basic vitamins and protein powders, as long as they are also in new, sealed containers. Creatine is the only other sports supplement that is authorized. The CAF encourages all members to only purchase protein, vitamins, and supplements that have been subjected to third party testing for safety and ingredient verification.

Any activities linked to illegal drugs (possession, consumption, commerce, etc.) are not tolerated. Violators may face disciplinary and/or administrative measures up to release from the CAF.



### KIT LIST

You will wear these items during your first week of training only before you are issued your uniforms, as well as during any weekend leave. All civilian clothing must be modest and respectful.

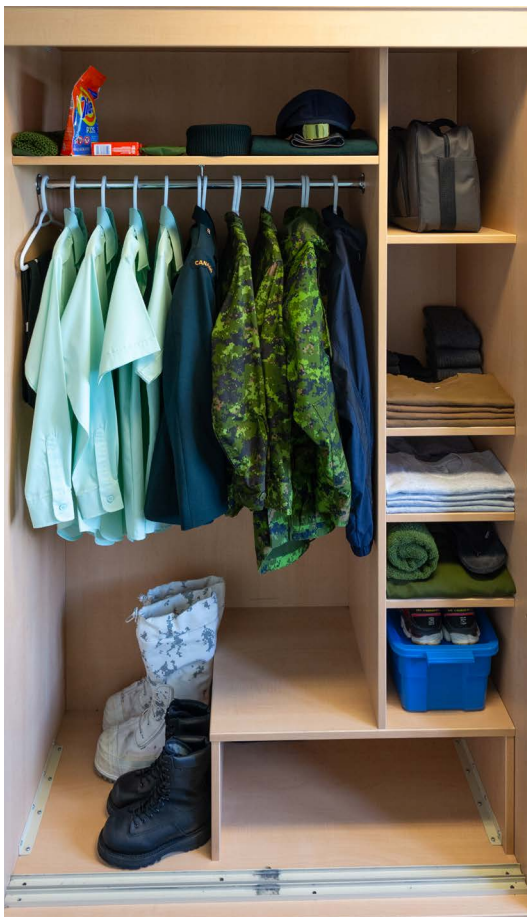
#### Personal Clothing & Equipment

Candidates must report to CFLRS with the following items:

- Backpack
- Duffle bag (optional – if backpack is insufficient for isolation bag)
- Water resistant sport watch with alarm function – solar or battery powered, **smart watch not acceptable** (should also be available at CANEX)
- Water bottle (with secure lid)
- Seasonal jacket
- Casual pants or clean jeans – minimum 2
- Collared shirt, polo short, or t-shirt – minimum 3
- Casual sweater
- Underwear – minimum 5
- Sports socks – minimum 4
- Bras as required – minimum 6 (sports bras highly recommended)
- Athletic t-shirt (for fitness test) – 2
- Athletic shorts (for fitness test) – 2
- Comfortable walking shoes – 1 pair
- Athletic/Running shoes – 1 pair
- Menstrual products as required\*
- PH balanced wipes\*
- Birth Control\*
- Glasses – if you wear glasses, you must bring 2 pairs

## Mandatory Items for Inspection

During your basic training you will be required to arrange your personnel clothing and equipment in a very precise way within your training accommodations. Working together as a platoon to meet the required layout standard for inspection by your course staff will be a very important step in developing teamwork. The following items are required for your training but are also part of the specific equipment layout. You can bring them with you to CFLRS, or alternatively you can purchase them during your first week during your platoon visit to the CANEX. You will also receive a cash advance from your first paycheck during this week to help purchase these items if required.



- Shower sandals – 1 pair
- Toothbrush
- Toothpaste
- Dental Floss
- Soap – bar or liquid
- Deodorant
- Shampoo (max 750ml)
- Toiletry bag – Maximum size 38cm x 28cm x 23cm (L x W x H)
- Single color shower towel – approximately 80 x 130cm (quick-drying microfiber strongly suggested)
- Single color washcloth – must match shower towel
- Lint brush
- Fabric softener sheets – 1 small box
- Laundry Detergent Pods – minimum 30
- Shoeshine kit including black polish, soft clothing, applicator, and boot brush
- Identical sturdy white plastic clothes hangers – 15
- Shaving cream and razors – required for anyone with facial or neck hair to shave to bare skin for CBRN training
- Hairnets, elastics, or hairpins as required to secure hair during training
- Keyed Padlock – 2 with identical key, Abus brand model 55/50 (50mm)
- Combination padlock – 4 identical locks with same combination (Masterlock or Dudley brand 48mm dial combination, Masterlock model 178, or Abus model 145/40 recommended)

