

JOINING INSTRUCTIONS – OP DISTINCTION – NATIONAL SENTRY PROGRAM 2017

- References: A. 3350-1 (J3 SE), CJOC Op O – Op DISCTINCTION, 27 Mar 14
B. 3350-1 (NC/ RDMIS # 419198), CJOC TASKING ORDER – NATIONAL SENTRY PROGRAM, 23 Jan 17
C. ADM HR MIL 20/04 - Admin Policy of Class “A”, Class “B” and Class “C” Res Svc
D. A-AD-265-00/AG-001 - CF Dress Instructions
E. LFCAD 9-1-006 Medical Services – Reserve Forces
F. CFSU (O) Standing Orders Chapter 3 Discipline and Dress
G. Canadian Forces Tasking Plans & Operations

OP DISTINCTION - NATIONAL SENTRY PROGRAM:

FOR RCN, CA, RCAF MEMBERS TASKED FOR SENTRIES ON THE
THE NATIONAL WAR MEMORIAL (NWM) - TOMB OF THE UNKNOWN SOLDIER

GENERAL

1. The Joining Instructions (JI) outline the administrative and equipment requirements for all Canadian Armed Forces (CAF) members tasked to the Ceremonial Guard (CG) as part of Op Distinction – National Sentry Program (NSP) as directed by Refs A and B. Units are responsible for ensuring that each sailor, soldier or aircrew member receives a copy of these instructions and that the administrative requirements are completed **before** they are dispatched to CG. Any difficulties and/or questions may be forwarded to CG. Contact details are included below (Contacts and Emergency Numbers).
2. These instructions apply to the Royal Canadian Navy (RCN), Canadian Army (CA), and the Royal Canadian Air Force (RCAF) personnel who are tasked to stand sentry at the Tomb of the Unknown Soldier during designated periods (with specific per kit list at Annex A). Accordingly, the following specific points must be considered:
 - a. CFTPO task dates include all necessary training prior to and the execution of the task. Training (includes drill, weapons drill, sentry drill) **is mandatory** prior to performing the task. **Travel dates to and from Ottawa are in addition to the CFTPO task dates;**
 - b. Environments must send their respective personnel on sentry task at the NWM (ie, when the RCN is tasked to mount sentries, it is expected that sailors are tasked);
 - c. It is imperative that those tasked to Ottawa arrive with the correct equipment as per annex A;
 - d. Dress worn by the RCN, CA and the RCAF for this task is DEU (1A);
 - e. **DEU and Ceremonial Dress must be appropriately tailored** for sentry duties prior to arrival in Ottawa; and
 - f. CAF Tri-Service ceremonial accoutrements such as belts, slings, etc. will be provided by CG.
3. All members of the CAF tasked for the NSP with CG are OPCON to the CO CG for the duration of the task.

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CEREMONIAL GUARD CONTACT INFORMATION

4. Contacting CG or a member tasked to CG should be done at the following **mailing address**:

Service Number, Rank, Surname, Initials, Coy
c/o Ceremonial Guard
101 Colonel By Drive
Ottawa, ON, K1A 0K2

5. **Contacts and Emergency Numbers** are as follows:

- a. CG off-hours Duty NCO : 613-880-8837;
- b. CG Orderly Room - (613) 993-1811;
- c. Ops – (613) 949-1289;
- d. Email: CGInfo@Forces.gc.ca - (**General Inquiries and ETA Messages**);
- e. Fax (613) 991-5744;
- f. **NSP OPI : CSgt Tim Perry, 613-949-1289 timothy.perry@forces.gc.ca**
- g. **NSP 2ic: MCpl Devin Kidd, devin.kidd@forces.gc.ca**
- h. IC OR : (613-991-6163)

REPORTING – TIMINGS / LOCATION AND DRESS

6. Dates and locations for reporting vary based on the individual task. Each task specific dates are listed in the Canadian Forces Taskings Plans & Operations (CFTPO). **All tasked members will report to the CG Duty Room when they arrive as indicated below.**

7. Based on report dates, report locations / details are as follows:

- a. **Prior to 20 May 2017** – St. Paul's University Residence and Conference Centre, (Annex C)
- b. **4 June to 24 Aug 2017** – will report to Carleton University, Glengarry House Bldg (Annex B);
- c. **On or after 24 Aug until 12 Nov 2017** – St. Paul's University Residence and Conference Centre, (Annex C); and
- d. Dress for reporting will be dress of the day (CADPAT/ NCD).

