

# DAOD 2020-3, Cadet Organizations Administration and Training Service

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## 1. Introduction

**Date of Issue:** 2015-05-21

**Application:** This DAOD is an order that applies to officers and non-commissioned members of the Canadian Armed Forces (CAF members).

### Supersession:

- CFAO 49-6, *Terms of Service – Officers of the Cadet Instructors List and Civilian Instructors for Cadets*
- CANFORGEN 070/07, *Amendments to CFAO 49-6*
- CANFORGEN 081/05, *Clarification on the Use of Cadet Instructors Cadre (CIC) Officers Outside the Canadian Cadet Movement*
- CATO 22-02, *Cadet Organization Administration and Training Service Promotion Policy*

**Approval Authority:** Vice Chief of the Defence Staff (VCDS)

**Enquiries:** Commander – National Cadet and Junior Canadian Ranger Support Group (Comd Natl CJCR Sp Gp)

## 2. Abbreviations

Abbreviation	Complete Word or Phrase
CATO	<i>Cadet Administrative and Training Orders</i>
CDS	Chief of the Defence Staff
CF Mil Pers Instr	Canadian Forces Military Personnel Instruction
CIC	Cadet Instructors Cadre
CO	commanding officer
COATS	Cadet Organizations Administration and Training Service

<b>Abbreviation</b>	<b>Complete Word or Phrase</b>
CR	Canadian Rangers
CRPG	Canadian Ranger Patrol Group
Comd Natl CJCR Sp Gp	Commander – National Cadet and Junior Canadian Ranger Support Group
D/Comd Natl CJCR Sp Gp	Deputy Commander – National Cadet and Junior Canadian Ranger Support Group
JCR	Junior Canadian Rangers
JCRP	Junior Canadian Rangers' Programme
Natl CJCR Sp Gp	National Cadet and Junior Canadian Ranger Support Group
NDA	<i>National Defence Act</i>
P Res	Primary Reserve
RCSU	Regional Cadet Support Unit
Reg F	Regular Force
Res F	Reserve Force
Supp Res	Supplementary Reserve

### **3. Overview**

#### **Purpose of the COATS**

**3.1** The purpose of the COATS is to supervise, administer and train cadets and JCR.

**3.2** CAF members of the COATS (COATS members) are primarily assigned to duties relating to the supervision, administration and training of cadets who are members of the Royal Canadian Sea Cadets, Royal Canadian Army Cadets and Royal Canadian Air Cadets. COATS members are also responsible for JCR when JCR attend a cadet summer training centre or participate in other authorized activities for cadets.

#### **Composition of the COATS**

**3.3** QR&O subparagraph 2.034(c), *Reserve Force – Sub-Components*, provides that the COATS is a sub-component of the Res F which consists of CAF members who have undertaken as their primary duty the supervision, administration and training of cadets or JCR. The COATS is comprised of officers of the CIC military occupation and CAF members of other military occupations.

#### **Liability to Serve**

**3.4** In addition to their primary duty relating to cadets, a COATS member may be ordered to train under paragraph 33(2)(a) of the NDA for such periods as are prescribed in regulations made by the Governor in Council and may be called out on service to perform any lawful duty other than training under paragraph 33(2)(b) of the NDA.

Subsection 33(4) provides that “duty” means any duty that is military in nature and includes any duty involving public service authorized under section 273.6 of the NDA.

**Note** – To date, no regulations have been made prescribing periods of training for COATS members.

**3.5** A COATS member may be placed on active service under section 31 of the NDA.

### **Purpose of the CATO**

**3.6** The CATO is issued on the authority of the CDS. The purpose of the CATO is to:

1. supplement the *Queen's Regulations and Orders for the Canadian Cadets Organizations* [QR (Cadets)];
2. supplement the QR&O; and
3. amplify applicable DAODs and CFAOs.

## **4. Organization**

### **COATS Establishments**

**4.1** A COATS member may serve with and be posted to any of the following establishments:

1. a sea or army cadet corps, or an air cadet squadron;
2. a cadet training centre;
3. the Natl CJCR Sp Gp;
4. a regional cadet instructor school;
5. a regional cadet support unit; or
6. a cadet flying training centre.

### **Natl CJCR Sp Gp Headquarters**

**4.2** The role of the Natl CJCR Sp Gp Headquarters is to advise and assist the Comd Natl CJCR Sp Gp and D/Comd Natl CJCR Sp Gp in carrying out their roles and responsibilities as well as providing support to Natl CJCR Sp Gp subordinate Commanders.

**4.3** The Comd Natl CJCR Sp Gp provides strategic direction for the youth program and strengthens relationships and support across DND/CAF and outside support organizations.

**4.4** The D/Comd Natl CJCR Sp Gp provides day-to-day program management oversight and leadership as Deputy Commander to the RCSU COs for their coordination of the delivery and support of the Cadet Program.

## **Regional Cadet Support Units**

**4.5** The role of the RCSUs is to coordinate the delivery and support of the Cadet Program within their applicable region.

## **Responsibilities for the JCRP and JCR**

**4.6** The programs, policies and procedures applicable to the JCRP are approved by the Comd Natl CJCR Sp Gp or D/Comd Natl CJCR Sp Gp. Supervision of JCR and the conduct of authorized activities for JCR are primarily carried out by CAF members of the CR (CR members) under the command of the CO of the applicable CRPG. See paragraphs 3.1, 3.2 and 4.1 in DAOD 2020-2, *Canadian Rangers*, for more information about the command of the CR and tasks of CR members in relation to the JCRP and JCR.

## **5. Administration**

### **Enrolment in or Transfer to the COATS**

**5.1** The process for a civilian to enrol in, or a CAF member to transfer to, the COATS is set out in QR&O article 6.01, *Qualifications for Enrolment*, and DAOD 5002-1, *Enrolment*.

**5.2** The administration of component and sub-component transfers is set out in DAOD 5002-3, *Component and Sub-Component Transfer*.

### **Medical Standard for Applicants**

**5.3** An applicant to the COATS must meet the minimum medical standard as set out in DAOD 5002-1.

**5.4** An applicant with a medical category below this standard, but not lower than V4 CV3 H4 G4 O4 A5, may only be accepted for service in the COATS if the applicant can be employed within the constraints of their assigned medical employment limitations.

### **Minimum Medical Standard for Retention**

**5.5** The minimum medical standard to remain a COATS member is V4 CV3 H4 G4 O4 A5.

**5.6** If, as a result of a change in a medical category or a medical employment limitation, a COATS member is not able to perform assigned duties, their continued service in the COATS may be subject to an administrative review under DAOD 5019-2, *Administrative Review*.