**Athletic Shoes.** Physical training at CFLRS will include a mix of activities such as running, strength training, mobility and stretching, and high-intensity interval training. It is important to buy a multipurpose athletic shoe that is comfortable for short runs (5 km or less) but also offers stability for exercises like squats. Avoid any shoe optimized for long-distance running such as thickly padded shoes or shoes with an exaggerated 'rocking' sole designed to propel you forward.





**Combat Boots.** Candidates will be provided their initial issue of combat boots at CFLRS (including general purpose and wet-weather boots). However, we encourage all candidates to prepare physically by following the PSP [pre-basic military training fitness program](#), which includes weighted marches. Candidates may benefit from training in the same footwear that they will wear during their basic training. Accordingly, candidates will be allowed to bring and wear privately purchased general purpose combat footwear if it meets the following conditions:

- Brown boots are preferred, but black and tan are acceptable
- Boots should be designed to operate in temperatures between 4 Celsius and more than 35 Celsius
- Must be a minimum of 15 cm all around and a maximum of 23 cm from inside the boot, on top of the footbed, to the lowest point and to the rear of the boot
- Soles must be a non-marking fuel, oil, and acid-resistant nitrile rubber outsole
- Boots shall be military pattern and not a civilian or commercial "hiking boot."
- Boots must not utilize zippers
- **It is strongly recommended not to purchase a waterproof membrane or 'Gore Tex' boot as your primary footwear as this will not allow adequate ventilation during your garrison training and forced marches. Do not purchase an insulated boot, even for winter BMQ/BMOQ serials. We recommend that you do not purchase more than one pair of combat boots until later in your military career.**

Examples of popular and recommended general purpose combat boots include:

- Lowa Zephyr High or Z-8S
- Rocky S2V
- Salomon Quest Forces High
- Garmont T8 Bifida

Note that members of the Royal Canadian Navy will complete their basic training while wearing the standard CADPAT uniform and combat boots, however during graduation week will switch to the Naval Enhanced Combat Uniform (NECU). RCN members wear black safety boots with NCD, which will be provided to all Navy candidates. RCN members will retain their CADPAT uniforms however and may wear them in future joint or shore postings.





## Notes on certain specific items

- **Menstrual products and PH balanced wipes.** Those who need these products should always have them with them while at CFLRS. The stress of a new environment and change of daily habits can cause your period to start unexpectedly so you need to be prepared with the required items. It is recommended to always have 2-3 tampons or pads, PH balanced wipe and a clean pair of underwear in a waterproof bag starting on your first day of training.
- Menstrual cups are permitted while in garrison, however, they are not recommended during field training as availability of clean water in the field training environment may not guarantee the resources necessary to properly clean the cup regularly. Candidates may also bring their own leakproof underwear if preferred.
- During the field phase of training, those who are menstruating should continue to carry their emergency period kit in a waterproof bag including pads / tampons, PH balanced wipes and spare underwear. This bag should be kept in your pocket or patrol pack as your rucksack may be loaded in the truck for transportation to and from the field and would therefore be inaccessible.
- **Birth Control.** If you are using birth control that requires prescription medication, you should bring enough to cover the duration of your course and one additional month to get to your next training location. You must bring all prescriptions with you to your immunization appointment at the base hospital to be added to your medical profile for refills.

## Training Accommodation Requests

In accordance with the Defense Administrative Orders and Directives (DAOD) 5003-0 Restrictions on Duty and Individual Limitations, DAOD 5023-1 Minimum Operation Standards Related to the Universality of Service, and all other accommodation-related references, CFLRS will take all reasonable steps to provide accommodation requests by a candidate while attending basic training. Accommodations must be reasonable however and not negatively impact the mission and resources of the school.

Transgender candidates may make request in accordance with CF Military Personnel Instruction 01/19 Transgender Guidance. The accommodations granted should aim at facilitating the integration and the success of the person making the request while complying with the Minimum Operational Standards as illustrated in the DAOD 5023-1. The final decision regarding accommodation measures rests with the Commandant of CFLRS.

