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Module 1:
Introduction
Module 1: Introduction

Introduction
Welcome to the Department of National Defence’s (DND) CAF-101 for Civilians online course. This course, developed by Director General Workforce Development (DGWD), has been designed to serve as an educational tool for civilian employees at DND. The course will take approximately four hours to complete.

The purpose of this online course is to provide civilians employees with a basic knowledge of military culture and environment, so that they are be better equipped to support military operations. The Canadian Armed Forces (CAF) is a large and complex organization and this course aims to provide a glimpse into the organization. By acquiring basic knowledge about the Canadian Armed Forces’ culture and environment, civilian employees will have a better understanding of the organization and its military members.

The content for this course has been acquired from military resources and has been approved by military subject matter experts.

Purpose
CAF-101 for Civilians has been designed as an introduction to Canadian military culture and environment and is aimed at all civilian employees in the Department of National Defence. This course is:

- A component in the Departmental Orientation Program for new DND civilian employees.
- A potential pre-requisite for other human resources courses.
- An individual course that can be taken by any civilian employee.
- A reference tool.

Each module contains useful information, activities and quizzes to help you enhance your understanding of the Canadian Armed Forces, and your confidence in working in a military environment.

Tips for Civilians
Throughout the course you will find Tips for Civilians that clarify military information and identify how civilians should interact in a military environment or with military members.

Objectives
After completing CAF-101 for Civilians participants will be able to:

- Explain how the Department of National Defence and the Canadian Armed Forces work together to fulfill their mission
- Recognize the Canadian Armed Forces’ operational environments, chain of command, its roles and history
- Describe the Canadian Armed Forces’ Military Ethos and Ethics
- Identify some of the characteristics of military members such as ranks, uniforms, and honours
- Recognize the importance of a command driven environment, the rank structure, and the profession of arms
- Briefly explain the military career process, including recruitment, Terms of Service, training, education and occupations
- Identify aspects of military life such as etiquette, traditions and customs and describe how it differs from civilian life
Outline
CAF-101 for Civilians is comprised of the following 8 modules:

- Module 1: Introduction
- Module 2: Department of National Defence (DND/CAF)
- Module 3: The Canadian Armed Forces
- Module 4: Military Ethos and Ethics
- Module 5: CAF Structure
- Module 6: CAF Careers
- Module 7: Military Life
- Module 8: Conclusion

In addition a Resources section and Glossary are also available.

How to Proceed
Each of the modules in this course contains a combination of useful information and exercises. We recommend that you do the exercises provided, as they are a means for you to determine if you understand the subject matter. For those who wish to learn even more about the Canadian Armed Forces, references and hyperlinks have been provided.

It is recommended that you proceed through the course in the order presented.
Module 2:
Department of National Defence (DND/CAF)
Module 2: Department of National Defence (DND/CAF)

Introduction
The Department of National Defence (DND) and the Canadian Armed Forces (CAF) work together to fulfill the Canadian government's mission to defend Canadian interests and values, and to contribute to international peace and security.

Canadian defence services are provided at home and abroad to ensure the safety, security and well-being of Canadians, to ensure continental security, and by conducting international peace operations.

This module is an overview of the Department of National Defence and the Canadian Armed Forces and how they work together.

In this module you will learn about the DND/CAF organization and its primary obligations, history, and mission. You will also learn about the Defence Team, which consists of military members and civilians.

Objectives
Upon completion of this module you will be able to:

- Describe the structure of the Department of National Defence and the Canadian Armed Forces
- Identify the organization's primary obligations
- Recognize important dates in the organization's history
- Identify the organization's mission
- Describe the Defence Team

A National Institution
Understanding the relationship between the Canadian Armed Forces and the political executive is essential for understanding the military and the civilian structures that direct, guide, and support the department.

The Governor General of Canada is the Commander-in-Chief of Canada. As such, the Governor General plays a significant role in encouraging excellence and recognizing the important role of Canada's military at home and abroad.

The head of National Defence is the Prime Minister and Cabinet.

The chart on the next page displays the upper levels of the institution.
The Department of National Defence (DND) consists of the Canadian Armed Forces (CAF) and public servants.

Visit the following link to view the organization chart for DND and the CAF.

http://vcds.mil.ca/sites/page-eng.asp?page=4394

**Prime Minister and Cabinet**

The head of National Defence is the Prime Minister and Cabinet.

National Defence is one of the few Canadian national institutions that come solely under the federal government. This means that the federal government is the only authority in matters of defence and protection of Canadian sovereignty.

**Minister of National Defence**

The Minister of National Defence sets Canada’s defence policy within the larger context of national objectives and policy priorities decided by the government as a whole. Defence policy determines the nature of the mission, roles and tasks to be undertaken by the Canadian Armed Forces.

The Minister carries legal responsibility and is accountable to Parliament for the administration of the Department of National Defence and the Canadian Armed Forces through the various Acts of Parliament which govern them including:

- The *National Defence Act*
- The *Emergencies Act*
- The *Emergency Preparedness Act*, etc.

Virtually all decisions and actions taken by Departmental and Forces personnel in respect to these Acts are carried out, directly or indirectly, on behalf of the Minister of National Defence.

The Minister, being accountable to Parliament for the actions of these officials, expects to be kept fully informed of any decisions or activities by the Canadian Armed Forces or departmental personnel that may be of concern to Parliament or the public.
The Deputy Minister

The *National Defence Act* stipulates that there shall be a Deputy Minister of National Defence who may exercise all of the Minister's powers, with the exception of:

1. Matters that the Minister reserves for himself or herself.
2. Any case where contrary intention exists in legislation.
3. The power to make regulations.

The Deputy Minister (DM) administers the Department of National Defence.

Chief of the Defence Staff

The Chief of the Defence Staff (CDS), who is Canada's senior serving officer, is the head of the Canadian Armed Forces.