## **Terms of Service**

5.7 A COATS member serves on an indefinite period of service.

### Promotion

5.8 The criteria for the promotion of COATS members are set out in National Cadet and Junior Canadian Ranger Support Group Order 5022-0, *Cadet Organizations Administration and Training Service Promotion Policy*.

### Service with a Cadet Organization – Other CAF members

5.9 QR&O subparagraph 2.034(c) provides that the COATS may be supported by CAF members of the Reg F or other sub-components of the Res F. The following table sets out conditions for service with a cadet organization by a CAF member of the Reg F or a sub-component of the Res F other than the COATS:

A CAF member of the ...	may serve with a cadet organization if ...	in accordance with ...
Reg F	<p>approved by the chain of command of the CAF member and either:</p> <ul style="list-style-type: none"> <li>□ the CO of the cadet corps or cadet squadron; or</li> <li>□ the CO of the appropriate CRPG responsible for the JCRP patrol.</li> </ul>	<p>CF Mil Pers Instr 03/10, <i>Regular Force Members Supporting Cadet Programmes</i>.</p>
P Res	<p>approved by the chain of command of the CAF member and either:</p> <ul style="list-style-type: none"> <li>□ the CO of the cadet corps or cadet squadron; or</li> <li>□ the CO of the appropriate CRPG responsible for the JCRP patrol.</li> </ul>	<p>CF Mil Pers Instr 20/04, <i>Administrative Policy of Class “A”, Class “B” and Class “C” Reserve Service</i>.</p>
Supp Res	(not applicable)	

**Note** – A CAF member of the Supp Res is required to apply for a sub-

<b>A</b>	<b>may serve with a cadet</b>	<b>in accordance with ...</b>
<b>CAF member</b>	<b>organization if ...</b>	
<b>of the ...</b>		
	component transfer to the COATS in order to serve with a cadet organization (see DAOD 2020-4) and CF Mil Pers Instr 02/15, <i>Supplementary Reserve</i> .	
CR	approved and tasked to instruct, mentor or supervise JCR by the CO of the appropriate CRPG.	DAOD 2020-2.

### **Performance of Unrelated Other Duties**

**5.10** The primary duty of a COATS member is the supervision, administration and training of cadets. A COATS member may not perform other duties unrelated to their primary duty without the approval of D/Comd Natl CJCR Sp Gp.

**5.11** If unrelated other duties for a COATS member are approved by the D/Comd Natl CJCR Sp Gp, the COATS member may:

1. remain on the strength of their home unit and be attached posted to another unit;  
or
2. be posted or attached posted to another unit if the other unit is part of the cadet organizations.

**5.12** A COATS member who wishes to permanently serve outside the COATS must request a transfer to another sub-component of the Res F or to the Reg F (see DAOD 5002-3).

**5.13** If a COATS member is attached posted, seconded or transferred with consent to the Reg F or P Res, the COATS member must meet the minimum operational standards related to the principle of universality of service as set out in DAOD 5023-1, *Minimum Operational Standards Related to Universality of Service*.

**5.14** A COATS member who is in a military occupation other than the CIC may transfer to the Reg F or P Res, provided the COATS member meets the minimum standards necessary for service in their military occupation in the component or sub-component to which they are transferring.

### **Release**

**5.15** A COATS member is released under QR&O Chapter 15, Release, and in accordance with the table set out in the *CDS Designated Release Authorities – Reserve Force*.

### **Retirement Age**

**5.16** The compulsory retirement age for a COATS member is age 65, as set out in CF Mil Pers Instr 09/06, *Compulsory Retirement Ages for the Supplementary Reserve (Supp Res), Cadet Instructors Cadre (CiC), and the Canadian Rangers (Cdn Rangers)*.

## **6. Consequences**

### **Consequences of Non-Compliance**

**6.1** Non-compliance with this DAOD may have consequences for the CAF as an institution and CAF members as individuals. Suspected non-compliance will be investigated. The nature and severity of the consequences resulting from actual non-compliance will be commensurate with the circumstances of the non-compliance.

**6.2** The Comd Natl CJCR Sp Gp is responsible for notifying the VCDS of any non-compliance with this DAOD.

## **7. References**

### **Acts, Regulations, Central Agency Policies and Policy DAOD**

- [National Defence Act](#)
- *Queen's Regulations and Orders for the Canadian Cadet Organizations* (available in paper copy only)
- [QR&O article 2.034](#), *Reserve Force – Sub-Components*
- [QR&O article 6.01](#), *Qualifications for Enrolment*
- [QR&O Chapter 15](#), *Release*
- [DAOD 2020-0](#), *Reserve Force*

### **Other References**

- [DAOD 2020-1](#), *Primary Reserve*
- [DAOD 2020-2](#), *Canadian Rangers*
- [DAOD 2020-4](#), *Supplementary Reserve*
- [DAOD 5002-1](#), *Enrolment*
- [DAOD 5002-3](#), *Component and Sub-Component Transfer*
- [DAOD 5019-2](#), *Administrative Review*
- [DAOD 5023-1](#), *Minimum Operational Standards Related to Universality of Service*
- [CANFORGEN 111/06](#), *Amendments to the Compulsory Retirement Age for the CIC, the Supp Res, and the Cdn Rangers*
- [A-MD-154-000/FP 000](#), *Canadian Armed Forces Medical Standards (CFP 154)*
- CATO 23-04, *Canadian Cadet Organizations Adult Screening Policy* (available in paper copy only)
- [CDS Designated Release Authorities – Reserve Force](#)
- [CF Mil Pers Instr 02/15](#), *Supplementary Reserve*

- [CF Mil Pers Instr 09/06](#), *Compulsory Retirement Ages for the Supplementary Reserve (Supp Res), Cadet Instructors Cadre (CiC), and the Canadian Rangers (Cdn Rangers)*
- [CF Mil Pers Instr 03/10](#), *Regular Force Members Supporting Cadet Programmes*
- National Cadet and Junior Canadian Ranger Support Group Order 5022-0, *Cadet Organizations Administration and Training Service Promotion Policy* (available in paper copy only)

## QR&Os: Volume I - Chapter 6 Enrolment and Re-Engagement

### Official Format

- [\(PDF, 57.0 kB\)](#)

**Effective 1 August 2015, the official version of the QR&O is that published in PDF format on this website.** In the event of any inconsistency between this consolidation and any printed or electronic copy, this consolidation prevails to the extent of the inconsistency. The HTML version on this website is provided solely for the convenience of readers. Any discrepancies between the HTML and the official PDF version should be reported to the DSCS, Corporate Secretary.