Religious or spiritual accommodations, such as dietary practices, dress and deportment, medical requirements and religious or spiritual practices can be requested in accordance with the DAOD 5516-3, Religious or Spiritual Accommodation. The final decision regarding accommodation measures rests with the Commanding Officer of CFLRS, except for what is already covered by the CAF Dress Instructions, Chapter 2, Section 3. The garrison kitchen can only accommodate Kosher, Halal, and Vegetarian dietary practices. Vegan options may be available but cannot be guaranteed in garrison. Vegan options are available at most meals in garrison. During field training, the only available combat rations are omnivore, or combined Vegetarian/Halal/Kosher; however, vegan food supplements are available.

Accommodations for learning disabilities can be requested upon arrival at CFLRS in accordance with the DAOD 5516-5, Learning Disability Accommodation during Recruiting, Training and Education. Candidates with a diagnosed or suspect learning disability should inform their course staff during their initial interview and will be referred to the Learner Support Cell (LSC) at CFLRS.

# REQUIRED DOCUMENTS

The following documents are required on arrival to complete your intake into the military, commence your pay, and initiate your security clearance:

- ✓ Birth certificate or certificate of Canadian Citizenship, Permanent Residency Card or Certificate of Naturalization if you were born outside Canada Proof of name change (certified true copy) if applicable
- ✓ COMPLETED security clearance form (TBS 330-60 request for Secret or Top Secret) obtained from your recruiting centre
- ✓ CF 100 – Leave Request Authorization provided by your recruiting centre
- ✓ CF 742 – Emergency Contact Notification and DND 2587 – Next of Kin Identification provided by your recruiting centre
- ✓ Social insurance (SIN) card or paperwork
- ✓ Void cheque or direct deposit info
- ✓ Lease/rental agreement with proof of ongoing payment, or proof of mortgage if applicable

## The following documents must be brought with you if applicable:

- ✓ All medical prescriptions;
- ✓ Eyeglass prescriptions (prescribed within last year and including Pupillary distance value (PD).  
**It is strongly recommended to bring two (2) pairs of glasses;**
- ✓ Vaccination booklet. IMPORTANT NOTE: vaccine proofs must be in paper format so that the hospital can enter them into their system;
- ✓ Birth certificates for any dependents – spouse and children (certified true copy);
- ✓ Marriage certificate (certified true copy);
- ✓ Affidavit respecting your common-law relationship (original);
- ✓ Certificate of divorce (certified true copy);
- ✓ Proof of change in medical status;
- ✓ DND 1654 (reimbursement of moving expenses);

## Frequently Asked Questions

### Can my family attend my graduation parade?

Your graduation will be held on the final Thursday afternoon of your course. Your course staff will give you details about how to invite your family to attend. Following the graduation, you will be able to visit with your family and fellow course mates at the Mess O'Mega, a licensed drinking establishment within the base. Alternatively, you will be allowed to leave base for the evening to have dinner and celebrate, however you will be required to return to base to sleep for the evening.

### When will I get paid?

CAF members are paid semimonthly on the 15th day and the last working day of each month, representing the mid-month and end-month pay periods. Candidates must bring their banking / direct deposit information to CFLRS which will be used to create their pay account during Week 1. The first pay for new CAF members should be received at the end of the second pay period during their stay at CFLRS. For example, a candidate who arrives between the 1st and 15th day of a month will receive their first pay on the end-month pay period. If a candidate arrives between the 16th day and the 30/31st day of the month, they will receive their first pay on the mid-month pay period of the next month.

During Week 1 candidates will receive a pay advance of \$400 to cover any expenses required at the Canex or barber shop.

### Will I be charged for rations & quarters?

When CAF members are housed in military quarters (as you will be during your stay at CFLRS), rates are deducted from their pay to cover the costs of rations and quarters. At this time, all candidates who are in their initial occupation training will have their fees for rations and quarters remitted, which means that although these fees will be deducted automatically each month from your pay, they will then be reimbursed as a taxable benefit at the end of each month.

### Will I receive the Canadian Forces Housing Differential (CFHD) while at Basic Training?

No. Candidates cannot apply for CFHD during basic training. New CAF members can apply for CFHD once they have been posted to a CFHD-eligible location with authority to establish a new permanent residence. For most members this will only occur once they have completed their occupational training.

