



**ROYAL CANADIAN AIR CADETS**  
**PROFICIENCY LEVEL ONE**  
**INSTRUCTIONAL GUIDE**



**SECTION 1**

**EO M120.01 – DISCUSS THE ROLES OF THE CANADIAN FORCES (CF)**

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Total Time: 30 min

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**PREPARATION**

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**PRE-LESSON INSTRUCTIONS**

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-801/PG-001, *Proficiency Level One Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Prepare the slips of paper located at Attachment A.

**PRE-LESSON ASSIGNMENT**

Nil.

**APPROACH**

An interactive lecture was chosen for this lesson to introduce the material to the cadets.

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**INTRODUCTION**

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**REVIEW**

Nil.

**OBJECTIVES**

By the end of this lesson the cadet shall have identified the roles of the CF.

**IMPORTANCE**

It is important to understand the role of the CF both as a Canadian institution and as a partner in delivering the cadet program. Cadets will be in contact regularly with members from across the defence community and may spend time at CF wings / bases.

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**Teaching Point 1****Discuss the history of the CF.**

Time: 5 min

Method: Interactive Lecture

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**INCEPTION (UNIFICATION 1968)**

In 1964, Defence Minister Paul Hellyer tabled a white paper in Parliament, which concluded that a unified command structure - one which amalgamated the Navy, Army and Air forces - would better serve Canadian interests. Bill C-90 was passed on 7 July and came into force on 1 August 1964.

In May 1967, Bill C-243 passed, completing the process of reorganizing the national headquarters and commands. Bill C-243 came into force on 1 August 1968. This date marks the inception of today's CF.

**DEFINING THE THREE ELEMENTS**

While the concept of the CF did not evolve until 1968, Canada has a proud history of military tradition through its Army, Navy, and Air forces.

**ROYAL CANADIAN AIR FORCE (RCAF)**

The Canadian Air Force came into being in the spring of 1918.

The Royal Canadian Air Force received its official designation on 1 April 1924 by King George the V.

The RCAF consists of thirteen wings spread out across Canada.

**CANADIAN ARMY**

With the departure of the British Military in the fall of 1871, Canada took moderate steps in producing its own forces. The country established two field artillery batteries to protect Quebec and Kingston. Thus the regular army began its formation.

In 1883, the first cavalry school corps (Royal Canadian Dragoons) was established in Quebec City followed by infantry corps (Royal Canadian Regiment) in Fredericton, Saint John and Toronto.

**ROYAL CANADIAN NAVY (RCN)**

The Royal Canadian Navy came into being on 4 May 1910 with the passing of the Navy Bill of 1910.

Currently the RCN consists of two groups:

- MARLANT (Maritime Forces Atlantic), and
- MARPAC (Maritime Forces Pacific).

**MISSION AND OBJECTIVES OF THE CF**

1. Protecting Canada.
2. Defending North America in co-operation with the United States.
3. Contributing to peace and international security.

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## CONFIRMATION OF TEACHING POINT 1

### QUESTIONS:

- Q1. Name one of the missions and objectives of the CF.
- Q2. How many wings does the RCAF currently have?
- Q3. In what year did the Royal Canadian Air Force originate?

### ANTICIPATED ANSWERS:

- A1. Protect Canada, North American defence and contributing to peace and international security.
- A2. 13.
- A3. 1 April 1924.

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## Teaching Point 2

**Explain the role of each element.**

Time: 10 min

Method: Interactive Lecture

The CF functions in a joint capacity for many of its international commitments. However, each element has a distinct set of responsibilities.

### RCAF

- Surveillance and control of Canadian airspace.
- Worldwide airlift of CF personnel and material.
- Support operations of the Canadian Army and RCN.
- Support to other government departments.
- Search and rescue.
- Humanitarian operations and emergency response including disaster relief.

### CANADIAN ARMY

- National defence.
- Canada/US defence of North America (NORAD).
- Contribution to peacekeeping missions.
- Civil defence.
- Humanitarian operations including disaster relief.

### RCN

- Surveillance and control of Canadian waters.
- Support of army and air force operations.
- Support to other government departments (fisheries, search and rescue, drug enforcement, environment).