8. As reporting times may vary due to travel arrangements, **all members are expected to report for in-clearance in dress of the day (DEU1) at 0730 hrs on the 1st day of their contract as per the CFTPO. Late arrival or delayed start dates will not be authorized unless coordinated by home units with CG Operations cell through the chain of command.**

TRANSPORTATION

9. Units are responsible for dispatching their members to CG. As per the CFTDTIs, entitled **members will receive one travel date to and from task outside of CFTPO dates if outside the National Capital Region.** Units must make arrangements based on the authority issued to each member, considering the following:

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- a. Transportation for those tasked to the Guard will be **by the most economical means**. Any members traveling from locations in Ontario and Quebec must travel by bus or train if it is the most cost effective method of travel. Members wishing to use their Privately Owned Motor Vehicle (POMV) **must request authorization from CG**, ensuring that before any request is made a proper cost comparison is completed and the member has signed Annex A of the CFTDI;
- b. When possible, all flights should be booked through WestJet as they provide a “no-charge” policy for excess baggage. Note: members are required to show a valid ID card as proof they are serving members of the CAF;
- c. Flights, if required, must be booked by the most economical means and use airlines which provide CAF excess baggage programs (Air Canada and WestJet are known to offer 3 free checked bags for CAF members). Members are entitled to claim up to a maximum of \$100.00 for excess baggage (each way). Orderly Rooms will request TAN numbers from CG for booking any CAL. **Note that excess civilian clothing is not considered “Excess Baggage”**;
- d. Where possible, and if required, CMTT should be use for location where that service is available (major CAF Base). Equipment can be shipped to CMTT Ottawa; and
- e. Without prior authorization from CG, any costs associated with travel that are deemed to be not “most economical” (i.e. traveling from Toronto by CAL) will become the responsibly of the parent unit.

ETA MESSAGE

10. To allow for sufficient time for planning of messing and accommodations and, as required, make arrangements to pick up members at the airport/train or bus station, dispatching units will advise CG of the method of travel and arrival time NLT seven working days prior to arrival. **Dispatching units are to inform CG of the travel details for their soldiers tasked to the NSP.**

Messages should be **sent via e-mail to CGInfo@Forces.gc.ca** in the following format:

Subj: ETA MSG – NATIONAL SENTRY PROGRAM.

THE FOL PERS WILL ARR CG AS SHOWN (READ: SN RANK NAME INITIALS
METHOD OF TRAVEL ETA (DTG), COMMENTS (dietary restriction etc)

PARKING

11. Personnel arriving by POMV will register their vehicles with the Barracks NCO. Parking facilities will be available at Carleton University (CU) and University St. Pauls (UStPaul). While the CG may authorize, on request, an individual to use POMV to travel to / from Ottawa for the task, **there are no entitlements for CAF members to be reimbursed the cost of parking during a period of service.**

12. All POMV's must be registered with CU/ UStPaul. This may be completed on line prior to your arrival at (<http://www2.carleton.ca/parking/>) or Multi-Services Centre at Saint Paul University (http://ustpaul.ca/en/multiservices-centre-parking-services_621_365.htm),

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respectively. Parking Passes will be issued to vehicle owners on arrival by Parking and Safety CU/ UStPaul. All vehicle owners will be required to supply their vehicle details (Registration, Insurance and Driving License) in order to park at CU/ UStPaul. Parking passes will be issued a designated area only. Tasked members to CG will be responsible for any and all parking tickets issued.