## Can I change trades while at basic training?

No. In order to request a voluntary occupation transfer (VOT) you must have completed your BMQ or BMOQ. The occupational transfer program is competitive, and files are selected at a formal board that occurs three times each year. Until your formal selection for a VOT, you will be required to continue training in your enrolled occupation. Candidates at CFLRS may be allowed to initiate the VOT process once they have demonstrated acceptable progress throughout their basic military training, although this is managed on a case-by-case basis.

## Will I be required to complete the Canadian Forces Aptitude Test while at CFLRS?

No. The Canadian Forces Aptitude Test (CFAT) is no longer part of the selection process for new CAF members. If a candidate is unsuccessful at their occupation-specific training after basic training, they may then be required to write the CFAT to assess options to transfer to a new trade.

## Can I have visitors?

Depending on your phase of training you will be allowed to have visitors while on Basic Training. Visits during the week or during the indoctrination period are prohibited. When visitors are allowed, they are restricted to the Orange Sector of the Mega and may only visit on non-duty weekends during certain hours. However, many candidates find they do not have enough time during the course and wait until their graduation day.

## Can I receive mail or packages?

You can receive letter mail or packages only through Canada Post. You cannot order packages from Amazon or other online services. You will be required to inform those sending you mail of your service and course numbers.

Service number  
Rank, surname, initials  
Course number  
CFLRS  
St-Jean Garrison  
P.O. Box 100, Stn Bureau-chef  
Richelain, QC, J0J 1R0



## What happens if I am hurt or become sick?

Candidates at CFLRS are provided routine medical treatment by the Canadian Forces Health Services Centre on the Saint-Jean Garrison, or by civilian medical facilities in the greater Montreal area. Candidates who are removed from training due to injury or illness will move Training Reintegration Platoon (TRP) Phase 1 to recover. In exceptional circumstances, candidates may be sent home to recover, but in most cases, they will remain at CFLRS under medical supervision. It is possible that significant injuries or illness, including both pre-existing conditions as well as injuries caused during basic training, could initiate a medical release from the CAF.

While in civilian medical facilities, military medical liaison staff will follow the progress of CFLRS candidates, however military staff will not remain with them. In cases where a candidate becomes very seriously injured or ill, a liaison officer will be assigned to communicate with their family, which may include financial assistance to travel to the Montreal area to support them.

## How can my parents or family contact the school?

In case of an immediate need to contact a candidate, family members may call the School Coordination Center at: (450) 358-7099, ext. 7229. It is important to note that CFLRS staff will not disclose information about a candidate's performance or progress at the school. Family members should not expect to be immediately placed into contact with a candidate, but urgent messages will be passed as quickly as possible.

## GETTING TO CFLRS

**You will travel to basic training on the Saturday before the official start of your course. It is imperative that you confirm with your recruiting centre if you are assigned to CFLRS at the Saint-Jean-sur-Richelieu Garrison, or to CFLRS Delta Division at CFB Borden. Specific instructions for Delta Division candidates are included in an Annex at the end of this document.**

There are two methods to get to the St- Jean Garrison: commercial transportation or personal vehicle. Your method of travel must be coordinated with your local recruiting centre or your home unit before you depart for training.



## Commercial Transport

This method includes airplane, train, bus, and taxi. Candidates arriving by commercial transport will transit through the Montreal area by either Montreal-Trudeau Airport, Berri-UQAM bus depot or the Dorval Train Station.

### MONTREAL-TRUDEAU AIRPORT

Upon arrival at Montreal-Trudeau Airport, move to the assembly point in the vicinity of the domestic baggage carousel. A military member in uniform will be waiting just outside the baggage collection point from 0900 to 1600 hrs every Saturday.

Shuttle buses will depart from the assembly area at Montreal-Trudeau Airport to the CFLRS at 1000 hrs, 1200 hrs, 1400hrs, and 1600 hrs every Saturday.

If the shuttle bus or instructor is not present at the designated hours, contact CFLRS Duty Staff at (450) 358-7099 ext. 7229 for further instructions.

### BERRI-UQAM BUS DEPOT

If you arrive at the bus depot between 0500 hrs and 1430 hrs on Saturday, you are to use the airport shuttle service (service every 20 minutes) to move to the airport at a cost of ten dollars payable in cash. Once at the airport, you are to move to the domestic baggage carousel to link up with the military member in uniform at the assembly point.