The CDS is responsible for the command, control and administration of the Canadian Armed Forces and is at the head of a military chain of command that is responsible for the conduct of military operations and is the senior military advisor to the Minister of National Defence.

The CDS:

- Advises the Minister of National Defence on all CAF matters, including the possible consequences of undertaking or failing to undertake various military activities.
- Advises the Prime Minister and the Cabinet directly (as required) on major military developments.
- Is responsible for the conduct of military operations and for the readiness of the CAF to carry out the tasks Parliament has assigned to DND.
- Issues all orders and instructions to the CAF, and is responsible for all CAF personnel matters.
- Implements government decisions involving the Canadian Armed Forces by issuing appropriate orders and instructions.

Civilians

Civilians are public service employees who are governed by the Treasury Board.

Civilians fill three roles in DND. They provide:

1. Local or base support services at a base or station (firefighters, cleaners, environmental safety officers etc.).
2. Operational support (mechanics, shop repairmen, quality control, engineers, technical inspectors, university teachers etc.).
3. Corporate support (policy analysts, personnel consultants, procurement specialists, finance officers etc.).

Military Members

Military members are members of the CAF who are governed by the *National Defence Act* and its regulations.

Under Canadian defence policy, the Canadian Armed Forces fill three major roles. They:

1. Defend Canada.
Primary Obligations
The primary obligations of the Department of National Defence and the Canadian Armed Forces are:

- To protect the country and its citizens from challenges to their domestic security.
- To uphold internationally the values that Canadians share under the direction of the elected Government.

History
The timeline of some of the important events that led up to what the Department of National Defence and the Canadian Armed Forces are today is presented below.

Introduction
The history of the Department of National Defence and the Canadian Armed Forces is linked to the history of our nation.

The Canadian Armed Forces of today draws on the traditions and heritage of colonial militias dating back to the earliest French and British settlements in North America.

The first regular units of what constitutes today’s Canadian Armed Forces were formed shortly after Confederation, while the Department of National Defence was not created until much later.
1867
The Constitution Act of 1867 assigned the deference function in Canada to the federal government.

1868
The Militia Act of 1868 created the federal Canadian military formed on the basis of previously-existing colonial militia units.

1871
After Confederation the British government decided to withdraw most of its forces from Canada. This decision left the Dominion government in need of professional soldiers to maintain the armament of Canada’s two great fortresses:

- The Citadel in Québec City, Québec (top)
- Fort Henry in Kingston, Ontario (bottom)

The federal government formed a small regular force during the period of 1871-1887. The Regular Force (originally called the Permanent Active Militia) began on October 20, 1871 with the formation of two independent garrison batteries of artillery. Which were designated A Battery and B Battery.

1880
Regular infantry and cavalry regiments were formed in the 1880s as schools of instruction for the Non-Permanent Active Militia, (The Reserve Force).

1910
In 1910 the Royal Canadian Navy (RCN) was created.
1923

On January 1, 1923 Parliament passed legislation creating the Department of National Defence on the recommendation of General Sir Arthur Currie, who had commanded Canada’s forces in France during World War I.

The Department of Defence was intended to incorporate three previous divisions - the Militia, the Naval Service, and the Air Board, but during the Second World War the three services in practice operated independently of each other.

1924

King George V promulgated the prefix “Royal” in 1923 for the Canadian Air Force and made it official in 1924. The new title Royal Canadian Air Force (RCAF) officially came into being on April 1, 1924.
1968

After the wars, Canada began to work seriously toward unification of its Army, navy and Royal Canadian Air Force.

As a result, on February 1, 1968, the three services were amalgamated under the Canadian Forces Reorganization Act and the government established the Canadian Armed Forces.

Image: Individual badges of Canadian Navy, Army and Air Forces and badge of Canadian Armed Forces.

1972

The Government decided that the most effective way to provide advice and support to the Minister of National Defence and leadership to the Department of National Defence and recently unified Canadian Forces was through an integrated National Defence Headquarters.

The military and civilian branches merged to form a single Department of National Defence Headquarters (NDHQ). The military and civilian personnel now work side by side in the management of Canada’s defence activities.

2005

In the face of new security threats, the Canadian Armed Forces is transforming to become more relevant, responsive and effective. As these changes occur, the Department of National Defence’s civilian departmental functions must remain coherent and properly aligned to a transformed Canadian Armed Forces and to ongoing DND and Government of Canada change initiatives.

2011

The Government of Canada restored the historic names for the Canadian Armed Forces: the Royal Canadian Navy, the Canadian Army, and the Royal Canadian Air Force.
The Mission
The mission of DND and the CAF is to provide combat-effective, multi-purpose forces at home and abroad to protect Canada and Canadians.

To learn more about what the Canadian Armed Forces and the Department of National Defence do to achieve their mission examine the chart below.

Defend Canada
The Canadian Armed Forces defend Canada by:

- Providing surveillance of Canadian territory and air and maritime approaches.
- Maintaining search and rescue response capabilities that are able to reach those in distress anywhere in Canada on a 24/7 basis.
- Assisting civil authorities in responding to a wide range of threats - from natural disasters to terrorist attacks.

Defend North America
The Canadian Armed Forces contribute to the defence of North America by:

- Conducting daily continental operations (including through North American Aerospace Defence Command) (NORAD).
- Carrying out bilateral training and exercises with the United States.
- Responding to crises.
- Remaining interoperable with the US military.
Contribute to Internal Peace and Security

The Canadian Armed Forces contribute to international peace and security by:

- Participating in multilateral operations through international organizations such as the United Nations (UN) and the North Atlantic Treaty Organization (NATO), and through coalitions of like-minded countries.
- Supporting humanitarian-relief efforts and helping to restore conflict-devastated areas.
- Participating in confidence-building measures such as arms-control programs.