NATIONAL SENTRY PROGRAM TRAINING

13. **All NCOs and NCMs involved in the NSP at CG are required to execute foot and rifle drill as well as Physical Fitness training (PT) for task.** Training days are full days executing drill in any/ all weather. Members must arrive prepared for climactic conditions with appropriate clothing. Training is generally conducted in CADPAT / NCD while the task on the Tomb of the Unknown Soldier is in DEU.
14. The Sentry Program Training covers areas deemed to be significant to all levels of the Op Distinction/ Public Duties leadership in the execution of its unique role, with **emphasis being placed on ceremonial drill, leadership and public affairs (PA)**. Although the training is primarily intended as a refresher and is meant to hone individual skills, personnel may be returned to unit (RTU) if their performance is consistently below the minimum acceptable standard or physically unable to perform task. As with all ceremonial tasks, dress, drill, deportment, bearing and attitude of each member will also be assessed via PDR and sent back to home units.
15. **Moreover, it is paramount that nominated individuals for this task possess ALL of the following attributes: physically and mentally fit, high level of dress, drill and deportment, must have a general knowledge of the Tomb of the Unknown Soldier and be able to communicate in a fair, firm and friendly manner.**
16. RTU. CJOC, on recommendation of CO CG, is the responsible authority. As per ref B, CG will be responsible to pay for Medical RTU for an injury which is a direct result of an incident that occurred while on duty or Compassionate RTU, if member is entitled to Compassionate Travel Assistance. Parent units will be responsible for the cost of all other cases of RTU (ie, discipline, unable to execute the task, admin, employment limitations, injury not attributable to the task, etc).

ADMINISTRATION

17. Tasked personnel must arrive with the appropriate administration complete and in possession of the correct documentation. All personnel reporting for duty with CG must be in possession of the following items/documentation (applicable items may be sent in bulk by units before or on the day of arrival of the members):
 - a. CF 899 Route Letter (with copy of authority) (PRes F pers);
 - b. Completed Statement of Understanding (SOU) for Class B svc (PRes F pers) – as applicable;
 - c. Travel Order and Claim (if applicable);
 - d. Valid military ID Card;

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- e. Copy of Medical documents – **only for those members that have any special medical requirements** (special documents / eyeglass prescriptions / prescriptions / allergies);
 - f. DND 404's Driver's License card with photo;
 - g. Personal funds - sufficient funds to cover personal expenses through the first pay period. ATM Machines are available on the Campus of CU/ UstPaul. **CG will not provide advances on pay or TD claim;**
 - h. Proof of a current pass for the FORCE test (no MEL restrictions); and
 - i. Equipment required for task as per Annex A as applicable.
18. The parent unit will retain personnel documents.

FINANCIAL, PAY and TRAVEL CLAIMS

19. Pay for Reserve Force members will be administered using the RPSR system as managed by the member's parent unit. All members should ensure that financial obligations are resolved prior to reporting. It is strongly recommended that all personnel have banking cards for accessing their accounts. Pay statement of earnings are provided by parent units for each pay periods and not CG. **There will be no advances given to any claims unless emergencies arise.**
20. **Pay and TD/Travel Claims.** As per Ref B (and the equivalent instruction for 2015 TBI), **tasked units and CAF elements are to fund and capture all expenditures for this tasking.** Units are to use their own Fund Centre / Cost Center / Internal Order and Fund C190. IOs are to be linked to IO Group SENT_PROG for tracking the overall cost.
21. On arrival CG will verify all travel documents and receipts. On completion of the period of service members will return their claim and other travel documents to respective Orderly Rooms. **Units will be required to finalize claims, have the member sign, process payment and return a copy of the finalized claim (with supporting documents) to CG within 30 days of task completion.** All claims will be audited by CG on behalf of CJOC and should error be found, recovery action (extra payment) will be taken through parent unit.

RATIONS AND QUARTERS

22. Accommodations will be assigned on arrival at CU or UStPaul. Accommodations and meal cards will be assigned on arrival to all members for the duration of their CFTPO task. Soldiers will be responsible for any and all damages they cause to their accommodations above normal wear and tear. The city is easily accessible by public transit with the downtown core about 6km from Carleton campus and 2.5 km from St-Paul's campus.
23. All members tasked to CG will be provided rations and quarters for the duration of their task – no other commercial or private lodging will be considered. Those personnel whose parent units are within the National Capital Region (NCR) boundary are not entitled to incidentals.

