

4640-1 (PSYOPS Cell Leader)

Jan 2019

PEACE SUPPORT TRAINING CENTRE



PSYOPS JOINING INSTRUCTIONS

GENERAL

1. **Summary.** The Peace Support Training Centre (PSTC) has been tasked to deliver individual training to selected members of the Canadian Armed Forces (CAF) in Psychological Operations (PSYOPS) across the full spectrum of operations. The aim of these joining instructions is to provide candidates and support personnel with information essential to the attendance of PSYOPS courses.
2. **Routine.** The PSTC is located in Building VA-12, 2 Cambrai Avenue, Kingston, Ontario (South side of Canadian Forces Base (CFB) Kingston). Classes are scheduled to commence at 0730 hours and end at 1730 hours. The students are expected to work after hours to complete homework and additional studying.

DRESS AND KIT

3. **Dress.** Courses are conducted in the combat uniform, CADPAT Temperate Woodland (TW) pattern. Participants are required to bring the appropriate issued attire to suit potentially inclement weather, including rain gear and cold weather clothing, as practical portions of the training are conducted outdoors. Wearing of UN/NATO or other mission insignia is not authorized. Reference Annex A for additional information regarding specific equipment required for each PSYOPS course. The PSTC is a professional school that provides the specific individual training required to produce members and leaders ready to conduct activities in a contemporary operating environment. As such, candidates and staff will maintain the highest standard of dress and deportment at all times, in accordance with the CAF Dress Instructions.
4. **Equipment.** Home Units are responsible for the administrative screening and preparation of their personnel, including the individual issue of all entitled equipment required for the courses. PSYOPS Tactical Operator (TACOP) Course participants are expected to arrive with operationally-ready Full Fighting Order (FFO) and Personal Protective Equipment (PPE), in accordance with Annex A. The PSTC will not conduct liaison for kit issue to candidates on courses. Area Support Unit (ASU) Kingston will not provide kit to personnel from outside the Kingston area on permanent or temporary issue. Candidates on the PSYOPS Analyst or PSYOPS Officer Course do not require FFO.

MESSING AND ACCOMMODATION

5. Candidates are generally quartered at the Dawe buildings VC-52/VC-53 (Ref. Annex B). March Out procedures will be conducted by all members occupying rooms at CFB Kingston. Candidates should bring a device with an alarm clock and two padlocks to secure personal kit. They are also required to bring their own towel and personal hygiene products. Candidates will be eating at Pavilion Routledge Hall VB-31 (Ref. Annex B), the base all ranks dining facility. 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. The PSTC Operations Cell is responsible for booking Rations and Quarters (R&Q) for personnel attending training in Kingston. There is no requirement for involvement in booking R&Q from the Home Units. Candidates from the Kingston area will be authorized to eat at the mess at public expense while on course.

PERSONAL FITNESS STANDARD

6. All candidates must arrive in Kingston physically and mentally prepared to complete all assigned field and garrison oriented course tasks. Physical Training (PT) is not currently scheduled as an organised activity during the courses, however candidates are strongly encouraged to participate on individual basis. Candidates will have free access to the Kingston Military Community Sports Centre located in building R-65 (Ref. Annex B) with their NDI-20 military identification card. The Sports Centre includes a fully equipped weight room, cardio room, combat fitness corner, indoor track, field house and swimming pool. Any restrictions affecting the performance of a candidate during a course must be identified by the affected candidate to the staff on the first day of course.

HOME UNIT RESPONSIBILITIES

7. Weapons handling. Staff, role-players and candidates on the PSYOPS TACOP course must be prepared to pass the test of elementary training (TOET) on the C7 family of rifles and C8 carbine in accordance with B-GL-385-001/PT-001 (2018-05-05). Candidates are also required to pass TOET for the Browning Hi-Power 9mm pistol. Handling tests for all course participants will be conducted as part of course inclearance. Individual training will be provided for international staff and candidates.

8. Transportation. Booking of travel to and from Kingston is a home unit responsibility using the financial code provided on the course loading message. Home 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, it will be done by the Home Units.

9. Finance. All financial accounting for PSYOPS courses candidates is a Canadian Training Centre (CTC) Gagetown responsibility and financial code will be provided on the course loading message. Home Units will arrange and budget financial support to candidates and guest staff. For information and approval regarding financial codes and cost comparisons, direct your queries to +DEMS@PSTC@Kingston.

10. ETA Message. Receipt of this instruction does not automatically course load personnel. Home Units must ensure they provide an Estimated Time of Arrival (ETA) message for each participant by e-mail to +PSTC_Ops_Cell +PSTC_Ops@PSTC@Kingston. Ensure the ETA message indicates the member's service number, rank, surname and initials, gender, language, and the date/time they are expected to arrive in Kingston.