Support System

The Department of National Defence works as a support system for the CAF operations in its activities in Canada and elsewhere by providing:

- Local or base support services
- Operational support services
- Corporate support services

The Defence Team

The Defence Team is a concept introduced around 1994 to create a team spirit amongst all those who contribute to the accomplishment of the Defence Mission.

The Defence Team consists of the:

- Civilian employees in the Department of National Defence
- Military members in the Canadian Armed Forces

Every position held by a civilian or military member is linked to a group such as ADM(HR-Civ) or ADM(PA), or a command such as land, air or maritime.

Regular Forces

The Regular Force consists of 68,000 officers and non-commissioned members who are enrolled for continuing, full-time military service.

Reserve Forces

The Reserve Force is made up of 27,000 men and women who devote a portion of their spare time to military service. A limited number of reservists also serve on a full time basis.
Civilians

There are approximately 24,000 civilian employees in DND. By civilian employees we mean Public Servants. Public servants are defined as follows:

- Hired under the PSEA
  - For an indeterminate period
  - For a determinate period of three months or more
- In an “employer - employee” relationship
- Managed according to the terms and conditions of their respective collective agreements and the Public Service Terms and Conditions of Employment Regulations

The Department of National Defence

The Department of National Defence (DND) exists to carry out the work assigned to the Minister of National Defence. DND’s relationship with the CAF is that of an operations support system.

- DND employs approximately 24,000 Public Servants.
- The National Defence Headquarters is located in Ottawa in the National Capital Region (NCR).
- 67% of the DND population works outside the NCR.

The Department of National Defence is represented in six administrative regions: Pacific Region, Prairies Region, Ontario Region, National Capital Region, Eastern Region and Atlantic Region.
The Canadian Armed Forces

The Canadian Armed Forces are a modern and effective military capable of playing a number of important roles at home and abroad.

Canadian Armed Forces personnel belong to air, land, sea and special operations components.

There are approximately:

- 68,000 Regular Force members; and
- 27,000 Reserve Force members, including 4,000 Canadian Rangers.

A symbol of pride and national identity, the Canadian Armed Forces are present in every province and territory, and in more than 3,000 communities across Canada.

Map of the Canadian Armed Forces Commands and Locations
Exercise

Question 1. Select the appropriate answer.
Who is the Head of National Defence?
- The Deputy Minister
- The Prime Minister and Cabinet
- The Chief of Defence Staff
- The Treasury Board

Question 2. Select the appropriate answer.
The Governor General is the Commander-in-Chief of Canada.
True [ ] False [ ]

Question 3. Select the appropriate answer. The primary obligations of the Department of National Defence and the Canadian Armed Forces are to protect the country and its citizens from challenges to their domestic security.
True [ ] False [ ]

Question 4. Select the appropriate answer. In what year did the three armed services (Royal Canadian Navy, Canadian Army and Royal Canadian Air Force) unite to become one single service: The Canadian Armed Forces?
- 1867
- 1945
- 1968
- 2000

Question 5. Select the appropriate answer.
The mission of DND and the CAF is to:
- Protect Canada and Canadians
- Provide combat-effective forces at home and abroad
- Provide multi-purpose forces at home and abroad
- All of the above

Question 6. Complete the following statement.
The Defence Team consists of the ___________.
- Military members in the Canadian Armed Forces
- Civilian employees in the Department of National Defence
- Regular Force members
- Civilian employees in the Department of National Defence and Military members in the Canadian Armed Forces
- Regular Force members and Reserve Force members
Summary

The Department of National Defence and the Canadian Armed Forces are two distinct entities working together to fulfill the Canadian government's mission to defend Canadian interests and values, and to contribute to international peace and security.

They make up two important parts of the overall national security structure of the country. The CAF's mandate is to protect and serve; DND's mandate is to support (as a partner) the activities of CAF.

In this module, you learned about the DND/CAF organization, as well as, its primary obligations, history, and goal. You also learned about the Defence Team.
Module 3:
The Canadian Armed Forces
Module 3: The Canadian Armed Forces

Introduction
The Canadian Armed Forces (CAF) represent many values that unite us as Canadians, such as the:

- Desire to help people in trouble at home and abroad.
- Pride we take in peacekeeping and peace enforcement missions.
- Determination to protect and fight for what we believe in.

In this module you will learn about the Canadian Armed Forces’ chain of command, its operational environments and commands, and its domestic and international operations.

Objectives
Upon completion of this module you will be able to:

- Describe the chain of command
- Describe the three operational environments
- List the two operational commands
- Recognize the CAF’s roles in domestic and international operations

The CAF Functions
On February 1, 1968, the Canadian Armed Forces Reorganization Act took effect, amalgamating the Canadian Army, the Royal Canadian Navy and the Royal Canadian Air Force to form the Canadian Armed Forces as we know it today. The main functions of the Canadian Armed Forces include:

- Supplying the forces to carry out military operations.
- Supplying forces for peacekeeping missions throughout the world.
- Responding to natural disasters.
- Providing civil assistance.
CAF Principles
The CAF is a hierarchical organization where subordinates are expected to implement orders issued by their superiors.

Any one who is in a position of command must follow the three CAF principles that reflect the duties of command and the chain of command within the Canadian Armed Forces.

1. Responsibility
Commanders:
- Are responsible for making decisions, issuing orders, and monitoring the execution of assigned tasks.
- Must provide their subordinates with the necessary guidance (directives, orders, etc) and resources to fulfill their mission.
- Are responsible for the actions of their organizations, regardless of whether they are informed of them or not.

Every military member, as an individual, is responsible for their actions and the direct consequences of these actions. This is a basic legal precept. Commanders are responsible to make decisions, issue orders, and monitor the execution of assigned tasks; they are also responsible for actions they knew, or ought to have known of. They must provide their subordinates with the necessary guidance and resources to fulfill their mission. These are the basic duties of command.