- NATO deployments.
- Humanitarian operations including disaster relief (food and medical relief, and personal and technical aide).

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### ACTIVITY

Time: 5 min

#### OBJECTIVE

The objective of this activity is for the cadets to distinguish between the roles of the RCAF, Canadian Army and RCN.

#### RESOURCES

- Slips of paper found in Attachment A.
- Tape.

#### ACTIVITY LAYOUT

1. Tape the slips of paper with “ROYAL CANADIAN AIR FORCE”, “CANADIAN ARMY” AND “ROYAL CANADIAN NAVY” to the top of a black / white board or wall.
2. Have the remaining slips of paper spread out near the black / white board or wall.

#### ACTIVITY INSTRUCTIONS

1. Divided the class into three groups and assign them as “Royal Canadian Air Force”, “Canadian Army” or “Royal Canadian Navy”.
2. Have each group sift through the slips of paper and select slips they think fall under their element’s area of responsibility. Have them tape each slip under their heading.
3. Continue until all slips of paper are consumed.
4. Make corrections to where the slips are assigned, as necessary.

#### SAFETY

Nil.

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#### CONFIRMATION OF TEACHING POINT 2

The cadets’ participation in the activity will serve as confirmation of the TP.

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#### Teaching Point 3

**Identify wings / CF bases and cadet summer training centres.**

Time: 10 min

Method: Interactive Lecture

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#### ROYAL CANADIAN AIR FORCE WINGS

- 1 Wing/CFB Kingston (Kingston, Ontario) / HMCS Ontario (located on RMC campus).
- 3 Wing/CFB Bagotville (Alouette, Quebec) / CIEC Bagotville.

- 4 Wing/CFB Cold Lake (Cold Lake, Alberta) / Cold Lake CSTC.
- 5 Wing/CFB Goose Bay (Happy Valley- Goose Bay, Labrador).
- 8 Wing/CFB Trenton (Trenton, Ontario) / Trenton Air CSTC.
- 9 Wing/CFB Gander (Gander, Newfoundland).
- 12 Wing/CFB Shearwater (Shearwater, Nova Scotia).
- 14 Wing/CFB Greenwood (Greenwood, Nova Scotia) / Greenwood Air CSTC.
- 15 Wing/CFB Moose Jaw (Moose Jaw, Saskatchewan).
- 16 Wing/CFB Borden (Borden, Ontario) / Blackdown CSTC.
- 17 Wing/CFB Winnipeg (Winnipeg, Manitoba).
- 19 Wing/CFB Comox (Lazo, British Columbia) / HMCS Quadra and RCGS Pacific.
- 22 Wing/CFB North Bay (North Bay, Ontario).

### **CANADIAN ARMY BASES**

- CFB Borden Training Schools (Borden, Ontario) / Blackdown CSTC.
- CFB Gagetown (Oromocto, New Brunswick) / Argonaut Army CSTC.
- CFB Petawawa (Petawawa, Ontario).
- CFB Valcartier (Valcartier, Quebec) / Valcartier CSTC.
- CFB Shilo (Shilo, Manitoba).
- CFB Wainwright (Wainwright, Alberta).

### **ROYAL CANADIAN NAVY BASES**

- CFB Halifax / Stadacona (Halifax, Nova Scotia).
- CFB Esquimalt (Victoria, British Columbia).
- CFB Greenwood (Greenwood, Nova Scotia).
- CFB Shearwater (Shearwater, Nova Scotia).

Cadet summer training centres are listed in behind the “ / ” and included with the wing / base on which they are housed. Not all CSTCs are listed as some CSTCs are located on secondary CF establishments and the scope of this lesson does not include ancillary training areas. This does not preclude squadron staff from providing further information on CSTC locales to the cadets, as interest merits.

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### **CONFIRMATION OF TEACHING POINT 3**

#### **QUESTIONS:**

- Q1. In what province would you find CFB Borden: Alberta or Ontario?
- Q2. Where is CFB Gagetown located?
- Q3. What base is located in Victoria, British Columbia?

**ANTICIPATED ANSWERS:**

- A1. Ontario.
- A2. Oromocto, New Brunswick.
- A3. CFB Esquimalt.

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**END OF LESSON CONFIRMATION**

The cadets' participation in the activities will serve as confirmation of this lesson.