ARRIVAL

11. Arrival time. Candidates are directed to arrive in Kingston the day before a course starts. Those who arrive by air at Kingston Norman Rogers Airport will take a taxi to CFB Kingston and retain a receipt for their travel claim. Upon arrival, candidates will report to the Base Accommodations Duty Centre in Sherman Hall MB-37, located at 20 Craftsman Boulevard (Ref. Annex B) to obtain their room key and course welcome package. In-clearance will occur at the PSTC on the first day of training.

12. En route to and from CFB Kingston. Taxi should be utilized for transportation from/to local bus, rail and air terminals. CFB Kingston/PSTC do not provide pickup/drop off at terminals. If the Home Unit approves travel by Personally Own Motor Vehicle (POMV), the candidate must report this to the course staff during in-clearance.

13. End of Course Travel. For clarity and to enable member support, Home Units are strongly encouraged to advise PSTC, via the initial ETA message, when their member will depart Kingston following completion of a course. **Departure travel must be booked no earlier than 1800 hours on the last day of scheduled training.**

DOCUMENTATION

14. Personal administration. Candidates will bring their travel order claims, a course autobiography (Ref. Annex C) and a completed Personal Emergency Notification (PEN) form to the PSTC for in-clearance on the first day of training. Primary Reserve personnel shall also have a copy of their route letter and will turn this in to course staff during in-clearance.

15. Autobiography. Candidates are required to submit a printed autobiography to course staff during in-clearance on the first day of training (Ref. Annex C).
16. Training materials. Candidates will be provided with a course training package, including a schedule, reading material, multimedia presentation handouts, and exercise handouts. Successful candidates will be provided with a data CD at the end of the course with the majority of course material/presentations.
17. Reporting by PSTC. Upon successful completion of the training, a Course Report will be submitted for action, and a copy will be provided to each candidate.

CONTACTS

18. Training Related Guidance. Any questions related to upcoming PSYOPS courses are to be directed to the PSTC Operations Cell: PSTC-CFSP@forces.gc.ca .
19. PSTC Contacts.
 - a. Post: Peace Support Training Centre (PSTC)
PO Box 17000 Station Forces
Kingston, Ontario
K7K 7B4
 - b. Fax: 613-540-8124
 - c. E-Mail: OPs: +OPS@PSTC@Kingston PSTC-CFSP@forces.gc.ca
 - d. PSTC Duty Officer: 613-329-7266

Annexes:

- Annex A – PSYOPS Staff/Student Equipment List
- Annex B – PSYOPS Role-Player Equipment List
- Annex C – PSYOPS Autobiography Instructions
- Annex D – CFB Kingston Map

Annex-A

PSYOPS
STUDENT AND STAFF EQUIPMENT LIST

	PSYOPS Officer		PSYOPS Analyst		PSYOPS TACOP	
	Summer	Winter	Summer	Winter	Summer	Winter
Garrison Dress						
a. Beret / Unit headdress	1	1	1	1	1	1
b. Combat shirt, CADPAT TW	3	3	3	3	3	3
c. Combat pants, CADPAT TW	3	3	3	3	3	3
d. T-shirt, Uniform	5	5	5	5	5	5
e. Belt, combat uniform	1	1	1	1	1	1
f. Socks, pair	5	5	5	5	5	5
g. Combat Boots, pair	2	2	2	2	2	2
h. Coat, Gore-Tex, CADPAT		1		1		1
i. Rain jacket, CADPAT TW	1	1	1	1	1	1
j. Rain pants, CADPAT TW					1*	1*
k. Gloves, Gore-Tex thermal		1		1		1
l. Gloves, CADPAT TW, summer					1	1
m. Toque, Olive Drab (OD)		1		1		1
n. Military ID card (valid for entire course)	1	1	1	1	1	1
o. Identity discs	1	1	1	1	1	1
p. DND 404 Mil driver's licence	1	1	1	1	1	1
q. Multi-purpose tool					1	1
r. Polypro thermal shirt		3		3	3	3
s. Polypro thermal pants		3		3	3	3
Full Fighting Order	Summer	Winter	Summer	Winter	Summer	Winter
a. Tactical vest					1	1
b. Helmet					1	1
c. Helment cover, CADPAT TW					1	1
d. Helmet band, elastic, cat eyes					1	1
e. Helmet scrim net					1	1
f. Body Armour					1*	1*
g. Bush cap, CADPAT TW					1	1
h. Patrol pack / Day pack					1	1
i. Ballistic eyeware, w/ clear & dark lens					1	1
j. Knee pads					1*	1*
Miscellaneous	Summer	Winter	Summer	Winter	Summer	Winter
a. Pants, Gore-Tex, CADPAT TW						1
b. Fleece sweater, CADPAT TW						1
c. Neck gaiter, thermal, OD						1
d. Balaclava, thermal, OD						1
e. Mukluk boots, pair						1