2. Authority
Commanders derive their authority from many sources, such as the National Defence Act and the Laws of Armed Conflict, including the Geneva Convention. Authority gives the commander the right to make decisions, transmit his intentions to his subordinate commanders, and impose his will on subordinates.

Authority represents the chain of command; the structure by which command is exercised through a series of superior and subordinate commanders.

3. Accountability
Commanders accept the burden of accountability to their superiors for the actions of their subordinates. This accountability is the complement of authority, and can never be delegated.

What is the Chain of Command?
The chain of command is the structure by which command is exercised through a series of superior and subordinate commanders. It is a military instrument that joins a superior officer to other officers and non-commissioned members of the CAF.

A superior is any officer or non-commissioned member who, in relation to any other officer or non-commissioned member, is by the National Defence Act, or by regulation or custom of the service, authorized to give a lawful command to other officers or non-commissioned members.
The Military Chain of Command
The military chain of command starts with the Chief Defence Staff (CDS).

- The CDS assigns a portion of its authority to carefully selected subordinate commanders who are immediately below the CDS in the chain of command. These subordinate commanders are directly accountable to the CDS.
- Each of these commanders in turn, and following established custom, assigns a portion of their entrusted authority to subordinates that are directly accountable to them.
- These individual commanders then make decisions within their linked functional formations and units.

Only military members are a part of the chain of command. No other person, including ministers and public servants, can be a part of the military chain of command.
**Operational Environments**

Under the Chief of the Defence Staff (CDS) the CAF consists of three main operational environments. By tradition, the Royal Canadian Navy is always listed as the first environment, followed by the Canadian Army and then the Royal Canadian Air Force.

The following table briefly describes the three main operational environments.

<table>
<thead>
<tr>
<th>Royal Canadian Navy</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Navy is the sea component of the CAF. The Navy maintains the combat-capable naval forces necessary for Canada’s defence. It is made up of:</td>
</tr>
<tr>
<td>- Formations: All the naval units afloat and ashore that operate and maintain Canada’s Atlantic and Pacific fleets</td>
</tr>
<tr>
<td>- Fleets: A group of warships under one command</td>
</tr>
<tr>
<td>Canada has modern naval forces capable of performing a broad range of tasks. Canada's Navy conducts surveillance operations to protect the sovereignty of our coasts, and to defend Canadian waters against illegal fishing and ecological damage. The Navy also supports international initiatives for peace and humanitarian assistance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canadian Army</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Army is the land component of the CAF. The Army is an organized force armed for fighting on land. The oldest CAF units are in the army Reserve.</td>
</tr>
<tr>
<td>The Army’s establishment of 25,500 Regular and 16,000 Reserve soldiers are actively serving Canadians in today’s unstable and unpredictable world.</td>
</tr>
<tr>
<td>Trained and ready for combat, the defence of Canada and North America is the primary mandate. The Army has the skills and capability necessary to respond to a wide variety of potential threats to our security.</td>
</tr>
<tr>
<td>The Army is ready to respond to conflict across the globe. Almost 4,000 soldiers a year deploy on missions to places like Bosnia, Kosovo, East Timor, Ethiopia and Afghanistan. The task is to restore peace and represent Canada internationally.</td>
</tr>
<tr>
<td>The Army is also prepared to assist provincial and territorial authorities with natural disasters in your community, including earthquakes, floods, storms, and forest fires.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Royal Canadian Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Air Force is Canada’s air component of the CAF. The Air Force contributes substantially to the defence of Canada and North America. Its main roles are surveillance and control of Canadian airspace; air transport of Canadian Armed Forces personnel and equipment throughout the world; and support for Navy and Army operations. The Air Force also supports other federal departments by taking part (for example) in search-and-rescue and humanitarian-relief operations.</td>
</tr>
<tr>
<td>The Air Force is made up of Wings (or Canadian Forces Bases). Each Wing is comprised of several Squadrons and Units supported by the Wing, such as Tactical, Combat Support, Transport, Radar, Maintenance, Training and Rescue Squadrons.</td>
</tr>
</tbody>
</table>
The following are the websites for the three operational environments.


**Bases, Stations and Commands**

A Canadian Forces Base (CFB) is a military installation. Bases provide accommodation and support services for the military units assigned to it.

A Canadian Forces Station (CFS) is a minor military installation. Stations are operationally oriented units that usually do not have support capability.

**Bases, Stations and Commands in Canada**

The maps below depict where the bases, stations, and commands are located in Canada.
Royal Canadian Navy

The senior appointment in Canada’s Naval Forces is the Chief of the Naval Staff (C Navy). The C Navy is responsible to the CDS for the command and operational readiness of Canada’s Navy.

As commander of the Navy, the Chief of Naval Staff maintains combat-capable, multipurpose naval forces designed for the following duties:

- Monitoring and controlling activity in Canadian territorial waters (formally called Canada’s “maritime area of jurisdiction”).
- Maintaining operational effectiveness with the armed forces of the United States in defending North America.
- Supporting Canadian interests abroad, a task that may include providing forces for UN, NATO, and other multilateral contingency operations, peacekeeping, and humanitarian assistance.
- Helping other government departments carry out their mandates in areas such as fisheries protection, drug interdiction, and environmental protection.
- Contributing to and sustaining humanitarian assistance and disaster relief.
- Contributing to Canada’s national search-and-rescue capability.

Navy Formations

There are three formations under the C Navy’s command.
Victoria: MARPAC

Maritime Forces Pacific (MARPAC) is headquartered in Victoria. MARPAC is responsible for maintaining combat-capable maritime forces to conduct operations in Canadian waters and in support of national objectives anywhere in the world. Its primary area of responsibility covers 1.7 million square kilometres of the Northeast Pacific Ocean.

Quebec City: NAVRES

The Naval Reserve (NAVRES) is headquartered in Quebec City. It is responsible to provide trained personnel to Maritime Command to man its combat and support elements to enable Canada to meet its objectives in times of peace, crisis or war. In particular, the Naval Reserve has the task of providing the necessary crews to operate 10 of the 12 Maritime Coastal Defence Vessels.