### Amendment List:

- 19 October 2012 - Amended Article: 6.01
- 5 February 2009 - Amended Article: 6.12
- 5 February 2009 - Amended Article: 6.22
- 22 February 2007 - Amended Article: 6.01

### History:

- [ARCHIVED - Historical version for the period 5 February 2009 to 18 October 2012.](#)
- [ARCHIVED - Historical version for the period 22 February 2007 to 4 February 2009.](#)
- [ARCHIVED - Historical version for the period 04 August 1998 to 21 February 2007.](#)

## Section 1 - General

### 6.01 - QUALIFICATIONS FOR ENROLMENT

(1) In order to be eligible for enrolment in the Canadian Forces as an officer or non-commissioned member, a person must:

1. be a Canadian citizen, except that the Chief of the Defence Staff or such officer as he may designate may authorize the enrolment of a citizen of another country if he is satisfied that a special need exists and that the national interest would not be prejudiced thereby;
2. be of good character;
3. have reached age 17 or such higher age as the Chief of the Defence Staff may prescribe, except that an applicant may be accepted for enrolment
  - a. as an officer cadet prior to reaching age 17,
  - b. in the Reserve Force upon reaching age 16, and

- c. as an apprentice in the Regular Force upon reaching age 16, but no such apprentice under age 17 shall be
  - i. enrolled during an emergency, or
  - ii. subject to overseas service except service in training ships in non-operational waters;
4. if under age 18, have obtained the consent of one of the person's parents or of the person's guardian; and
5. meet such other conditions as the Chief of the Defence Staff may prescribe.

(2) Subject to paragraph (5), the following persons shall not be enrolled in the Canadian Forces:

1. a member of any other of Her Majesty's forces, or of the Royal Canadian Mounted Police; or
2. unless special authority is obtained from the Chief of the Defence Staff, a person who has been released from the Canadian Forces, from any other of Her Majesty's forces, from the Royal Canadian Mounted Police or from any foreign force
  - a. as medically unfit for further service,
  - b. for inefficiency, or
  - c. with a conduct assessment below "good" or the equivalent, other than a conduct assessment below "good" or the equivalent that was based on a conviction in respect of which a clemency measure is in effect.

(3) Except during an emergency, a person upon whom a punishment of dismissal with disgrace from Her Majesty's service has been carried out and not subsequently set aside shall not be enrolled in the Canadian Forces.

(4) Other persons who have been released for misconduct from the Canadian Forces, from any other of Her Majesty's Forces, from the Royal Canadian Mounted Police or from any foreign force shall not be enrolled in the Canadian Forces unless special authority is obtained from the Chief of the Defence Staff.

(5) A member of the Royal Canadian Mounted Police may be enrolled in the Reserve Force. **(22 February 2007)**

**(M) [4 August 1998; 22 February 2007; 19 October 2012 - 6.01(2)(b)(iii)]**

**NOTE**

**REPEALED 22 FEBRUARY 2007**

**(C) (22 February 2007)**

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## **6.02 - ACTION PRIOR TO ENROLMENT OF PERSONS WITH FORMER SERVICE**

A person who has previously served in the Canadian Forces, in any other of Her Majesty's forces, in the Royal Canadian Mounted Police or in any foreign force, and who applies for enrolment in the Canadian Forces, shall be required to:

1. state the particulars of any former service;
2. state the cause of release; and
3. produce the release papers.

**(C)**

## **6.03 - EXPLANATION OF CODE OF SERVICE DISCIPLINE**

Officers enrolling persons in the Canadian Forces shall inform them of their liability under the Code of Service Discipline.

**(C)**

## **6.04- OATH TAKEN ON ENROLMENT**

(1) An officer or non-commissioned member who is a Canadian citizen or a British subject shall, on enrolment, take the following oath or solemn affirmation:

"I ..... (full name), do swear (or for a solemn affirmation, "solemnly affirm") that I will be faithful and bear true allegiance to Her Majesty, Queen Elizabeth the Second, Queen of Canada, Her heirs and successors according to law. So help me God."

The words "So help me God" shall be omitted if a solemn affirmation is taken.

(2) An officer or non-commissioned member who is not a Canadian citizen or a British subject shall, on enrolment, take the following oath or solemn affirmation:

"I ..... (full name), do swear (or for a solemn affirmation, "solemnly affirm") that I will well and truly serve Her Majesty, Queen Elizabeth the Second, Queen of Canada, Her heirs and successors according to law, in the Canadian Forces until lawfully released, that I will resist Her Majesty's enemies and cause Her Majesty's peace to be kept and maintained and that I will, in all matters pertaining to my service, faithfully discharge my duty. So help me God."

The words "So help me God" shall be omitted if a solemn affirmation is taken.

(3) The oath or solemn affirmation prescribed in this article shall be taken before:

1. a commissioned officer; or
2. a justice of the peace.

**(M)**

**(6.05 TO 6.11 INCLUSIVE: NOT ALLOCATED)**

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## **Section 2 - Officers**

### **6.12 - DURATION OF SERVICE - OFFICERS**

(1) A person enrolling as an officer shall be enrolled as an officer cadet for:

1. an indefinite period of service; or
2. a fixed period of service of at least 6 months and not more than 25 years. **(5 February 2009)**

(2) An officer may be retained in the Canadian Forces beyond his fixed period of service or, if he is on an indefinite period of service, beyond his retirement age, for the duration of an emergency or any period when he is on active service, and for one year thereafter.

(3) The period of service of an officer may be converted to a fixed period of service, or to an indefinite period of service, with his consent. When conversion is effective prior to the expiration of his current period of service, the current period of service shall thereupon expire and he shall be obligated to serve in accordance with his new period of service.

**(G) (P.C. 2009-0163 of 5 February 2009 effective 5 February 2009)**

**(6.13 TO 6.21 INCLUSIVE: NOT ALLOCATED)**

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## **Section 3 - Non-commissioned Members**

### **6.22 - DURATION OF SERVICE - NON-COMMISSIONED MEMBERS**

(1) A person enrolling as a non-commissioned member shall be enrolled for:

1. an indefinite period of service; or
2. a fixed period of service of at least 6 months and not more than 25 years. **(5 February 2009)**

(2) A non-commissioned member may be retained in the Canadian Forces beyond his fixed period of service or, if he is on an indefinite period of service, beyond his retirement age, for the duration of an emergency or any period when he is on active service, and for one year thereafter.

