

SUMMER 2016 CADET MOVEMENT INFORMATION

The following information relates to Summer transportation for Course Cadets and Staff Cadets

2016 Summer Training Dates

1. The dates for 2016 CTC Training vary based on the training and locations, but, all cadets including staff cadets will complete their intake travel the Sunday prior to training start date and commence their exhaust travel the Saturday upon training completion. The duration of travel time will vary depending on distance of travel required. The majority of staff cadets will travel on 2/3 Jul and 20 Aug. Exceptions are as follows:

- a. Staff Cadets employed at Comox CFTC will be 26 Jun – 13 Aug including travel;
- b. Staff Cadets employed at Connaught will be 26 Jun – 12 Aug including travel; and
- c. The dates for Staff Cadets employed at St Jean CFTC will be 26 Jun – 14 Aug including travel.

Westjet Baggage Fee Waived For Cadets' 1st Checked Bag – Summer 2016

2. WestJet has agreed to support the Cadets and Junior Canadian Rangers by offering to waive the fee for the first piece of checked baggage on their flights for Cadets travelling to Cadet Training Centres or Training Sessions. The waiver period is in effect for those passengers travelling from 1 Jun to 30 Sep 16. For cadets who wish to take more than 1 checked bag, the charge for the checked bag is the responsibility of the cadet/parent.

3. In order to take advantage of this waiver, cadets must be in uniform when they travel and carry a copy of the letter (attached) and present it to counter agents upon check-in.

4. At present this waiver only applies to WestJet travelers. If Air Canada introduces a similar waiver, this will be communicated upon receipt.

RCSU (NW) Summer Movements Hours of Operation

5. The Summer Movements staff members will be available to respond to questions related to the transportation of cadets (adult transportation is a Corporate Services responsibility) as follows:

- a. 1 Jun 16 to 30 Jun 16 Monday – Friday 0800 to 1600 hrs (Central Standard Time); and
 - b. 1 Jul 16 to 21 Aug 16 Monday – Thursday 0800 to 2200 hrs and Friday – Sunday 0700 to 2300 hrs(Central Time)
6. To contact Summer Movement via email, send inquiries to: NorthwestTransport@cadets.gc.ca. To reach via telephone call: 1-855-761-3747 toll free or to reach the EMERGENCY Duty Phone dial (204) 292-1055.

Cadet Movements

Ref A. CATO 13-10 Movement of Cadets for CTC

B. National Transport Policy and Procedure 12 Jun 16 (NOTAL)

7. The transportation of cadets shall be by the most economical means, with due consideration for security, control, available services and comfort. Modes of transport can be any of the following methods:

- a. bus;
 - b. charter bus;
 - c. military vehicle (car, van, truck either military or rental);
 - d. commercial vehicle (taxi, airport shuttle vehicle, etc.);
 - e. commercial air;
 - f. charter air; or
 - g. rail.
8. When ground travel is used for trips it will be six hours or less in most cases. However, it may be necessary to extend ground travel times for longer trips that can be completed within one working day. Security, control and comfort shall not be compromised by the use of buses, and the cost savings over other modes of travel must be significant. Each case will be decided on its own merit. Corps/Squadron COs should be prepared to answer questions from parents and guardians regarding this National policy. Clarification may be requested by contacting Transportation staff as per para 6 above.
9. RCSU (NW) is not responsible for the transportation of cadets from any other locations than their cadet corps/squadron location or pick up/drop off points to/from CTC. Additionally, any other requests for deviation of travel cannot be changed at the crown's expense.

A parent/guardian must advise RCSU (NW) of any change to their place of residence (i.e. through a posting or move) prior to CTC commencing. If the change is not forecasted prior to CTC, RCSU (NW) Movements section will review upon notification and will advise parents/guardians if a change of return location request can be accommodated. Additional costs that may be incurred due to late changes may be the responsibility of the parents/guardians.

10. All requests for deviation of travel must be submitted to the Movements Officer on a Parental Pick-Up/Parental Drop-Off (PPU/PDO) Form (attached) via email at NorthwestTransport@cadets.gc.ca or via fax at 204-833-2833 for approval. Upon receipt the request will be reviewed and parents/guardians will be advised if the request is approved.

Corps/Squadron Summer Movements Representative

11. A Briefing Note can be found on the File Repository for the Summer Movements Representative. This provides the corps/squadron with a briefing to be provided to the Parent/Guardians and cadets attending CTC. This briefing will provide the briefing and some “how to” details for you to perform the duties required. This will ensure all cadets and their parents/guardians receive the information require to attend training at a CTC. This is a vital step in the process to assist in ensuring the cadets have a positive CTC experience.

Class A Employment Opportunities – Summer Movements Support

12. The Summer Movements Section will employ members on Class A service during movement weekends during the period 1 Jul 16 to 21 Aug 16 in support of the Summer Movements program in the following positions:

- a. Escort Officers. Escort officers will supervise cadets during travel by air or by bus to and from CTCs;
- b. Drivers. Drivers will transport cadets by military vehicle locally, or to and from CTCs; and
- c. Supervisors. Supervisors will monitor cadets who: transit through airheads during waking hours, and those cadets who stay overnight in accommodations.

13. These positions require a current PRC/VSS. These positions may require a valid DND 404 and/or an airport security pass.

14. Interested personnel will find the list of dates and locations on the SharePoint Communications Hub under Class A Employment. If are interested please forward your name, SN, availability and desired position and location to the Movements Section at NorthwestTransport@forces.gc.ca. Questions concerning the above employment

opportunities may be addressed to the Transportation Section by email to NorthwestTransport@cadets.gc.ca or by telephone to 1-855-761-3747.

Minor Travel Expense Claims (MTEC) and Travel Claims

15. The Canadian Forces Temporary Duty Travel Instructions (CFTDTI) can be found at: <http://www.forces.gc.ca/en/caf-community-benefits/temp-duty-travel-instructions.page> to answer any claim issues. Clarification of the CFTDTIs can be addressed to the RCSU (NW) J1 Admin. Clarification of several policy items are as follows:

- a. Place of Duty: is determined by the geographical boundaries of a city as dictated by Director Compensation and Benefits;
- b. Permanent Workplace: is the location - inside a Place of Duty - of the establishment to which a member is posted (not attached) to perform duty.
- c. Temporary Workplace is a location at which a member performs duty outside of the geographical boundaries of the member's permanent workplace;
- d. Temporary Duty: is duty performed - for less than 181 days - at a Temporary Workplace and includes duty travel for the purposes of that duty.
- e. when you are within your place of duty, under most circumstances you are entitled to claim lunch ONLY if duty prevents you from having your normal meal, noting that a reasonably delayed meal hour does not by itself create an entitlement to a meal at Crown expense.

16. When CAF members are sent on Temporary Duty Travel and a Travel claim is generated, it is the expectation that the member will submit the travel claim with the completed and signed worksheet and receipts within 30 days of the completion of travel.

17. When travel claims are initiated, government funds are committed to the specific travel and when financial commitments are not cleared in a timely fashion; additional work must be undertaken by J4 Sp Svcs staff and J8 Fin Svcs staff to track outstanding claims.

18. If you have submitted a claim and have not received payment within 30 days, it is recommended that you contact J8 Fin Svcs to inquire about the status. It is possible that something has happened to that claim that requires resolution.