Halifax: MARLANT

Maritime Forces Atlantic (MARLANT) is headquartered in Halifax and is responsible for the Command of the Canadian Navy's Atlantic Fleet, maintaining a naval task group that can respond to crises or events that might affect Canadian interests in an area covering more than 4.8 million square kilometres.

Visit the following websites to learn more about each of the naval formations:


Canadian Army

The Chief of the Army Staff (C Army) is the senior Army appointment and is responsible to the CDS for the command and operational readiness of Canada's Army.

As commander of the Army, the Chief of the Army Staff maintains combat-capable, multipurpose land forces for the following duties:

- Defending Canadian territory and helping to maintain Canada's sovereignty by providing land surveillance and combat-ready forces.
- Contributing to the collective defence of North America.
- Providing armed and unarmed assistance to civil authorities when needed to maintain public order and security or to assist in emergency relief.
- Supporting Canadian interests abroad, a task that may include providing forces for UN, NATO, and other multilateral contingency operations, peacekeeping, and humanitarian assistance.
Army Units

The Army Command is divided into four geographical regions.

The following are the websites for each of the army units:

Royal Canadian Air Force

The Chief of the Air Force Staff (C Air Force) is the senior Air Force appointment. The C Air Force is responsible to the CDS for the command and operational readiness of the Canadian Air Force. The C Air Force advises him in air matters related to Canada's security and defence.

The Chief of Air Force Staff maintains a combat-capable, multipurpose Air Force for the following duties:

- Protecting Canadian sovereignty and airspace.
- Assisting other government departments in times of emergency or disaster.
- Contributing to the collective defence of North America in cooperation with the armed forces of the United States under North American Aerospace Defence (NORAD).
- Supporting Canadian interests abroad, a task that may include providing forces for United Nations (UN), North American Treaty Organization (NATO), and other multilateral contingency operations, peacekeeping, and humanitarian assistance.
- Assisting other government departments in enforcing Canadian law.
- Providing a national air search-and-rescue capability.

Air Force Command

The headquarters (HQ) for 1 Canadian Air Division (1 Cdn Air Div), the Canadian NORAD Region (CANR), and 2 Canadian Air Division (2 Cdn Air Div), located in Winnipeg, serve as the central point of command and control for Canada’s operational Air Force and oversees the monitoring of Canada’s airspace in support of our commitments to the North American Aerospace Defence Command (NORAD). All 13 wings report operationally to 1 Cdn Air Div. A wing is the Air Force equivalent of a base.

The following is the website for the air force command:
http://www.airforce.forces.gc.ca/
Operational Commands

There are two Canadian Armed Forces operational commands that report to the National Defence Headquarters (NDHQ) in Ottawa. The Canadian Special Operations Forces Command (CANSOFCOM) and the Canadian Joint Operations Command (CJOC).

On Friday 5 October 2012, the Canadian Joint Operations Command was stand up, amalgamating the former formations, unit and headquarters of Canada Command, Canadian Expeditionary Force Command and Canadian Operational Support Command.

The table below describes the two operational commands.

<table>
<thead>
<tr>
<th>Canadian Special Operations Forces Command (CANSOFCOM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANSOFCOM is responsible for all Special Forces operations that respond to terrorism and threats to Canadians and Canadian interests around the world.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canadian Joint Operations Command (CJOC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJOC is responsible for anticipating and conducting Canadian Armed Forces operations (less operations conducted solely by North American Aerospace Command or specified operations conducted by Canadian Special Operations Forces Command) and develops, generates and integrates joint force capabilities for operations.</td>
</tr>
</tbody>
</table>

The following are the websites for the Canadian Armed Forces operational commands:

- Canadian Special Operations Forces Command (CANSOFCOM)

- Canadian Joint Operations Command (CJOC)
Domestic Operations

The CAF’s first priority is providing for the defence of Canada. The CAF provides the capability to monitor and control activity within Canada’s territory, airspace and maritime areas of jurisdiction.

The CAF also assists other government departments in achieving their goals.

To understand how the Canadian Armed Forces assists other government departments refer to the table below.

<table>
<thead>
<tr>
<th>Protection of Fisheries</th>
<th>Drug interdiction and immigration control</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CAF in consort with Transport Canada and Environment Canada provides surveillance of Canadian territory for environmental and fisheries protection.</td>
<td>The CAF in consort with the Department of Justice, Royal Canadian Mounted Police (RCMP) and Canada Border Services Agency provides drug interdiction and immigration control. This involves securing our borders against illegal activities such as drug trafficking and the smuggling of immigrants.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Response to terrorist incidents/threats</th>
<th>National Search and Rescue capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CAF through joint efforts with Ministry of Justice and Security Agencies responds to terrorist incidents/threats.</td>
<td>The CAF provides for national Search and Rescue capability through joint operations with local agencies, Transport Canada and the following federal SAR delivery departments:</td>
</tr>
<tr>
<td></td>
<td>• Canadian Coast Guard (Department of Fisheries and Oceans)</td>
</tr>
<tr>
<td></td>
<td>• Royal Canadian Mounted Police (Public Safety Canada)</td>
</tr>
<tr>
<td></td>
<td>• Meteorological Service of Canada (Environment Canada)</td>
</tr>
<tr>
<td></td>
<td>• Parks Canada (Agency)</td>
</tr>
</tbody>
</table>
Humanitarian assistance and disaster relief
The CAF provides humanitarian assistance and disaster relief in support of various levels of government response and the Minister of Health.

Restoration of law and order
The CAF provides support to civil authorities in the restoration of law and order and in support to municipal agencies.

International Operations
The third priority of the Canadian Armed Forces is contributing to International Peace and Security. Canada’s commitment to this is achieved through its standing participation in a full range of multilateral international operations.

