

4500-1 (OIC IPT)

Sept 2019

PEACE SUPPORT TRAINING CENTER

INDIVIDUAL PRE-DEPLOYMENT
TRAINING (IPT) JOINING INSTRUCTIONS

- References: A. B-GL-300-008/FP-001 Training for Land Operations dated 20 July 2010
B. B-GL-383-003/FP-001 IBTS for Land Operations dated 28 September 2006
C. Canadian Army Order (CAO) 24-04 IBTS for Land Operations
D. Canadian Army Operating Plan FY 2018/2019 version 2
E. 4500-1 (Army CT) Commander Canadian Army Doctrine and Training Centre (CADTC) High Readiness (HR) Forces 2019 Training Directive dated 27 August 2018
<http://cadtc.kingston.mil.ca/dmcs-cadtc/msg/FilesO/DMCS93872.pdf> (DWAN link)
F. CDIO 1000

GENERAL

1. Summary. The Peace Support Training Centre (PSTC) has been tasked to deliver a sequential individual pre-deployment training (IPT) plan to those who are currently slated to join select small missions (i.e., Op KOBOLD, Op HAMLET, Op PROTEUS, etc.). In addition to CAF personnel, select DND civilian personnel may also be tasked to undergo this program. The aim of this instruction is to provide all designated persons with the essential information pertaining to the IPT to be conducted at PSTC, CFB Kingston.
2. Routine. The IPT is conducted at CFB Kingston. The PSTC is located at VA 12 (2 Cambrai Avenue). Classes are scheduled to commence at 0800 hours, and end by 1700 hours daily. A few days of evening training for the C7 PWT2 Night Shoot and the night navigation. A computer lab with GP Net and DWAN access is available to the trainees during the evening.

DRESS AND EQUIPMENT

3. Dress. Dress for the entire training session will be CADPAT (TW) or ARID (if issued). Participants are required to bring the appropriate attire suited to the weather such as rain gear and cold weather clothing, as practical portions of the training are conducted outdoors in the training area. Wearing of UN/NATO or other mission insignia is not authorized during pre-deployment training at PSTC.
4. Operational Equipment. Commanding Officers of tasked units are responsible for the administrative screening and preparation of their personnel. This includes the issuing of all required kit for the mission area. IPT participants are expected to arrive with their entitlement of operational personal protective equipment (PPE including helmet, webbing/Tac vest, Frag vest, Ballistic Eyewear, gloves and respirator). PSTC will provide the weapons and EIS (magazine, sling, etc.) when needed. PSTC will not conduct liaison with the ASU Kingston for kit issue. ASU Kingston will not provide kit to non-Kingston personnel either on permanent or temporary issue.
5. PSTC is a school environment which provides specific individual training that prepares soldiers and leaders to conduct activities in a full spectrum of operations. As such, all trainees and staff will maintain the highest standard of dress and deportment, in accordance with the Canadian Forces Dress Instructions.

MESSING AND ACCOMMODATION

6. All trainees will be quartered at CFB Kingston in a standard barrack block. Trainees should bring an alarm clock and padlock for their individual room locker to secure personal kit, as neither is supplied. They are also required to bring their own towel and personal hygienic accoutrements, as these are also not supplied. IPT trainees will eat at the Routledge All Ranks Mess building B-4 on the Vimy side of CFB Kingston. Units are to inform PSTC Operations if a member requires special dietary needs. All members are expected to utilize rations provided by the base (including those posted to CFB Kingston) and should not submit a claim for meals other than those required while travelling to Kingston. Units are not required to book accommodations and rations for personnel attending training in Kingston. This is PSTC's responsibility. Members from Kingston-based units may eat in the Mess at public expense as part of the training, but will not be provided with quarters.

7. In the event of scheduling problems resulting in trainees missing a designated meal hour, a claim may be submitted upon return to the member's home unit and documentation will be provided by PSTC attesting to the circumstances.

CANADAIN ARMY PERSONAL FITNESS STANDARD (CA PFS)

8. Preparation. Trainees must arrive in Kingston physically and mentally prepared to complete all applicable IBTS requirements. No time is allocated on IPT to conduct the CAF FORCE TEST, home units are to ensure member arrives on IPT with a valid test.

IPT-SPECIFIC HOME UNIT RESPONSIBILITIES

9. Force Generator (Home Unit) responsibilities include:

- a. Pre-course Administration. The CDIO 1000 at Ref F is available to all commands and units, and provides clear direction about screening, preparation and training of individuals selected for operational deployment outside Canada. PSTC is not staffed to under-take pre-deployment administration. IPT participants are required to complete (DAG) IAW the DDIO at their home unit. The member's home unit is responsible to confirm that all administration is complete in accordance with deployment standards. Members are to arrive at PSTC with their Pre Deployment PRV checklist so that it may be updated appropriately.
- b. Language. IPT is conducted in English. While PSTC will attempt to accommodate trainees requiring second language assistance while attending training at PSTC, it is recommended trainees arrive with a working knowledge of the English language since international operations are conducted as such.
- c. Pre-arrival Training. All trainees are to arrive at PSTC competent in the handling of in-service weapons to include Browning 9mm and the C7 Service Rifle. The IPT timetable does not allocate time to train personnel in weapon's handling. Trainees should also refresh themselves in Radio Voice Procedure, St John's Standard First Aid (trainees are expected to arrive for IPT with a valid SFA), Navigation and ETHAR. It is recommended that trainees conduct some of this theoretical training on DLN under IBTS. Home units are to ensure that trainees basic qualification dates identified on the members APRV are updated prior to arriving for IPT.
- d. CBRN. PSTC is not equipped to conduct CBRN gas hut training/FIT testing. Home unit Operations cells are requested to coordinate gas hut training and FIT testing for their personnel.
- e. Transportation. Movement of personnel to and from Kingston is a home unit responsibility. Parent units are reminded to ensure that each individual travelling to Kingston for pre-deployment training is in possession of a travel order claim. This claim should reflect parent unit financial coding as directed by the manning directive and should have return or onward travel arrangements completed. The finalization of claims is NOT a PSTC responsibility.