Miscellaneous, continued...	PSYOPS Officer		PSYOPS Analyst		PSYOPS TACOP	
	Summer	Winter	Summer	Winter	Summer	Winter
f. Wool socks, thermal, pair						5
g. Boots, Gore-Tex						1
h. Jacket, Winter, White						1
i. Pants, Winter, White						1
j. Balaclava, Winter, White						1
k. Ruck sack cover, Winter, White						1
l. Cam net, individual, CADPAT TW					1	1
m. Field Message Pad with pencils/pens					1	1
n. Towel	1	1	1	1	1	1
o. Toiletries – shower/shave kit	1	1	1	1	1	1
p. PT clothing set (weather appropriate)	5	5	5	5	5	5
q. Civilian Attire set	3	3	3	3	3	3
r. Padlock	2	2	2	2	2	2
s. Combat Belt with pistol holster (BHP 9mm)					1*	1*
t. Approved Chest Rig					1*	1*

Note: Items marked with an asterisk * are optional

Annex-B

PSYOPS TACOP
ROLE PLAYER EQUIPMENT LIST

PSYOPS TACOP ROLEPLAYER		
Garrison Dress	Summer	Winter
t. Beret / Unit headdress	1	1
u. Combat shirt, CADPAT TW	3	3
v. Combat pants, CADPAT TW	3	3
w. T-shirt, Uniform	5	5
x. Belt, combat uniform	1	1
y. Socks, pair	5	5
z. Combat Boots, pair	2	2
aa. Coat, Gore-Tex, CADPAT		1
bb. Rain jacket, CADPAT TW	1	1
cc. Rain pants, CADPAT TW	1*	1*
dd. Gloves, Gore-Tex thermal		1
ee. Gloves, CADPAT TW, summer	1	1
ff. Toque, Olive Drab (OD)		1
gg. Military ID card (valid for entire course)	1	1
hh. Identity discs	1	1
ii. DND 404 Mil driver's licence	1	1
jj. Multi-purpose tool	1	1
kk. Polypro thermal shirt	3	3
ll. Polypro thermal pants	3	3
Full Fighting Order	Summer	Winter
k. Tactical vest	1	1
l. Helmet	1	1
m. Helment cover, CADPAT TW	1	1
n. Helmet band, elastic, cat eyes	1	1
o. Helmet scrim net	1	1
p. Body Armour	1	1
q. Bush cap, CADPAT TW	1	1
r. Patrol pack / Day pack	1	1
s. Ballistic eyeware, w/ clear & dark lens	1	1
t. Knee pads	1*	1*
Miscellaneous	Summer	Winter
u. Civilian Jacket, outdoor weather	1	1
v. Civilian boots/shoes, pair, outdoor	1	1
w. Civilian Pants, outdoor weather	3	3
x. Civilian shirt/sweater	3	3
y. Civilian gloves, cold weather	1*	1
z. Civilian hat, cold weather	1*	1

PSYOPS TACOP ROLEPLAYER		
Miscellaneous, continued..	Summer	Winter
aa. Pants, Gore-Tex, CADPAT TW		1
bb. Fleece sweater, CADPAT TW		1
cc. Neck gaiter, thermal, OD		1
dd. Balaclava, thermal, OD		1
ee. Mukluk boots, pair		1*
ff. Wool socks, thermal, pair		5
gg. Boots, Gore-Tex		1
hh. Jacket, Winter, White		1
ii. Pants, Winter, White		1
jj. Balaclava, Winter, White		1
kk. Ruck sack cover, Winter, White		1
ll. Cam net, individual, CADPAT TW	1	1
mm. Field Message Pad with pencils/pens	1	1
nn. Towel	1	1
oo. Toiletries – shower/shave kit	1	1
pp. PT clothing set (weather appropriate)	5	5
qq. Civilian Attire set	3	3
rr. Padlock	2	2
ss. Non-issued Chest Rig	1*	1*
tt. Non-issued shooting gloves	1*	1*

Note: Items marked with an asterisk * are optional

Annex-C

PSYOPS

AUTOBIOGRAPHY INSTRUCTIONS

5. The autobiography will be completed using the following guidelines;
 - a. The word document will be written in English, using the first person narrative style, and of at least 300, but no more than 600 words. The file will be named using the following convention;
 - (1) Last Name_Initials_Autobiography.doc
 - b. The autobiography will contain the following information;
 - (1) Place and Date of Birth;
 - (2) Home Unit and current Place of employment;
 - (3) Formal Education;
 - (4) Military qualifications;
 - (5) Previous PSYOPS experience;
 - (6) Operational Experience; and
 - (7) Expectations from the course.

2. The candidate autobiography will be printed prior to arrival at CFB Kingston and will be submitted to course staff during in-clearance on the morning of the first day of scheduled training.