More than 700 Canadian soldiers, sailors and Air Force personnel are deployed overseas on operational missions. On any given day, about 8,000 Canadian Armed Forces members - one third of our deployable force - are preparing for, engaged in or returning from an overseas mission.

Since 1947, the CAF has completed 72 international operations. That figure does not include current operations, or the many CAF operations carried out in Canada.

To learn more about CAF operations, visit the following link: http://www.forces.gc.ca/site/operations/index-eng.asp
Roles
The CAF participates in organizations and coalitions to support humanitarian relief efforts and aid in the restoration of conflict-devastated areas. It also participates in other confidence-building measures and arms control.

Currently the CAF plays a role in the following:

North Atlantic Treaty Organization (NATO)
The North Atlantic Treaty Organization (NATO) was first established as a political and military alliance forming the first line of defence against the former Warsaw Pact countries.
The Canadian Armed Forces’ three environments take part in exercises and missions under NATO’s control, in order to ensure effective coordination and efficient interventions.
Since the end of the Cold War NATO has become a major force for peace and stability. It is a permanent multinational airborne quick reaction force that can be deployable at a moment’s notice.
Since the 11 of September 2001, Canada, along with its allies, has made one of its priorities to fight international terrorism to prevent terrorist attacks.

United Nations (UN)
Peacekeeping has become the mainstay of the CAF internationally and, it has helped propel the professional image of the CAF to the forefront. Canada has contributed to almost all United Nations (UN) peacekeeping deployments since the very beginning.
Canada is the 6th largest UN troop contributor, but due to its reputation of professionalism and respect, it is the most asked for country when warring countries are looking for Peacekeepers to help in their peace process.
The UN provides Peacekeepers, as well as, disaster and humanitarian relief.

North American Aerospace Defence (NORAD)
One of Canada’s priorities is to defend North America. It does this in partnership with the United States of America by protecting the Canadian approaches to the continent and through the North American Aerospace Defence Agreement (NORAD).
NORAD provides for surveillance and control over Canadian and US airspace, including monitoring suspect aircraft, suspected of drug, weapon and other contraband materials.
Exercise

Question 1. Complete the following statement.

The chain of command is the structure by which command is exercised through a series of superior and subordinate commanders. The military chain of command starts with ____________

☐ The Prime minister
☐ The public servants
☐ All military members
☐ The Chief Defence Staff (CDS).

Question 2. Complete the following statement.

Under the Chief of the Defence Staff (CDS) the CAF consists of ____________ main operational environments.

☐ 4
☐ 6
☐ 3
☐ 2

Question 3. Select the appropriate answer.

There are two Canadian Armed Forces operational commands that report to the National Defence Headquarters (NDHQ) in Ottawa. Which of the following are NOT a Canadian Armed Forces operational commands?

☐ Canadian Expeditionary Force Command (CEFCOM)
☐ North American Treaty Organization (NATO)
☐ Canadian Joint Operations Command (CJOOC)
☐ Canadian Special Operations Forces Command (CANSOFCOM)

Question 4. Select the appropriate answer.

The CAF’s first priority is to:

☐ Respond to natural disasters
☐ Provide for the defence of Canada
☐ Provide civil assistance
☐ Recruit new members
Summary

The Canadian Armed Forces is a modern and effective military capable of playing a number of important roles at home and abroad. It protects Canada, asserts Canada’s sovereignty, and assumes a leadership role in the world. The future of the Canadian Armed Forces includes a three ocean Navy, a robust Army, and a revitalized Air Force.

In this module, you had an introduction to the Canadian Armed Forces, its military chain of command, and its operational environments and commands. You also learned about the operations and roles the CAF is involved in domestically and internationally.
Module 4: Military Ethos and Ethics
Module 4: Military Ethos and Ethics

Introduction
Defence is an integral part of Canada, and therefore it must fully embrace Canada’s democratic values. However, the Defence mandate can also involve the controlled use of military power to cause massive destruction of property and, in some cases, of human life.

Many situations have an ethical dimension to them. The strength and vitality of the Canadian Armed Forces lie in its ethical culture; yet, ethics for defence can be complex and sometimes requires the balance of legitimate needs or values that seem to point in opposite directions. As a civilian, it is important to understand ethical guidelines put in place to meet the needs of the Department of National Defence (DND) and the Canadian Armed Forces (CAF), at both the individual and the organizational levels.

In this module you will learn about Military Ethos and Ethics. You will also learn about the Defence Ethics Programme and its Statement of Defence Ethics.

Objectives
Upon completion of this module you will be able to:

- Explain the Military Ethos
- Define Ethics
- Describe the Defence Ethics Programme
- Describe the Statement of Defence Ethics and explain its ethical principles, specific values and expected behaviours

What is Military Ethos?
Ethos is the set of moral beliefs, attitudes and habits characteristic of a person or group. Within an organization ethos can be the organization’s dominant character as reflected in its values, culture, practices and traditions, and atmosphere. The Canadian Armed Forces (CAF) has its own ethos - its own underlying way of life and orientation.

The Military Ethos encompasses values that describe and define professional conduct. It consists of:

- The civic values of liberal democracy.
- Values subsumed by the rule of law.
- Ethical values governing our treatment of others.
- The conduct of operations (in accordance with the laws of war and rules of engagement).
- The traditional military values of duty, loyalty, integrity and courage.
What is Ethics?

Ethics can be defined as the search to discern what is good or right, and what is bad or wrong, in order to do what is good or right.

The Canadian Armed Forces (CAF) has its own ethos, which serves to shape and guide conduct, and define responsibilities. This ethos aims to ensure that force is always applied in accordance with sound professional judgment.

The military ethos also requires that the profession of arms remains strongly linked to Canadian society since the profession also incorporates fundamental Canadian values, such as the rule of law, democratic principles and subordination to lawful civil authority.

