

CAN UNCLASSIFIED

Annex C
1000-1 (Br Adj)
8 August 2019

SERGEANTS' AND SUBALTERNS'
INDOCTRINATION PROGRAMME

1. The Sergeants' & Subalterns' Indoctrination Programme for 2019 will merge both audiences into a single lesson plan. The concept this year is twofold: first – to expose our NCOs and junior officers to a range of experiences from senior-ranking authorities who recently deployed and who occupy positions 1-2 tiers above the students. Second, the course shall immerse the students into Branch / Corps history, define the roles & responsibilities of our Branch Leadership, and impart lessons pertaining to protocol, heritage, and custom.
2. I expect that unit Command Teams will carefully select student nominees who hold a reputation as positive change agents and respected emerging leaders who can be trusted to promulgate lesson materials throughout their respective units in future PD sessions.
3. Course Officer. The course officer is Captain Derek McDonald, CFSCE Adjutant. He shall work in concert with the C&E Branch Adjutant (Major Blair Christie). Captain McDonald will release Joining Instructions (JI) in due time to all students and staff.
 - a. Captain McDonald. CSN 271-5216; and
 - b. Major Christie. CSN 271-8371.
4. Course Administration. As stated, a detailed set of JI is forthcoming to expound on the course content and administrative details required for students and Orderly Room Staff. Below is a basic overview of course management:
 - a. Venue. The Vimy Officers' Mess (VOM) in the Mercury Conference Room;
 - b. DTG. From 0900 hours to 1630 hours commencing on **Wednesday, 23 October 2019** and concluding on **Thursday, 24 October 2019**;
 - c. Registration. Visit the Events section at <https://cmcen-rcmce.ca/indoc-course/> for registration details;
 - d. Rations & Quarters. Students are entitled to meal cards from the Rutledge Meal Hall and quarters at the Captain Dawe Building (Vimy Barracks). Base Accommodations may change these arrangements due to unforeseen factors. Unit OR staff may contact CFB Kingston Accommodations at either **CSN 271-5473** or **CSN 271-3585** and cite the **confirmation code 41109** to confirm room allocations and arrange payment; and
 - e. Note on Lecturers. Instructors are employed for a 1 x 45-minute time segment (see below) and as such are entitled to TD expenses for travel if coming from units outside Kingston.

5. Instructors and Lessons. The course breakdown – with lecturers – is as follows:

Day 01: Wednesday, 23 October 2019:

Brief #	Lesson	OPI	Timings
01	Course Introduction	CFSCE Adjutant: Captain Derek McDonald	0900-0915
02	History of the Branch and the Founding Services	Branch Adjutant: Major Blair Christie	0915-1000
COFFEE (1000-1015)			
03	History and Role of the Honorary Appointments	Colonel Commandant: Brigadier-General Kevin O'Keefe	1015-1100
HEALTH BREAK (1100-1115)			
04	Branch Etiquette, Customs, and Traditions	Branch Adjutant: Major Blair Christie	1115-1200
LUNCH at RUDLEDGE HALL (1200-1300)			
05	Lessons from a Deployed Troop Command Team	CFJSR 2IC RHQ: Captain Tristan Archambault	1300-1355
06	Lessons from a Deployed Battle Group Sig O	Former 1RCR Battle Group Sig O: Captain Ganapathy Viswanathan	1400-1455
HEALTH BREAK (1500-1515)			
07	Squadron & Troop Command Relationship	21 EW – 215 Sabre Sqn Comd Team: Major Homer and MWO Lanctot	1515-1615
08	Wrap-up, points, and administrative details	CFSCE Adjutant: Captain Derek McDonald	1615-1630

Day 02: Thursday, 24 October 2019:

Brief #	Lesson	OPI	Timings
09	Leadership Lesson: The Admission of Fault in Leadership Positions	CFJSR Regimental Training Captain: Captain John Parker	0900-0955
COFFEE (1000-1015)			
11	Briefing by the Director RCCS	Director RCCS or Delegate	1015-1100
HEALTH BREAK (1100-1115)			
12	Briefing by the Strategic A6	Strategic A6 or Delegate	1115-1200
LUNCH at RUDLEDGE HALL (1200-1300)			
13	CANSOFCOM: Roles of SOFCOM CIS Comd Teams	CANSOF CIS Officers: <ul style="list-style-type: none"> ▪ Captain Geoff Penner (RCCS) ▪ Captain D'Arcy Arter (RCAF) 	1300-1355
14	The 'Paper War': Administration & Discipline Brief	Branch Adjutant: Major Blair Christie	1400 – 1455
HEALTH BREAK (1500-1515)			
15	The roles and responsibilities of the Troop Commander and Troop Warrant	Branch Adjutant: Major Blair Christie	1515-1600
16	Iraq & Latvia Lessons: You are <u>not</u> a Communications Officer on a Deployment	Branch Adjutant: Major Blair Christie	1600-1630
17	Course Close-Out and Concluding Remarks	CFSCE Adjutant: Captain Derek McDonald	1630+

6. Students Seating Allocations. As detailed in the introductory letter, seating allotments are emplaced to ensure spending does not exceed the authorized spending limit. L1s are encouraged to make maximum use of Kingston area regiments and lodger units to reduce costs. Those personnel from external bases shall reside in base accommodations. Note that the spending limit must account for all expenditures (TD, travel, etc.) for students in addition to requested lecturers and Working Group (WG) participants. As stated the student composition shall be made up of the following ranks:

- a. Subalterns. 2nd Lieutenants and Lieutenants; and
- b. NCOs. Sergeants and Master Corporals set for promotion within the next 12 months.

BRANCH / L1	SEAT ALLOCATION
Royal Canadian Corps of Signals	8
Royal Canadian Air Force	6
Information Management Group	4
Canadian Special Operations Command	4
Canadian Joint Operations Command	8
TOTAL STUDENTS	30

7. This programme aims to bolster pride and morale, acquaint students on matters pertaining to history and protocol, and refine knowledge on a range of contemporary concepts and issues for our immersing leadership. I expect maximum participation from our community and – as mentioned – envision a student body consisting of our strongest performers and trusted junior leaders. Please liaise with Captain Derek McDonald should you have any questions or inquiries concerning this course.