(3) The period of service of a non-commissioned member may be converted to a fixed period of service, or an indefinite period of service, with his consent. When conversion is effective prior to the expiration of his current period of service, the current period of service shall thereupon expire and he shall be obligated to serve in accordance with his new period of service.

**(G) (P.C. 2009-0163 of 5 February 2009 effective 5 February 2009)**

### **6.23 - CONDITIONS OF RE-ENGAGEMENT**

(1) Subject to any limitations prescribed by the Chief of the Defence Staff, a commanding officer may authorize the re-engagement of a non-commissioned member who is medically fit in accordance with the standards prescribed by the Chief of the Defence Staff.

(2) No non-commissioned member who is not medically fit shall be re-engaged unless his re-engagement is specially authorized by the Chief of the Defence Staff.

(3) A non-commissioned member on re-engagement for a further term of service shall:

1. complete the prescribed re-engagement papers; and
2. not be required to repeat the oath or solemn affirmation prescribed in article 6.04 (*Oath Taken on Enrolment*), but continues to serve on his original oath or solemn affirmation.

**(M)**

## **DAOD 5002-1, Enrolment**

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## 1. Identification

**Date of Issue:** 2006-06-16

**Date of Modification:** 2010-12-17

**Effective Date:** 2011-01-01

**Application:** This DAOD is an order that applies to officers and non-commissioned members of the Canadian Forces ("CF members").

### Supersession:

- CFAO 6-1, *Enrolment – Regular Force*
- CFAO 9-12, *Regular Officer Training Plan*, subparagraph 9b
- CFAO 49-5, *Career Policy Non-Commissioned Member Primary Reserve*, Annex C, paragraph 1
- CFAO 49-6, *Terms of Service – Officers of The Cadet Instructors List and Civilian Instructors for Cadets*, Annex A, Appendix 1
- CFAO 49-10, *Terms of Service – Officers – Primary Reserve*, Annex A, Appendices 1 and 2
- CFAO 49-11, *Terms of Service Non-Commissioned Members Primary Reserve*, Annex A, Appendix 1

**Approval Authority:** Chief of Military Personnel (CMP)

**Enquiries:** Director Personnel Generation Requirements (DPGR)

## 2. Overview

### Context

The CF is committed to enrolling eligible applicants who are most suitable for service.

Applicants for enrolment should:

- possess an aptitude for learning;
- have valued, applicable skills;
- be motivated to commit to a CF career; and

- exhibit characteristics, values and work attitudes necessary for service in the CF.

## **Eligibility and Selection**

Enrolment is selective and may be competitive.

Applicants are assessed through tests, interviews and other methods that comply with:

- the *Canadian Charter of Rights and Freedoms*;
- the *Canadian Human Rights Act*;
- the *Employment Equity Act*;
- the *Official Languages Act*; and
- recognized psychological and statistical principles.

Applicants who are eligible for enrolment in the CF, and are found to be suitable in the selection process for the targeted component, sub-component and military occupation, if applicable, may be enrolled.

## **Service**

Eligible applicants selected for service as officers or non-commissioned members (NCM) are enrolled in one of the following components:

- the Regular Force (Reg F) for continuing full-time military service;
- the Reserve Force (Res F) for other than continuing full-time military service when not on active service; or
- the Special Force, when established by the Governor in Council, for continuing full-time military service.

## **Action by Applicant**

The general process followed by an applicant seeking enrolment is set out in this block. The applicant:

- contacts a Canadian Forces Recruiting Centre (CFRC), Primary Reserve (P Res) unit, cadet corps or Canadian Rangers Patrol Group (CRPG), as applicable, to initiate the selection and enrolment process;
- completes Form DND 2170, *Canadian Forces Employment Application*;
- provides required documentation;
- becomes informed on being a CF member, including being able to demonstrate an understanding of applicable environmental and military occupation requirements;
- undertakes the required selection process, including testing and attending interviews;
- with respect to the Cadet Organizations Administration and Training Service (COATS), liaises with the Regional Cadet Support Unit (RCSU) to ensure their

file is complete prior to making arrangements with a CFRC and initiates the vulnerable sector screening process through their local police station;

- accepts or refuses the enrolment offer;
- signs Form CF 444, *Canadian Forces Enrolment Form (or Transfer)*; and
- takes the oath or solemn affirmation.

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### **3. Qualifications for Enrolment**

#### **General**

QR&O article 6.01, *Qualifications for Enrolment*, establishes eligibility for enrolment in respect of the following conditions:

- citizenship;
- good character;
- minimum age; and
- current and former service in the CF, other military force or the Royal Canadian Mounted Police (RCMP).

An eligible applicant is an applicant who has met the conditions of eligibility for enrolment.

#### **Citizenship**

An applicant is required to be:

- a Canadian citizen; or
- a citizen of another country who has permanent resident status under the *Immigration and Refugee Protection Act* and:
  - undertakes to become a Canadian citizen immediately when eligible to do so;
  - provides service that satisfies a special need; and
  - whose enrolment, in the opinion of the Commander (Comd) Canadian Forces Recruiting Group (CFRG), would not prejudice the national interest.

An applicant who is both a Canadian citizen and a citizen of another country may be enrolled.

#### **Good Character**

An applicant is required to be of good character by:

- attaining an enhanced reliability status in accordance with the *National Defence Security Policy*;
- being willing to comply with CF policies concerning alcohol-related misconduct, sexual misconduct, harassment, drugs and racism; and
- not having an outstanding obligation under the judicial system.

An outstanding obligation under the judicial system includes situations such as an applicant:

- awaiting a court date for a trial on a criminal charge or sentencing; or
- not having completed the terms of a sentence, e.g. probation or parole.

### **Minimum Age**

The minimum age to be eligible for enrolment varies.

To be eligible for enrolment as an officer, an applicant is required to have reached:

- in the Reg F:
  - age 16, if the applicant is selected for education and training at a Royal Military College or civilian university; or
  - age 17, in any other case;
- in the Res F:
  - age 16, if the applicant is selected for education and training at a Royal Military College;
  - age 18, if the applicant enrolls in the COATS or the Canadian Rangers; or
  - age 17, in any other case; and
- in the Special Force, age 17.

To be eligible for enrolment as a NCM, an applicant is required to have reached age 17, except for applicants in the COATS or the Canadian Rangers who are required to have reached age 18.

The consent of a custodial parent or legal guardian is required for the enrolment of an applicant who is under the age of 18 on the day of enrolment.

### **Current Service in Other Military Force or RCMP**

An applicant who is a member of a military force other than the CF shall not be enrolled in the CF. The applicant may only be enrolled upon their release from the other military force.

