

4640-1 (INFO OPS Cell Ldr)

06 November 2018

PEACE SUPPORT TRAINING CENTRE



INFORMATION OPERATIONS JOINING INSTRUCTIONS

GENERAL

1. **Summary.** The Peace Support Training Centre (PSTC) has been tasked to deliver individual training to selected members of the CAF on Information Operations (Info Ops) for Full Spectrum of Operations within a contemporary operating environment. The aim of this instruction is to provide selected candidates with the essential information pertaining to the attendance of the Information Operations Officer course conducted at PSTC.
2. **Routine.** PSTC is located at VA-12 at 2 Cambrai Avenue, CFB Kingston, ON. Classes are scheduled to commence at 0800, and will end by 1715 daily.

DRESS AND KIT

3. **Dress.** Dress for the course will be CADPAT for CA and RCAF pers, and NCDs for RCN pers. Civilian candidates are to wear business casual attire. Participants are required to bring the appropriate attire suited to the weather such as rain gear and cold weather clothing. Wearing of UN/NATO or other mission insignia is not authorized during training at PSTC. All candidates and course staff will maintain the highest standard of Dress and Deportment, in accordance with the Canadian Forces Dress Instructions.
4. **Operational Kit.** No field kit is required for the Info Ops Course. Home Units are responsible for the administrative screening and preparation of their personnel, including the issuing of all required kit. PSTC will not liaise with ASU Kingston for kit issue. ASU Kingston will not provide kit to non-Kingston personnel either on permanent or temporary issue.

MESSING AND ACCOMMODATION

5. All trainees will be quartered at CFB Kingston. Trainees should bring an alarm clock and padlock for their individual room locker to secure personal kit. They are also required to bring their own towel and personal hygiene products, as these are also not supplied. All trainees will eat at Routledge Hall, the all ranks dining hall (B-4) on the Vimy side of CFB Kingston. All members are expected to utilize rations provided by the base and should not submit a claim for meals other than those required while travelling to CFB Kingston. PSTC is responsible for booking Rations and Quarters, therefore, Home Units need not book accommodations and rations for personnel attending training in Kingston. Members from the Kingston area may eat at the mess at public expense as part of the course.

PERSONAL FITNESS STANDARD

6. **Preparation.** All candidates must arrive in Kingston physically and mentally prepared to complete all assigned tasks. PT is encouraged to be completed on an individual basis.

HOME UNIT RESPONSIBILITIES

7. **Transportation.** Booking of travel to and from Kingston is a home unit responsibility using the FIN coding on the course loading message. Parent units are reminded to ensure that each traveller is in possession of a travel order claim. The finalization of claims is NOT a PSTC responsibility, but shall be done by the home unit.
8. **Finance.** All financial accounting for Info Ops` participants is a CTC Gagetown responsibility, as FIN code will be provided on the course loading message. Home units are to arrange and budget financial support to members. Members should take all necessary advances to cover travel expenses to and from the training centre. For information and approval regarding Financial Coding, and Cost Comparisons, direct your queries to DEMS@forces.gc.ca.

9. ETA Message. Receipt of this instruction does not automatically course load personnel. Parent units must ensure they provide an ETA message for each participant by e-mail to the PSTC Ops Cell at PSTC-CFSP@forces.gc.ca. Ensure the ETA message indicates SN, rank, surname and initials, sex of member, language (Eng, Fr or Both), and the date and time that they will arrive in Kingston.

ARRIVAL

10. Students are directed to arrive in Kingston the day before a course starts. Students who arrive by air at Kingston Norman Rogers Airport shall take a civilian taxi to CFB Kingston. Upon arrival, participants are to obtain their room key (booked by PSTC) from the Base Accommodations Duty Centre, Bldg B-37, located on Craftsman Blvd. (see map at Annex B). Taxi should not be release until clearance has been done in B-37, as the taxi will be required to get to the accommodation building once the room key is obtained. In-clearance for the course will occur at the Grant Building on the first day of training.

11. Enroute to and from CFB Kingston. Neither CFB Kingston nor PSTC provide pickup/drop off at local terminals. Taxis should be utilized for transportation from/to local bus, rail and air terminals. If the parent unit approves travel by POMV, the student must report this to the Course Warrant Officer during in clearance.

12. End of Course Travel. End of course travel should be booked after 1800 on the last day of training. All training days at PSTC are scheduled to end no earlier than 1630. To ensure that training is complete, students will **not be allowed to travel before 1800 on the last training day. In order to prevent any confusing situations, home units** should advise PSTC as to when the student will be departing Kingston following the course via the initial ETA message.

DOCUMENTATION

13. Trainees will bring to PSTC their travel order claims (with return tickets as necessary) for the in-clearance on the first day of the training. PRes personnel shall have a copy of their route letter and will turn this over to the Course Warrant Officer during in-clearance. Upon successful completion of course, a completed CF 377 (Course Report) will be mailed to Home Units. A copy will be provided to the individual for own use.

14. Training materials. Upon arrival, students will be given a course training package to include a course schedule, reading materials, multimedia presentations, and exercise handouts. Students will be provided with a CD at the end of the course with the majority of course material/presentations.

CONTACTS

15. Any training related questions related to upcoming INFO OPS training are to be directed to :

10. PSTC Operations Cell: PSTC-CFSP@forces.gc.ca

16. PSTC Contacts.

- a. Postal: Peace Support Training Centre
PO Box 17000 Station Forces
Kingston, Ontario
K7K 7B4
- b. Fax: 613 540 8124
- c. PSTC Duty Phone: 613-329-5913

Attachments:

Annex A – CFB Kingston Map