- f. It is recommended that personnel arriving by air connect from Toronto (Pearson Intl) to Kingston (Norman Rogers Airport) utilizing commercial airline connections. Furthermore, it is a parent unit (not PSTC) responsibility to book flights to and from any non-PSTC IPT programs. All return flights should be booked with cancellation/change insurance, as Canadian Joint Operations Command (CJOC) J7 cell may direct further training be conducted depending on identified deficiencies or weaknesses observed during training.
- g. Finance. All financial travel accounting for IPT participants is a home unit responsibility. 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. Cost for travel and training will be paid by the home unit who can recover the cost from the Support to Deployed Operations Account (SDOA).
- h. PSTC will arrange for rations and quarters for all IPT trainees.
- i. Sourcing, Screening, and Selection. Though some pre-deployment screening may remain outstanding when training begins, individuals should only commence training provided eventual deployment is a reasonable certainty (i.e. they have, or are expected to, DAG GREEN).
- j. ETA Message. Receipt of this instruction does not automatically load personnel on IPT. Parent units must ensure they provide an ETA message for each participant either by fax or e-mail to the PSTC Ops Cell (see para 16 of this instruction). Ensure the ETA message indicates gender of member, language (Eng., Fr or both), CFTPO number and the dates/timings that they will arrive in Kingston.

ARRIVAL AND DEPARTURE

10. Upon arrival at Base Kingston, all IPT 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). In-clearance will occur at the PSTC building (VA-12, 2 Cambrai Ave) on the first day of training. All trainees will arrive the first morning and report to the theater NLT 0800hrs in dress of the day.

11. Travel to and from CFB Kingston. Parent units are reminded to ensure each individual travelling to Kingston for training and briefings are in possession of a Travel Order Claim. Students must bring the Travel Claim into PSTC on the first day for in-clearance. The finalization of claims is not a PSTC responsibility; they will be finalized either upon return to unit or once in theatre. Members should take all necessary advances to cover travel expenses prior to arriving at PSTC. 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 trainee must report this to the IPT 2IC during in-clearance. Base Transport provides a base taxi service (loc 5337) during normal work hours (0745 – 1600), which trainees may use for military related requirements during administration periods.

12. End Training Travel. End training 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, trainees 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 trainee will be departing Kingston following completion of training via the initial ETA message.

DOCUMENTATION

13. Trainees will bring their travel order claims to PSTC, 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 IPT Staff Warrant Officer during in-clearance. A completed Personal Emergency Notification (PEN) form with local area contacts, if applicable, should be prepared in advance as it will speed up the administration process. If members have had administrative or medical appointments organised by their parent units, they should bring hard copies of them with their deployment message.

14. Reporting by PSTC. A Unit Employment Record CF 743B sheet with the pre-deployment training signed-off as well as a course report for Combat First Aid (as applicable) will be provided to each IPT participant upon completion of the training. This document is used by the force generating unit to assist in confirming operational readiness during the DAG process.

- a. <http://cjoc-coic.mil.ca/sites/intranet-eng.aspx?page=14625> (DWAN link)

MISSION INFORMATION

15. Non-Training Related Guidance. Any questions not related to training are to be directed to CJOC J1 Personnel cell.

MEDICAL AND DENTAL SUPPORT

16. Emergency medical or dental requirements are to be immediately reported to the IPT 2IC. During working hours all sick/injured persons will report to the base hospital. The Kingston General Hospital will be used in the evenings and on the weekends.

CONTACT INFORMATION

17. PSTC Contacts. If any training-related questions arise.

- a. Postal: Peace Support Training Centre

PO Box 17000 Station Forces
Kingston, Ontario
K7K 7B4

- b. Telephone (613) 541-5010

(1) OC Alpha Squadron – ext. 3169
(2) OIC IPT – ext. 5020
(3) 2IC IPT – ext. 4723
(4) Operations WO – ext. 8143

- c. Fax: (613) 540-8124

- d. Email: OPs Cell: +OPS@PSTC@Kingston PSTC-CFSP@forces.gc.ca

- e. PSTC Duty Officer - +1-613-329-5913

18. Deployment Liaison. Administration, travel details and training contacts may be found within the DDIO 2/2001, or through the CFTPO.

Annexes:

[Annex A – CFB Kingston Map](#) (Internet link – 17MB)

[Annex B – IPT Kit List](#) (Internet link)