**Note** – An applicant who is a Canadian citizen and a citizen of another country may be liable for military service in that other country. Any CF member who is enrolled in a military force other than the CF shall be released from the CF.

An applicant who is a member of the RCMP shall not be enrolled in the Reg F or Special Force. While a member of the RCMP may be enrolled in the P Res, QR&O paragraphs 9.04(2.1) and (3.1), *Training and Duty*, set out limitations upon their training and duties in the CF.

### **Former Service in the CF, Other Military Force or RCMP**

In accordance with QR&O article 6.02, *Action Prior to Enrolment of Persons with Former Service*, an applicant with former service in the CF, any other military force or the RCMP is required to:

- state the particulars of that service;
- state the cause of their release; and
- produce their release papers.

In accordance with QR&O paragraphs 6.01(2) and (4), unless special authority is personally obtained from the Chief of the Defence Staff (CDS), an applicant with former service shall not be enrolled if released:

- as medically unfit;
- for inefficiency;
- with a conduct assessment below "good" or equivalent, other than a conduct assessment below "good" or equivalent that was based upon conviction for which a pardon has been granted under the *Criminal Records Act*; or
- for misconduct.

For applicants with former CF service, the above includes any release from the CF under Item 1 (misconduct), 2 (unsatisfactory service), 3(a) (medically unfit for further service), 5(d) (not advantageously employable) or 5(f) (unsuitable for further service) of the Table to QR&O article 15.01, *Release of Officers and Non-Commissioned Member*. For applicants with former service in any other military force or the RCMP, the above includes any reason analogous to one of these Items.

**Note** – All previous CDS orders, instructions and authorizations that provided authority for officers subordinate to the CDS to authorize the enrolment of applicants with former service have been revoked.

### **Membership in Cadet Organizations**

On the day of enrolment, an applicant may not be a cadet in a cadet organization authorized under section 46 of the *National Defence Act*.

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## **4. Component and Sub-Component Selection**

## General

An applicant who is eligible for enrolment and is selected is enrolled in a particular component or sub-component in accordance with this map.

Component and sub-component selection supports CF organizational effectiveness.

The liability to serve and perform military duty varies between components and sub-components.

The following table identifies standards and requirements that an applicant shall meet to determine suitability for selection in a specific component or sub-component.

**Note** – If a specific component or sub-component is not mentioned, the standard and requirements do not apply.

Standards	Component or Sub-component	Requirements
Service	Reg F	Agree to undertake continuing, full-time military service.
	Res F	Agree to undertake other than continuing, full-time military service when not on active service.
	Special Force	Agree to undertake continuing, full-time military service.
Universality of service	Reg F	Meet or be capable of meeting the minimum operational standards set out in the DAOD 5023 series. Additional direction for P Res applicants is set out in CF Mil Pers Instruction 02/09, <i>Pre-Enrolment Physical Fitness Testing</i> .
	P Res	
Maximum age	Reg F	Able to complete, prior to retirement age, the terms of service (TOS) assigned on enrolment.
	Special Force	
	P Res	Able to complete, prior to retirement age, military training and two years of service for each year or part year of training time.
	COATS	
Medical fitness	Supplementary Reserve (Supp Res)	Able to complete, prior to retirement age, a minimum of one year of service.
	Canadian Rangers	Meet the requirements established by the local custom of the patrol group.
	Reg F	Meet the common enrolment medical standard of V4 CV3 H2 G2 O2 A5 as set out in A-MD-154-000/FP-000, <i>Medical Standards for the Canadian Forces</i> .
	P Res	
	Supp Res	
	Special Force	The Comd CFRG or the Comd's delegate may waive

the common enrolment medical standard for an applicant who:

- is skilled or semi-skilled; and
- is able to bypass any basic or common military training following enrolment.

**Note** – An applicant whose common enrolment medical standard has been waived is still required to meet the minimum medical standard assigned to the selected military occupation.

	COATS	Meet the minimum medical standard of V4 CV3 H3 G3 O3 A5 as set out in A-MD-154-000/FP-000.
	Canadian Rangers	Be physically and psychologically fit to perform foreseeable duties. A medical examination is not required.
	Reg F P Res Special Force	Have completed a minimum of grade 10, secondary IV in Quebec or equivalent secondary school education.
Education	Supp Res	Have completed a minimum of grade 10, secondary IV in Quebec or equivalent secondary school education and have a special qualification for which there is a military requirement.
	COATS	Possess a secondary school completion certificate.
Local residence	Canadian Rangers	Be intimately familiar with the local population, industries, terrain, weather and other conditions within their area. Be able to recognize, observe and report on any unusual ships, aircraft or incidents within their area. Possess useful skills, in the opinion of the Commanding Officer (CO) CRPG, for duties in their area.
		Completion of:
Care of vulnerable persons	COATS	<ul style="list-style-type: none"><li><input type="checkbox"/> criminal records name check;</li><li><input type="checkbox"/> vulnerable sector screening;</li><li><input type="checkbox"/> reference checks; and</li><li><input type="checkbox"/> selection interview and assessment.</li></ul>

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## 5. Military Occupation Selection

**General**

An applicant who is eligible for enrolment, and is selected for enrolment in a particular component or sub-component, may further be selected for enrolment in a particular military occupation in accordance with this map.

**Military Occupations by Component and Sub-Component**

Specific military occupations within the Reg F, P Res and Special Force are set out in A-PD-055-001/AG-001, *Canadian Forces Manual of Military Occupational Structure*.

The following military occupations are available in the Supp Res:

- current Reg F, P Res and Special Force military occupations (trained);
- historic Reg F, P Res and Special Force military occupations (trained); and
- "Specialist", encompassing any special skills or expertise for which there is a military requirement.

**Military Occupation Selection**

Military occupation selection is supported by an integrated system of entry standards, specification requirements and assessment processes that are designed to select an applicant for the best person, environment and military occupation fit.

The following table identifies standards and requirements used to determine an applicant's suitability for military occupation selection within a component or sub-component:

<b>Military Occupation Standards and Requirements</b>	<b>Military Occupations within a Component or Sub-Component</b>	<b>Requirements</b>
Entry standards	Reg F P Res Supp Res COATS Special Force	Meet the entry standards for the targeted military occupations listed on the DPGR intranet site.
Specification requirements	Reg F P Res Supp Res COATS Special Force	Meet the specification requirements for the targeted military occupations listed on the DPGR intranet site.
Selection process	Reg F	Complete the selection process to measure

	P Res Supp Res COATS	cognitive ability, attributes and competencies to assess suitability for the targeted military occupations.
		The selection process varies by military occupation. An applicant may be required to complete one or more of the following:
	Special Force	<input type="checkbox"/> psychological testing; <input type="checkbox"/> selection centre assessment; and <input type="checkbox"/> assessment interviews.
Medical fitness	Reg F P Res Supp Res COATS Special Force	Meet the minimum assigned medical standards, as set out in Annex E of A-MD-154-000/FP-000, for the targeted military occupations.