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**CONCLUSION**

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**HOMEWORK / READING / PRACTICE**

Nil.

**METHOD OF EVALUATION**

Nil.

**CLOSING STATEMENT**

It is important to understand the role of the CF both as a Canadian institution and as a partner in delivering the cadet program. Cadets will be in contact regularly with members from across the defence community and may spend time at CF wings / bases.

**INSTRUCTOR NOTES / REMARKS**

Nil.

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**REFERENCES**

C3-040 Department of National Defence. (2004). *Canadian Military History Gateway, Volume 3*. Retrieved 25 May, 2006, from [http://www.cmg.gc.ca/cmh/en/page\\_540.asp](http://www.cmg.gc.ca/cmh/en/page_540.asp)

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# National defence

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Canada / US defence of  
North America (NORAD)

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Contribution to  
peacekeeping missions

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Civil defence

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Humanitarian operations  
including disaster relief

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Surveillance and control of  
Canadian waters

# Support of Canadian Army and RCAF operations

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Support to other government  
departments (fisheries,  
search and rescue, drug  
enforcement, environment)

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NATO deployments

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Humanitarian operations  
including disaster relief (food  
and medical relief, and  
personal and technical aide)

# Surveillance and control of Canadian airspace

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Worldwide airlift of CF  
personnel and material

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Support operations of the  
Canadian Army and RCN

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Support to other government  
departments

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Search and rescue

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# Humanitarian operations including disaster relief

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Canadian Army

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Royal Canadian Navy

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Royal Canadian Air Force



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**SECTION 2**

**EO M120.02 – DISCUSS OPPORTUNITIES IN THE CF**

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Total Time: 30 min

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**PREPARATION**

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**PRE-LESSON INSTRUCTIONS**

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-801/PG-001, *Proficiency Level One Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

**PRE-LESSON ASSIGNMENT**

Nil.

**APPROACH**

An interactive lecture was chosen for this lesson to introduce the material to the cadets.

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**INTRODUCTION**

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**REVIEW**

Nil.

**OBJECTIVES**

By the end of this lesson the cadet shall have discussed opportunities in the CF.

**IMPORTANCE**

Stimulating an interest in the CF is an aim of the cadet program and cadets may choose a career in the CF. This lesson will also help them understand the different roles CF members they may come across have in the organization.

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**Teaching Point 1****Identify regular force CF careers.**

Time: 10 min

Method: Interactive Lecture

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**REGULAR FORCE**

The CF is the name of an umbrella organization that covers three elements: the Navy, the Army and the Air Force. Each partner looks after issues that come up in, or on, one of our planet's main environments – the Sea, Land and Air – and some jobs in the Forces offer variety. For example, a Navy cook might be employed in an Army unit; or a clerk in the Air Force could sail on a Navy ship.

When a person joins the regular force, they are signing on for several years of service. The CF offers “Terms of Service” of different lengths. The length of service depends on the needs of each occupation and the training time required for that occupation.

**NON-COMMISSIONED MEMBERS**

The Non-Commissioned Member (NCM) is the backbone of the military. NCMs start out as recruits and are then trained to do specific occupations in the CF. Some are trained as technicians to keep the equipment repaired; some are operators that use specific and complicated electrical and mechanical equipment; and some are users of general equipment. There are 73 NCM occupations available in the CF.

To be eligible to enrol as a NCM, one should have at least grade 10 and be a Canadian citizen. More education is better: high school diploma is preferred.

**OFFICERS**

From the first day, officers are trained to be responsible for a group of people. They oversee the sailors, soldiers or air personnel in the conduct of their activities – this could be on a base or on board a ship. There are 32 officer careers in the CF.

The educational requirements to be eligible to apply as an officer are higher than those of the NCM. To be eligible to be an officer you must be a Canadian citizen and either possess the required level of university or enrol under the Regular Officer Training Plan.

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**CONFIRMATION OF TEACHING POINT 1****QUESTIONS:**

- Q1. How many NCM occupations are available in the CF?
- Q2. What are the education requirements to enrol as an officer in the CF?
- Q3. What grade must one complete to enroll as a NCM?