### DORVAL TRAIN STATION

If you arrive at the train station between 0500 hrs and 1500 hrs on Saturday, you are to use the Via AirConnect shuttle service to make your way to the assembly point at the airport. This shuttle will be parked in front of the train station and runs between the airport and the train station on a regular basis. Once at the airport, you are to move to the domestic baggage carousel to link up with the military member in uniform at the assembly point.

### TAXICAB

Candidates who arrive at the airport or at the bus station before 0500 hrs or after 1500 hrs are allowed to travel to CFLRS by taxi, at a cost of approximately \$115 refundable with proof of payment.

### PERSONAL MOTOR VEHICLE

If you or a family member are driving to CFLRS, directions to St-Jean Garrison can be found on any GPS or navigation app. Many navigation apps including Google Maps incorrectly identify the road in front of CFLRS as a split highway and suggest a lengthy detour or navigate to the rear entrance which cannot be accessed by visitors. This can be corrected by setting your destination as **20 Chemin du Grand Bernier Sud, Saint-Jean-sur-Richelieu, QC**. CFLRS is located in the distinctive General Jean Victor Allard 'Megaplex' on the East side of Grand Bernier and can be easily located once you are in the vicinity.

**Winter Tires.** From December 1 to March 15, all vehicles registered in Québec must have winter tires. Exemptions are possible (see the SAAQ website). CFLRS strongly recommends the installation of winter tires for safety reasons.



## REPORTING FOR DUTY

If you are arriving by shuttle bus, staff on the bus will provide direction to you.

If you are arriving by personal transport or by taxicab, you will report to the School Coordination Center at door 154 of the Mega building, also known as the iconic 'Green Door.'

Once you arrive your instruction staff will be waiting to initiate the intake procedures, follow their directions.

# FINAL CHECKLIST

## ARRIVAL DATE & METHOD OF TRAVEL

- ☐ Verify paperwork from your recruiting centre, confirm your report date as well as confirm your course location as CFLRS Saint-Jean or CFLRS Detachment Borden.
- ☐ Verify your travel information as received from your recruiting centre, confirm your flight date and numbers or confirm your route and schedule if travelling by car.
- ☐ Review the information available for your selected military occupation on Forces.ca. Ensure you are aware of the next training steps and potential posting locations for your chosen trade – you will not return home after basic training.
- ☐ If you are attending a course that is split over the holiday, ensure you have a plan of where to spend the mandatory 4 week leave period.

## PACK YOUR IMPORTANT DOCUMENTS

- ☐ Birth certificate or certificate of Canadian Citizenship, Permanent Residency Card or Certificate of Naturalization if you were born outside Canada
- ☐ Proof of name change (certified true copy) if applicable
- ☐ COMPLETED security clearance form (TBS 330-60 request for Secret or Top Secret) obtained from your recruiting centre
- ☐ CF 100 – Leave Request Authorization provided by your recruiting centre
- ☐ CF 742 – Emergency Contact Notification and DND 2587 – Next of Kin Identification provided by your recruiting centre
- ☐ Social insurance (SIN) card or paperwork
- ☐ Void cheque or direct deposit info
- ☐ Lease/rental agreement with proof of ongoing payment, or proof of mortgage if applicable
- ☐ All current medical prescriptions
- ☐ Your current eyeglasses prescription with PD value if applicable
- ☐ Birth certificates for any dependents including spouses and children (or certified true copies)
- ☐ Marriage certificate, affidavit respecting common-law relationship, or certificate of divorce (or certified true copy)
- ☐ Proof of change in medical status if applicable
- ☐ DND 1654 (Reimbursement of Moving Expense) if applicable