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## 6. Enrolment Offers

### General

An applicant may be enrolled if the applicant is:

- eligible for enrolment;
- selected for a component or sub-component; and
- selected for a military occupation, if applicable.

### Enrolment Authorities

CMP is an enrolment and selection authority for all components, sub-components and military occupations.

The following table lists the additional authorities who may enrol an eligible and selected applicant in a component, sub-component or military occupation:

<b>For enrolment in the ...</b>	<b>enrolment authorities are ...</b>
Reg F	<input type="checkbox"/> the Comd CFRG; and <input type="checkbox"/> any officer of the rank of major/lieutenant-commander or higher designated by the Comd CFRG.
Special Force	

P Res	<ul style="list-style-type: none"> <li>□ an officer exercising the powers of an officer commanding a command or formation; and</li> <li>□ for NCMs only, the CO of the unit in which the applicant will serve.</li> </ul>
Supp Res	<ul style="list-style-type: none"> <li>□ the CO Supp Res.</li> </ul>
COATS	<ul style="list-style-type: none"> <li>□ an officer exercising the powers of an officer commanding a command over a regional cadet organization;</li> <li>□ the Director Cadets and Junior Canadian Rangers for NDHQ establishment positions; and</li> <li>□ a region comd for the RCSU establishment positions.</li> </ul>
Canadian Rangers	<ul style="list-style-type: none"> <li>□ an officer exercising the powers of an officer commanding a command over the Canadian Rangers; and</li> <li>□ the CO CRPG.</li> </ul>

## Competition

An enrolment authority shall:

- consider all eligible and suitable applicants;
- not consider ineligible or unsuitable applicants; and
- confirm an enrolment vacancy, i.e. an establishment position or a Strategic Intake Plan requirement.

If there is only one eligible and suitable applicant for an enrolment vacancy, the applicant may be enrolled.

If there are more eligible and suitable applicants than there are enrolment vacancies, the enrolment authority shall:

- create a list of all fully processed and competitive applicants; and
- select applicants for enrolment by order of merit.

However, any eligible and suitable applicant may be enrolled in accordance with a programme or special measure established under:

- subsection 15(2) of the *Canadian Charter of Rights and Freedoms*;
- the *Canadian Human Rights Act*; or
- the *Employment Equity Act*.

## Enrolment Offer

An enrolment authority shall develop an enrolment offer specifying, as a minimum:

- the enrolment component or sub-component;
- the enrolment plan, if any;
- the military occupation, if applicable;
- the rank immediately upon enrolment;
- the authority and rate of pay upon enrolment as set out in CBI Chapter 204, *Pay of Officers and Non-Commissioned Members*;
- the TOS;
- the period during which the applicant may be on leave without pay and allowances immediately after enrolment, if any;
- CF and military occupation training requirements, dates and location; and
- the liability under the Code of Service Discipline of the applicant once enrolled.

### **Rank and Enrolment Plans**

An applicant who is eligible and selected for enrolment as an officer is enrolled as an officer cadet or naval cadet.

Officers may be promoted to higher rank on enrolment in accordance with:

- their enrolment plan, if any; and
- CF promotion policy.

An applicant who is eligible and selected for enrolment as a NCM may be enrolled at any NCM rank the enrolment authority deems appropriate given the qualifying service, academic or other special qualifications of the applicant.

### **Initial TOS**

The initial TOS shall specify the duration of service after enrolment.

The following table identifies the TOS for enrolment offers for different types of service:

<b>Component or Sub-component</b>	<b>Attained Operationally Functional Point?</b>	<b>Available TOS</b>
Reg F	If yes	<p>In accordance with ADM(HR-Mil) Instruction 05/05, <i>The New CF Regular Force Terms of Service</i>:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> a continuing engagement for a minimum of 18 months to a maximum of the length of the variable initial engagement (VIE) for the military occupation to which the CF member is assigned; or</li></ul>

- other TOS as determined by the enrolment authority.

	If no	A VIE in accordance with ADM(HR-Mil) Instruction 05/05.
P Res		For Canadian citizens, an indefinite period of service.
COATS	Not applicable	
Canadian Rangers	(N/A)	For non-Canadian citizens, a fixed period of service of three years.
Supp Res	N/A	Fixed period of service of five years.
Special Force	N/A	Fixed period of service of one year.

### **Leave Without Pay and Allowances on Enrolment**

Leave without pay and allowances on enrolment only applies to Reg F members.

The authority to grant leave without pay and allowances upon enrolment is set out in:

- QR&O article 16.25, *Leave Without Pay and Allowances*; and
- A-PP-005-LVE/AG-001, *Canadian Forces Leave Policy Manual*.

### **Consideration of Offer by the Applicant**

An applicant may:

- accept an offer of enrolment;
- refuse an offer of enrolment; or
- request that the enrolment authority reconsider the terms of the offer.

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## **7. Attestation and Enrolment**

### **Prohibition**

No CF member shall permit an applicant prior to enrolment to:

- undergo CF training; or
- participate in any CF parade, drill or ceremony, other than the ceremony for the enrolment of the applicant.

### **Attesting Officer**

The attesting officer shall be a commissioned officer or a justice of the peace.

## **Setting**

A CO shall ensure that every attestation is conducted in a formal and dignified manner, and that the following items are present:

- a framed picture of the Sovereign; and
- the Canadian flag or a combination of the Canadian flag and CF ensign.

## **Oath or Solemn Affirmation**

QR&O article 6.04, *Oath Taken on Enrolment*, sets out the wording for the oath or solemn affirmation. The words of the oath or solemn affirmation cannot be amended to suit individual beliefs.

When taking the oath or solemn affirmation, the applicant is required to raise their right hand.

An applicant is not legally required to hold or place their hand on a religious book when taking the oath. On request, an applicant may hold or place their hand on a religious book, sacred scripture or symbol appropriate to the applicant's faith when taking the oath. The applicant shall be asked to bring the item to the attestation.

An applicant who declines to take the oath or solemn affirmation shall not be enrolled.