At the centre of the military ethos are four core military values: duty, loyalty, integrity and courage.

Organizations determine which values they should support and they then develop the ethical guidelines appropriate to the needs of the organization.

The Defence Ethics Programme

The Department of National Defence outlines which values it supports through its Defence Ethics Programme (DEP). This Defence Ethics Programme is a values-based ethics program put in place to meet the needs of DND and the CAF, at both the individual and the organizational levels. Its main activities are training, advice, oversight, and organizational assessment (for example, using the periodic Defence Ethics Survey) in accordance with the 3-year Defence Ethics Plan. The Plan outlines various requirements in relation to ethics awareness and reporting for everyone within DND/CAF. Ethics-awareness related responsibilities are partly centralized and partly distributed among every level 1 organization. DEP works with related stakeholders, such as Health Services and Defence Research, to provide the most current, relevant knowledge to help meet organizational needs.

The aim and primary focus of the DEP since its creation in the 1990s is to foster the practice of ethics in the workplace and in operations, such that members of the CAF and employees of DND will consistently perform their duties to the highest ethical standards. DEP activities aim to enhance outcomes by improving the ethical awareness, judgment, and capacity for ethical action of all employees and CAF members.

DEP developed the new Code of Values and Ethics of DND/CAF in 2012 to complement recent changes to the values and ethics and disclosure related policies and legislation of the federal Public Sector. The Code consists of four chapters: a Statement of Defence Ethics, Ethics in Operations, DND/CAF Policy on Conflict of Interest and Post Employment, and Disclosure of Wrongdoing.

Visit the following websites to learn more about the:

Defence Ethics Programme
http://ethics.mil.ca/index-eng.aspx
Statement of Defence Ethics

The Statement of Defence Ethics is a public statement of commitment to ethical principles and obligations and is intended to be used as:

- a normative guide to professional conduct;
- an aid to working through ethical issues encountered in day-to-day work;
- a set of criteria for developing ethically sound policies and programs; and
- a foundational document for developing particular statements of ethics or codes of conduct that are more consistent with the various organizational cultures within defence—for example, the recognizable organizational cultures of the army, the navy and the air force.

The Three Parts

The Statement of Defence Ethics aims to give greater visibility to the ethical values of defence.

The Statement of Defence Ethics consists of three parts:

1. A declaration identifying who is bound by it at the individual and organizational levels, and why.
2. A set of three Ethical Principles, in order of importance, each one with its own corresponding Expected Behaviours.
3. A list of five core Ethical Values and corresponding Expected Behaviours that reflect the unique character of Defence, showing the compatibility of DND values with those values that describe federal government organizations in general (namely, in the Values and Ethics Code of the Public Sector).

Visit the following website to learn more about the Statement of Defence Ethics:

Who and Why?

Who does the Statement of Defence Ethics apply to?

- The Canadian Armed Forces and its members.
- The Department of National Defence and its employees.

For public servants, the Statement of Defence Ethics’ principles and values and its corresponding expected behaviours go hand in hand with the Values and Ethics Code of the Public Sector. The Statement of Defence Ethics is fully compatible with this Code, but goes beyond it in showing how the DND and the CAF cultures and mission are distinctive.
While military personnel do not have an employment contract, the Statement of Defence Ethics ethical principles and obligations are also reflected in its oath and in the multiplicity of laws, rules and regulations members / employees “sign on to” when they join the military.

Why?

Why do CAF/DND employees need to follow the Statement of Defence Ethics?

It is expected that the CAF and its members, and DND and its employees will use the Statement of Defence Ethics in the fulfillment of their individual and organizational responsibilities for the defence of Canada. Fidelity to the intent of the Statement will help ensure that DND follows its mandate in the right way and with the best chances of success.

Ethical Principles

The Statement of Defence Ethics consists of a set of 3 Ethical Principles.

The Ethical Principles are in order of precedence.
1. Respect the dignity of all persons.
2. Serve Canada before self.
3. Obey and support lawful authority.

An example is provided for each Ethical Principles in the table below.

<table>
<thead>
<tr>
<th>Ethical Principle</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect the dignity of all persons</td>
<td>For example, this could mean making reasonable accommodation for a person with a disability in a civilian organization, or for the military, ensuring that civilians do not become targets during operations on foreign soil.</td>
</tr>
<tr>
<td>Serve Canada before self</td>
<td>In the military, an example is the principle of unlimited liability—that doing one’s job may mean risking one’s life. For a civilian, this could mean refusing a thank-you gift from an external client for a job well done.</td>
</tr>
<tr>
<td>Obey and support lawful authority</td>
<td>For both military and civilian members of DND/CAF, this means implementing lawful decisions made at more senior levels and candidly providing leaders with all relevant information to help them make properly-informed decisions.</td>
</tr>
</tbody>
</table>

Specific Values

The Statement of Defence Ethics contains 5 specific values, with a number of expected behaviours tied to each that describe the standard of conduct. They each have equal weight.
Each of the 5 specific values and their expected behaviours are describable in the table below.