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FOOD ALLERGIES/RELIGIOUS DIET REQUIREMENTS

24. All personnel with food allergies or a requirement for a specific diet should inform CG as part of the ETA message and also on arrival.

RECREATION/ INDIVIDUAL PHYSICAL FITNESS TRAINING

25. Substantial recreational facilities at CU/UStPaul are provided free of charge to the members of CG including access to a state of the art and fully equipped fitness centre. Also, both Carleton U and St-Paul's campuses are located near downtown Ottawa and beside the Rideau Canal/ Rideau River with access to the bike/running paths. CAF members may access the CFSU(O) Messes. Moreover, any CAF member may access any DND/ CAF fitness facility in the NCR provided they have a valid DND ID.

MEDICAL/DENTAL

26. **Members are required to be medically/dentally fit prior to the start of their task without Medical Employment Limitation (MEL).** Members must also meet the minimum medical category for their MOC. Only initial care is available at CG MIR during the period Jun - Aug. During other periods or for other medical/dental problems will be administered through CF HCC(O) as required. PRes members should also ensure they have in their possession a Health Card/ Blue Cross Card from the province of residence as applicable. CAF Medical services in Ottawa are provided to entitled members at the Montfort Hospital.
27. **Personnel must be fit for duty on arrival without any limitations or restrictions.** Personnel who arrive at CG exempt drill, on light duties or personnel with a pre-existing restriction which preclude them from CG training, drill or other duty-related activities will be returned to their home unit at the home unit's expense.

PERSONAL CLOTHING AND EQUIPMENT LIST

28. **It is imperative that CAF members assigned to CG bring the necessary uniforms, pers kit and eqpt as outlined in Annex A.** All items are required including complete Distinct Environmental Uniform (DEU) **that has been tailored for the member prior to arrival.** The task is in DEU 1A and requires members to bring their medals properly court mounted.
29. Civilian Clothing: Members should bring civilian clothing for duty or non-duty periods. Standards of dress are outlined below.
30. Personal Computers: CG is not responsible for the security of personal items. Members should ensure they have the means to secure personal items. Wi-Fi is available on CU/ UStPaul Campus.

STANDARD OF DRESS – UNIFORMS AND CIVILIAN CLOTHING FOR ALL RANKS

31. The NSP is a high profile task of the CAF constantly in the public eye and therefore must maintain a high standard of dress and deportment at all times, in or out of uniform. Civilian clothing will be neat, clean and in good repair. Accordingly, personnel in uniform or civilian clothing (while on duty) will conform to the appearance and grooming

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standards as directed in the Canadian Forces Dress Regulations, as directed by CG or as ordered of the CFSU(O).

32. All NCMs shall be dressed appropriately for their ranks when **on or off duty** in the office and at the dining hall. At minimum, smart casual shall be the norm. Shorts/t-shirts and sandals are not appropriate for the office wear by the leadership of CG unless authorized by CO (ie, Unit BBQ). Female members are to bring equivalent attire.
33. **Dress And Personal Appearance – Sick Parade / Medical Appointments.** personnel reporting to the Montfort Hospital shall be in military dress or in appropriate civilian clothing (see below).
34. Dress and Personal Appearance – service personnel (Civilian Clothes on duty). When authorized to wear civilian clothes on duty or in public, servicemen shall present a neat, clean and well-groomed appearance. Specifically :
 - j. **Serviceman on duty may wear:** suit, sports jacket, blazer, dress pants, turtleneck with blazer or sweater, sweater with shirt (short or long sleeved) and tie, dress shoes to include oxfords, loafers, and lace up shoes; as well, an open collar dress shirt or golf shirt may be worn in lieu of wearing a shirt and tie or turtleneck. Golf shirts must be in good taste, and are not to contain offensive language or advertise commercial products with the exception of bona-fide sports related logos on the pocket (i.e. Nike, Polo);
 - k. **Serviceman while on duty / or in the dining facilities shall not wear the following items** (with the exception of designated social activities and sporting events): sports clothes including: sweat shirts, T shirts, sweat pants, spandex pants, shorts, running shoes, beach/sport sandals, and flip-flops, denim clothing including: jeans, cargo pants, overalls, or earrings and body piercing;
 - l. **Servicewomen on duty may wear :** dresses, skirts, dress slacks, capri with sweater or blouse; dress blazer/jacket with co-coordinating slacks/skirt combination; in complement to the above standards, a golf style shirt may be worn providing it is in good taste, and it does not contain offensive language or advertise commercial products with the exception of bona-fide sports related logos on the pocket (i.e. Nike, Polo); and dress shoes, and dress sandals; and
 - m. **Servicewoman on duty shall / or in the dining facilities not wear the following items of apparel** (with the exception of designated social activities and sporting events): sports clothes including: sweat shirts, T shirts, sweat pants, spandex, rugby, dress shorts, shorts, mini skirt/dress (more than six inches above the knee) and midriff baring tops; denim clothing including: jeans, cargo pants, overalls; running shoes, beach/sport sandals and flip-flops; Jewellery of excessive appearance; and Outfits with excessive décolleté.