## **Procedure for Attestation**

The attesting officer shall:

- warn the applicant that it is an offence to knowingly make any false answer on enrolment;
- review Form CF 444 with the applicant;
- prior to proceeding, be satisfied that the applicant understands the contents of Form CF 444 and the conditions of engagement;
- ask the applicant to sign Form CF 444;
- administer to the applicant the oath or solemn affirmation set out in QR&O article 6.04, as reproduced in Section 4 of Form CF 444;
- attest in writing that the applicant took the oath or solemn affirmation; and
- provide a copy of the completed Form CF 444 to the applicant.

**Note** – The applicant is required to sign Form CF 444 and then take the oath or solemn affirmation.

## **Exception for Canadian Rangers**

An applicant for enrolment in the Canadian Rangers may, after signing Form CF 444, take the oath or solemn affirmation by telephone if it is not possible to have an attesting officer or a justice of the peace at the place of enrolment.

## **Enrolment**

An applicant is enrolled in the CF immediately upon completing the oath or solemn affirmation.

As a result of enrolment, the new CF member is:

- bound to serve in the CF until lawfully released in accordance with regulations; and
- liable under the Code of Service Discipline.

## **Enrolment Date**

The enrolment date is the day the applicant took the oath or solemn affirmation.

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## **8. Effect of Receipt of Pay**

### **No Enrolment but in Receipt of Pay**

Section 25 of the *National Defence Act* provides that any person who is not enrolled but has received pay as an officer or NCM is deemed to be an officer or NCM, as the case may be, until they:

- claim to be released; and
- are released.

A person is only enrolled if the person:

- signed Form CF 444; and
- then took the oath or solemn affirmation set out in QR&O article 6.04.

Every claim under section 25 of the *National Defence Act* shall be immediately reported to the Director Military Careers Administration (DMCA), who has exclusive authority to review it.

### **Erroneous or Irregular Enrolment**

Section 26 of the *National Defence Act* provides that any person who is erroneously or irregularly enrolled and receives pay as an officer or NCM is deemed to be an officer or NCM, as the case may be, regularly enrolled.

A person is erroneously or irregularly enrolled if they were not eligible for enrolment, e.g. the person was under age or was serving in a military force other than the CF.

Any alleged erroneous or irregular enrolment shall be immediately reported to the DMCA, who has exclusive authority to review it.

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## 9. Responsibilities

### Responsibility Table

The following table sets out the responsibilities associated with this DAOD:

The ...	is or are responsible to ...
Comd CFRG	<ul style="list-style-type: none"><li data-bbox="532 762 1422 827">□ providing strategic recruiting direction and issuing guidance in support of CFRG operations;</li><li data-bbox="532 835 1422 900">□ conducting national selection boards for officer and NCM military occupations as required;</li><li data-bbox="532 909 1422 974">□ assisting CFRCs and recruiting cells with the enrolment process;</li><li data-bbox="532 982 1422 1010">□ approving the enrolment of officers and NCM;</li><li data-bbox="532 1018 1422 1083">□ assessing entitlements for recruiting allowances and pay increments;</li><li data-bbox="532 1092 1422 1157">□ in respect of uncontrolled ranks, assessing rank and qualifications of applicants with former service;</li><li data-bbox="532 1165 1422 1304">□ in respect of controlled ranks, assessing rank and qualifications of applicants with former service in consultation with military occupation authorities and DMCA, as appropriate;</li><li data-bbox="532 1312 1422 1591">□ conducting file reviews and assessing the risks associated with the enrolment of applicants to the CF who were either released from the CF under Item 1, 2, 3(a), 5(d) or 5(f) of the Table to QR&amp;O article 15.01, or released from a military force other than the CF or the RCMP for a reason analogous to one of these Items, and providing recommendations to enrolment authorities for onward submission to the CDS;</li><li data-bbox="532 1600 1422 1703">□ providing waivers for the re-enrolment of applicants previously released from the CF under Item 5(e) of the Table to QR&amp;O article 15.01;</li><li data-bbox="532 1711 1422 1814">□ providing waivers for citizenship for the enrolment of non-Canadian applicants who have permanent resident status under the <i>Immigration and Refugee Protection Act</i>; and</li><li data-bbox="532 1822 1422 1852">□ responding to ministerial and in-service enrolment enquiries.</li></ul>

Director General  
Personnel and  
Family Support  
Services

- establishing physical fitness standards.

Director General  
Health Services

- assisting DPGR, through the career field and military occupation advisors, to establish medical and dental standards;
- providing guidance with respect to health service screening processes; and
- conducting the medical screening of applicants.

career field and  
occupation advisors

- conducting the prior learning assessment and recognition process (PLAR); and
- requesting determinations, through the Director Pay Policy and Development (DPPD), for higher pay increments upon enrolment, in accordance with CBI 204.015, *Pay Increments*, and CBI 204.511, *Pay Increments – Reserve Force*.

DPGR

- establishing selection standards and military occupation entry requirements;
- developing and providing guidance on policy for recruiting and selection in consultation with CFRG Headquarters (HQ);
- responding to enrolment queries and grievances;
- developing and managing the enrolment process for the Supp Res;
- assessing production requirements for the Reg F in consultation with the appropriate military occupation authorities and advisors;
- developing and maintaining the officer and NCM general specifications; and
- developing military occupation specifications.

Director Research  
Personnel and  
Family Support

- conducting validation research on selection standards.

DPPD

- reviewing requests for higher pay increments upon enrolment and seeking determinations in accordance with CBI 204.015 and CBI 204.511.

Deputy Provost  
Marshal – Security

- reviewing the certification aspect of the Security Clearance Program, including reliability screening and security clearances; and
- processing reliability screening and security clearance