**ANTICIPATED ANSWERS:**

- A1. 73.
- A2. Canadian citizen and the required level of university.
- A3. Grade 10.

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**Teaching Point 2****Identify part-time / reserve force CF careers.**

Time: 10 min

Method: Interactive Lecture

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**PART TIME / RESERVE FORCE**

The reserve force offers part-time employment opportunities in the Naval, Army and Air. As a reservist one would support Canada's Regular Force while earning extra income and obtaining new skills.

**NAVAL RESERVE**

The naval reserve is a major component of the Canadian Navy. It has a strength of 4000 reservists who serve as partners with the regular force to safeguard Canada's maritime security. There are currently 24 units (called Naval Reserve Divisions (NRD)) across the country.

Coastal operations, naval cooperation and guidance for shipping and mine countermeasures are three fields in which reservists specialize. Practical training is conducted at sea throughout the year, during the weekends and for extended periods, depending on individual availability.

**ARMY RESERVE**

The army reserve is the part time component to the Canadian Army and has three roles.

- Existing reserve units are the framework or structure the Army would use to mobilize or expand the Army should the nation ever need to respond to a large crisis in the World Wars.
- Located in hundreds of communities across Canada, Canadians connect with their Army through the Army Reserve.
- The Army Reserve augments the professional Army by providing soldiers, units or specialists to the Canadian Forces.

**AIR RESERVE**

The Air Reserve is part of the Reserve component of the Canadian Forces and an integral part of the Total Air Force. Most Air Force wings, squadrons and units are comprised of both Regular and Reserve Force personnel. Air Reserve Flights provide administrative support to the ready pool of reserve operational and support personnel who are employed, primarily on a part-time basis, along-side their regular force counterparts.

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**CONFIRMATION OF TEACHING POINT 2****QUESTIONS:**

- Q1. What are the reserve branches of the CF?
- Q2. When is practical training usually completed for the Naval reserves?

**ANTICIPATED ANSWERS:**

- A1. Naval, Army and Air Reserves.
- A2. Practical training is conducted at sea throughout the year, during the weekends and for extended periods, depending on individual availability.

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**Teaching Point 3****Identify civilian CF careers.**

Time: 5 min

Method: Interactive Lecture

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**CIVILIAN CAREERS**

Civilian employees of the Department of National Defence work with the CF through their support of military operations, their contributions to the Department's corporate responsibilities and their work at bases and various regional sites.

The civilian workforce consists of a variety of careers and occupations from scientists, analysts, and managers, to operational trades such as dockyard workers, technicians and mechanics. Civilians at the Department are responsible for not only providing advice on policy issues and budget administration, but also for ensuring that our ships, tanks and armoury as well as our mission critical systems are in top condition.

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**CONFIRMATION OF TEACHING POINT 3****QUESTION:**

Q1. What are some of the civilian careers available in the CF?

**ANTICIPATED ANSWER:**

A1. Scientists, analysts, and managers, to operational trades such as dockyard workers, technicians and mechanics.

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**END OF LESSON CONFIRMATION****QUESTIONS:**

Q1. What are the three types of careers available in the CF?

Q2. What are the three branches of the reserves?

Q3. What are the two types of members in the regular force?

**ANTICIPATED ANSWERS:**

A1. Regular force, part-time / reserve force and civilian.

A2. Naval, Army and Air.

A3. NCM and Officer.

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**CONCLUSION**

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**HOMEWORK / READING / PRACTICE**

Nil.

**METHOD OF EVALUATION**

Nil.

**CLOSING STATEMENT**

Stimulating an interest in the CF is an aim of the cadet program and cadets may choose a career in the CF. This lesson will also help them understand the different roles CF members they may come across have in the organization.

**INSTRUCTOR NOTES / REMARKS**

Nil.

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**REFERENCES**

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**SECTION 3**

**EO C120.01 – PARTICIPATE IN A PRESENTATION GIVEN BY A MEMBER OF THE CF**

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Total Time:

60 min

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**SECTION 4**

**EO C120.02 – TOUR A LOCAL CF INSTALLATION / UNIT**

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Total Time:

90 min

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**SECTION 5**

**EO C120.03 – CONTACT A CF MEMBER ON DEPLOYMENT**

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Total Time:

90 min

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