## PACK YOUR CLOTHING & PERSONNEL ITEMS

- ☐ Backpack
- ☐ Duffle bag (optional – if backpack is insufficient for isolation bag)
- ☐ Water resistant sport watch with alarm function – solar or battery powered, **smart watch not acceptable** (also available at CANEX)
- ☐ Water bottle (with secure lid)
- ☐ Seasonal jacket
- ☐ Casual pants or clean jeans – minimum 2
- ☐ Collared shirt, polo short, or t-shirt – minimum 3
- ☐ Casual sweater
- ☐ Underwear – minimum 5
- ☐ Sports socks – minimum 4
- ☐ Bras as required – minimum 6 (sports bras highly recommended)
- ☐ Athletic t-shirt (for fitness test) – 2
- ☐ Athletic shorts (for fitness test) – 2
- ☐ Comfortable walking shoes – 1 pair
- ☐ Athletic/Running shoes – 1 pair
- ☐ Menstrual products, PH balanced wipes, and Birth Control if required
- ☐ Glasses – if you wear glasses, you must bring 2 pairs
- ☐ Any items from the Mandatory Inspection Layout that you chose to buy in advance, otherwise you may purchase them at the Canex



# DELTA DIVISION ANNEX

CFLRS Delta Division was established in 2023, delivering the BMQ course at CFB Borden. While up to 27 platoons are in training concurrently at CFLRS Saint-Jean, two platoons train concurrently at Delta Division. While the facilities are different, both locations deliver the exact same qualification and offer a challenging but rewarding training experience to our candidates.

Candidates assigned to Delta Division will most often be those who are scheduled to continue their occupational training at schools collocated at CFB Borden. If a candidate assigned to Delta Division fails the BTFT, is injured, or is removed from training, they should expect to be transferred to CFLRS Saint-Jean for their recovery or re-assignment for a second attempt at BMQ.

## Arrival Procedures

There are two methods to get to the Base Borden: commercial transportation or personal vehicle. Your method of travel must be coordinated with your local Recruiting Center before you depart for training.

### **PEARSON AIRPORT TORONTO**

Upon arrival at Pearson Airport, an instructor dressed in uniform will be waiting for you and transport will be arranged from Pearson Airport arrivals to CFB Borden.

### **PERSONAL MOTOR VEHICLE OR TAXI / SHUTTLE \* (\*SEE PARA 7)**

Those candidates arriving by Personal Motor Vehicle (PMV) or taxi / shuttle must report to building T-115, located on Congo Road, CFB Borden, to obtain their room keys and ration cards. The course staff will also welcome you there.

## Important Phone Numbers

Here is an important phone number if you run into problems or difficulties getting to CFB Borden:

**CFLRS BMQ Duty NCO: (705)-790-9148**

**CFLRS Operations Sergeant : (705) 424-1200 ext. 4036**

Don't forget to keep a copy of your receipts for expenses related to meals while travelling as well as receipts from the shuttle services and /or cab fees. You will be reimbursed after your arrival.

### **LOCAL TRANSPORT – PERSONAL MEANS**

Candidates living in the Simcoe area can travel by personal means to CFB Borden. It is important that you inform your Recruiting Center of your intentions for coordination purposes.

## TAXI / SHUTTLE USE

When DND transport cannot be arranged, candidates who arrive at the airport or at the bus station outside of public transportation hours are allowed to travel to CFB Borden by taxi/shuttle services, at a maximum cost of \$120 which is claimable with proof of payment. If a candidates share the shuttle only one receipt may be submitted. Recommended shuttle service is: <https://www.simcoecountyairportservice.ca>

## Driving Directions

### FROM TORONTO:

- a. Take the Gardiner Expy W.
- b. Using exit 139, continue onto ON-427.
- c. Merge onto ON-401 E.
- d. Using exit 359 to merge onto ON-400 N.
- e. Take exit Ontario 89/Simcoe Rd 89 towards Cookstown/Alliston.
- f. Turn right onto County Rd 56.
- g. Turn left onto 5th Side Rd.
- h. Turn right onto County Rd 10.
- i. Turn left onto County Rd 21.
- j. Turn right onto Ortona Rd/County Rd 15. There will be signs for Camp Borden.  
Follow the CFLRS signs to Dyte Hall.
- k. Turn left onto Craftsman Rd.
- l. Turn right onto Centre St. Dyte Hall will be on the right

### FROM GATINEAU/OTTAWA:

- m. Take Ottawa 174 W.
- n. Merge onto Trans Canada Hwy/ON-417.
- o. Take the ON-416 S exit towards ON-401.
- p. Take the ON-400/Barrie/Black Creek/Weston Rd exit.
- q. Merge onto ON-401 W.
- r. Use exit 359 to merge onto ON-400 N.
- s. Follow steps e – l of the above instructions.

# Base Borden Map