LEAVE

35. Members serving with the NSP at CG should note that sentries on the Tomb of the Unknown Soldier are on duty 7 days per week throughout the tasking period; therefore non-work days (weekends) and annual leave periods will be managed accordingly. **Members are assigned** time off as required to ensure that the task is not compromised. Non-working days are managed to ensure the maintenance of the welfare of all

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members. Accordingly, leave will be organized in a manner that respects an appropriate duty/leave cycle.

36. The period of service is structured to ensure that all Res F personnel on Class B Res Svc will have expended their annual leave and other leave entitlements accrued on tasking within the dates of the period of service. Changes to the overall period of service of individual members may be made in the case of exceptional additional military duties; however, as members of the CAF, additional duties arising out of PD can be expected. The CO and Adjt of CG are the sole authority within CG for authorizing the changes to the period of service for any member.
37. Requests for any additional leave will be processed using the chain of command.

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Annex A
5323-4 (CO CG)
23 Jan 17

Essential Clothing and Equipment Requirements - Tasked RCN, CA, RCAF Duty at the National War Memorial			
ITEM			NOTE
Beret or Unit equivalent head-dress	1	X	For CADPAT/ DEUs
Hat Badge	1	X	
Boots Ankle	2 pr	X	Drill Boots – No Leather Luster Boots Authorised
Necktie CF	1	X	
Shirt CF Long Sleeve	3	X	
Shirt CF Short Sleeve	2	X	
Socks Nylon Black	4pr	X	
Trousers DEU	2 pr	X	Properly Tailored
Belt CF/Belt web with approved brass buckle	1	X	
Tunic DEU	2	X	Properly Tailored
Regimental Buttons (DEU)	1set	X	
CF Gabardine/Topcoat with liner removed	1	X	Mbrs on duty at the NWM will only wear the CF Gabardine during inclement weather and not the lightweight raincoat
Medals and undressed ribbons (if issued)		X	Medals shall be court mounted
Name Tag (Plastic)	2	X	
Metal Shoulder Titles (as applicable)	1 Set	X	
Slip-on DEU (Unit/Corps)	2	X	
Collar Rank Insignia	2 set	X	
Coat Hangers	8	X	
Boots Cbt/Gortex Boots/Wet Weather Boots	1 pr	X	
Jacket Wet Weather w/hood	1	X	as issued by environment
Shirt Cadpat/Work Dress	2	X	as issued by environment
Trouser Cadpat/Work Dress	2	X	as issued by environment
T-Shirt Cbt	2	X	as issued by environment
Slip-on Cbt (Unit/Corps)	1 pr	X	
Suspenders	1	X	As required
PT Kit Civilian to include Running Shoes	1	X	Complete Set
Appropriate civilian clothing for duration of task as outlined in JI			as required for off-duty periods
Padlock	2	X	
Boots Cleaning Kit	1	X	
Toiletries Kit	1	X	
Towels	2	X	

Note: Pers requiring DEU clothing must request through Logistic Unicorps website allowing sufficient time to have tailored prior to tasking. (www.logistikunicorp.com)

Annex B to
5324-4 (CO CG)
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Annex C to
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23 Jan 17