	requests.
COs of the Naval Reserve HQ and P Res units and formation HQs	<ul style="list-style-type: none"> <li><input type="checkbox"/> assessing their personnel requirements and enrolment vacancies;</li> <li><input type="checkbox"/> referring applicants to a CFRC to initiate the selection and enrolment process;</li> <li><input type="checkbox"/> conducting the PLAR;</li> <li><input type="checkbox"/> selecting eligible and suitable applicants; and</li> <li><input type="checkbox"/> conducting the enrolment ceremony and attestation of applicants.</li> </ul>
CO CRPG	<ul style="list-style-type: none"> <li><input type="checkbox"/> managing the enrolment procedures for the Canadian Rangers;</li> <li><input type="checkbox"/> confirming eligibility;</li> <li><input type="checkbox"/> conducting enhanced reliability checks;</li> <li><input type="checkbox"/> verifying former service;</li> <li><input type="checkbox"/> processing applicants for enrolment;</li> <li><input type="checkbox"/> conducting interviews;</li> <li><input type="checkbox"/> approving the enrolment of applicants for the Canadian Rangers;</li> <li><input type="checkbox"/> assessing the rank and qualifications of applicants with former service; and</li> <li><input type="checkbox"/> ensuring the conduct of the enrolment ceremony and attestation of applicants.</li> </ul>
CO RCSU HQ	<ul style="list-style-type: none"> <li><input type="checkbox"/> reviewing the files of applicants and enrolment recommendations of the CFRG; and</li> <li><input type="checkbox"/> providing COs of cadet corps and squadrons with an "Authority for Enrolment" letter or advising that an applicant was unsuccessful.</li> </ul>
CO of a cadet corps or squadron	<ul style="list-style-type: none"> <li><input type="checkbox"/> conducting the enrolment ceremony and attestation of applicants.</li> </ul>
CO Supp Res	<ul style="list-style-type: none"> <li><input type="checkbox"/> approving the enrolment and attestation of applicants.</li> </ul>
CO of a recruiting centre or a detachment comd	<ul style="list-style-type: none"> <li><input type="checkbox"/> assessing enrolment qualifications;</li> <li><input type="checkbox"/> providing conditional offers of enrolment;</li> <li><input type="checkbox"/> verifying former service;</li> <li><input type="checkbox"/> initiating and referring the PLAR on behalf of the individual training and education authorities (see DAOD 5031-1, <i>Canadian Forces Military Equivalencies Program</i>);</li> <li><input type="checkbox"/> administering the Canadian Forces Aptitude Test;</li> <li><input type="checkbox"/> assessing the pre-enrolment substance use of applicants;</li> <li><input type="checkbox"/> ensuring the conduct of the enhanced reliability check and,</li> </ul>

- if applicable, pre-enrolment security screening;
- conducting medical processing;
- conducting suitability interviews;
- compiling merit lists for applicant files;
- providing enrolment offers;
- conducting the enrolment ceremony and attestation of applicants;
- liaising with the enrolment authorities and submitting enrolment recommendations and completed files for the COATS and the Supp Res; and
- for P Res, liaising with units and coordinating attraction activities.

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## 10. References

### Source References

- [Canadian Charter of Rights and Freedoms](#)
- [Canadian Human Rights Act](#)
- [Criminal Records Act](#)
- [Employment Equity Act](#)
- [Immigration and Refugee Protection Act](#)
- [National Defence Act](#)
- [Official Languages Act](#)
- [Policy on Government Security](#), Treasury Board
- QR&O Chapter 6, *Enrolment and Re-Engagement*
- QR&O article 16.25, *Leave Without Pay and Allowances*
- CBI 203.01, *Commencement of Pay and Allowances*
- CBI 204.015, *Pay Increments*
- CBI 204.511, *Pay Increments – Reserve Force*
- CBI 205.525, *Recruitment Allowance (RA)*
- CBI 209.61, *Applicants for Enrolment*
- CBI 209.63, *Leave Without Pay and Allowances on Enrolment*
- [DAOD 5002-0](#), *Military Personnel Requirements and Production*
- *National Defence Security Policy*
- CDS Order, *Authority for Enrolment of a Citizen of Another Country*, 1 December 2009
- CDS Order, *Minimum Age for Enrolment in and Transfer to the Cadet Organizations Administration and Training Service and Canadian Rangers*, 1 December 2009
- CDS Order, *Enrolment of Released Persons*, 1 December 2009

### Related References

- [DAOD 2020-4](#), *Supplementary Reserve*
- QR&O article 9.04, *Training and Duty*
- QR&O Chapter 15, *Release*
- [DAOD 5002-2](#), *Direct Entry Officer Plan – Regular Force*
- [DAOD 5012-0](#), *Harassment Prevention and Resolution*
- [DAOD 5019-3](#), *Canadian Forces Drug Control Program*
- [DAOD 5019-5](#), *Sexual Misconduct and Sexual Disorders*
- [DAOD 5019-7](#), *Alcohol Misconduct*
- [DAOD 5023-1](#), *Minimum Operational Standards Related to Universality of Service*
- [DAOD 5023-2](#), *Physical Fitness Program*
- [DAOD 5031-1](#), *Canadian Forces Military Equivalencies Program*
- [DAOD 5049-1](#), *Obligatory Service*
- CFAO 9-12, *Regular Officer Training Plan*
- CFAO 9-49, *Reserve Entry Training Plan – Canadian Military Colleges*
- CFAO 9-63, *Medical and Dental Officer Training Plans*
- CFAO 11-5, *Occupation Assignment and Reassignment of Non-Commissioned Members*
- CFAO 11-6, *Commissioning and Promotion Policy – Officers – Regular Force*
- CFAO 15-2, *Release – Regular Force*
- CFAO 19-43, *Racist Conduct*
- CFAO 49-4, *Career Policy – Non-Commissioned Members – Regular Force*
- CFAO 49-5, *Career Policy – Non-Commissioned Member – Primary Reserve*
- CFAO 49-6, *Terms of Service – Officers of the Cadet Instructors List and Civilian Instructors for Cadets*
- CFAO 49-10, *Terms of Service – Officers – Primary Reserve*
- CFAO 49-11, *Terms of Service – Non-Commissioned Members – Primary Reserve*
- A-MD-154-000/FP-000, *Medical Standards for the Canadian Forces*
- A-PD-055-001/AG-001, *Canadian Forces Manual of Military Occupational Structure*
- A-PM-245-001/FP-001, *Military Human Resource Records Procedures*
- A-PP-005-LVE-AG-001, *Canadian Forces Leave Policy Manual*
- ADM(HR-Mil) Instruction 11/04, *Canadian Forces Medical Standards*
- ADM(HR-Mil) Instruction 14/04, *The Canadian Forces (Regular Force and Primary Reserve) Compulsory Retirement Age 60*
- ADM(HR-Mil) Instruction 05/05, *The New CF Regular Force Terms of Service*
- CF Mil Pers Instruction 02/09, *Pre-Enrolment Physical Fitness Testing*
- [CF Mil Pers Instr 02/15](#), *Supplementary Reserve*
- MARCORD 9-61, *Naval Technician Training Plan*
- CDS Letter SJS 1901-1 dated 11 Jul 2008
- Form CF 444, *Canadian Forces Enrolment Form (or Transfer)*
- Form DND 2170, *Canadian Forces Employment Application*
- DPGR intranet site