<table>
<thead>
<tr>
<th>Integrity</th>
<th>DND employees and CAF members shall serve the public interest by:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.jpg" alt="Integrity photo by Cpl Dan Pop" /></td>
<td>• Acting at all times with integrity, and in a manner that will bear the closest public scrutiny; an obligation that may not be fully satisfied by simply acting within the law.</td>
</tr>
<tr>
<td></td>
<td>• Never using their official roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others.</td>
</tr>
<tr>
<td></td>
<td>• Taking all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between their official responsibilities and their private affairs in favour of the public interest.</td>
</tr>
<tr>
<td></td>
<td>• Acting in such a way as to maintain DND's and the CAF’s trust, as well as that of their peers, supervisors and subordinates.</td>
</tr>
<tr>
<td></td>
<td>• Adhering to the highest ethical standards, communicating and acting with honesty, and avoiding deception.</td>
</tr>
<tr>
<td></td>
<td>• Being dedicated to fairness and justice, committed to the pursuit of truth regardless of personal consequences.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loyalty</th>
<th>DND employees and CAF members shall always demonstrate respect for Canada, its people, its parliamentary democracy, DND and the CAF by:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.jpg" alt="Loyalty photo by MCpl Ken Fenner" /></td>
<td>• Loyally carrying out the lawful decisions of their leaders and supporting Ministers in their accountability to Parliament and Canadians.</td>
</tr>
<tr>
<td></td>
<td>• Appropriately safeguarding information and disclosing it only after proper approval and through officially authorised means.</td>
</tr>
<tr>
<td></td>
<td>• Ensuring that all personnel are treated fairly and given opportunities for professional and skills development.</td>
</tr>
</tbody>
</table>
| Courage | **DND employees and CAF members shall demonstrate courage by:**  
- Facing challenges, whether physical or moral, with determination and strength of character.  
- Making the right choice amongst difficult alternatives.  
- Refusing to condone unethical conduct.  
- Discussing and resolving ethical issues with the appropriate authorities. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Courage photo" /></td>
<td>Courage photo by Photo by MCpl Danielle Bernier</td>
</tr>
</tbody>
</table>

| Stewardship | **DND employees and CAF members shall responsibly use resources by:**  
- Effectively and efficiently using the public money, property and resources managed by them.  
- Considering the present and long-term effects that their actions have on people and the environment.  
- Acquiring, preserving and sharing knowledge and information as appropriate.  
- Providing purpose and direction to motivate personnel, both individually and collectively, to strive for the highest standards in performance.  
- Ensuring resources are in place to meet future challenges. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Stewardship photo" /></td>
<td>Stewardship photo by Sgt Roxanne Clowe</td>
</tr>
</tbody>
</table>

| Excellence | **DND employees and CAF members shall demonstrate professional excellence by:**  
- Continually improving the quality of policies, programs and services they provide to Canadians and other parts of the public sector.  
- Fostering or contributing to a work environment that promotes teamwork, learning and innovation.  
- Providing fair, timely, efficient and effective services that respect Canada’s official languages. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Excellence photo" /></td>
<td>Excellence photo by Sgt Craig Flander</td>
</tr>
</tbody>
</table>
Exercise

Question 1. Complete the following statement. The Military Ethos encompasses ___________ that describe and define professional conduct.

☐ Laws
☐ Rules
☐ Values
☐ Orders

Question 2a. Select the appropriate Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.
Facing challenges, whether physical or moral, with determination and strength of character.

☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Obey and Support Lawful Authority

Question 2b. Select the Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.
Treating every person with respect and fairness.

☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Respect the Dignity of All Persons

Question 2c. Select the Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.
Avoiding or preventing situations that could give rise to personal or organizational conflicts of interest.

☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Serve Canada Before Self
Question 2d. Select the Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.
Respecting the rule of law.
☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Obey and Support Lawful Authority

Question 2e. Select the Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.
Fostering or contributing to a work environment that promotes teamwork, learning and innovation.
☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Obey and Support Lawful Authority

Question 2f. Select the Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.
Effectively and efficiently using the public money, property and resources managed by them.
☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Serve Canada Before Self

Question 3. Select the appropriate answer. Ethics can be defined as the search to discern what is good or right, and what is bad or wrong, in order to do what is good or right.
True [ ] False [ ]

Question 4. Complete the following statement. The Defence Ethics Programme is a values-based ethics program put in place to meet the needs of ____________, at both the individual and the organizational levels.
☐ Civilians
☐ Military members
☐ Clients
☐ DND and the CAF
Summary

There is no single universally accepted philosophy, rule or formula that can guarantee an ethical solution for every problem we may encounter. For some decisions and situations, doubt as to what is right or best may persist even after obtaining the advice of others and giving the issue much thought; however, for many decisions and situations the Ethical Principles and Ethical Values and corresponding Expected Behaviours contained within the Statement of Defence Ethics can help separate ethical from the ethically questionable and the unethical.

In this module, you examined the definition of Military Ethos and Ethics. You learned about the Defence Ethics Programme and its Statement of Defence Ethics. You also gained knowledge about who the Statement of Defence Ethics applies to, as well as, its three Ethical Principles and five Ethical Values and corresponding Expected Behaviours.
Module 5:
CAF Structure
Module 5: CAF Structure

Introduction

Being part of the Canadian Armed Forces means being part of the Profession of Arms. The military is command driven and based on authority. The military ranks reflect the CAF command structure and discipline plays a major role in maintaining a high standard of military professionalism.

In this module, you will learn about the professions of arms and the two components that make up the Canadian Armed Forces. You will learn about military ranks, the categories of uniforms, honours and how to identify important information about military members by looking at their uniform. You will also learn about marks of respect and know how to address military members.

After completing this module, learners will increase their understanding of the CAF structure.

Objectives

Upon completion of this module you will be able to:

- Describe the Profession of Arms
- Describe the structure of the Canadian Armed Forces
- Explain the rank structure
- Identify the military ranks and military uniforms
- Recognize marks of respect

Profession of Arms

When men and women join the Canadian Armed Forces and don the uniform they enter a unique profession - the profession of arms.

They will always remain Canadian citizens, but for as long as they serve in uniform they will no longer be civilians, as they assume obligations and responsibilities no other Canadian citizen has.

Being a soldier, a sailor, an airman or an airwoman in the profession of arms is to be part of honourable service to Canada.

As within other acknowledged professions, the military is granted considerable authority to self-regulate by the Government and society. However, military professionals serve only one client-the people of Canada.

The fundamental purpose of the profession of arms is the ordered, lawful application of military force pursuant to governmental direction.
The Profession
The profession of arms is uniquely distinguished by the concept of:

- Service before self.
  Service before self is the lawful, ordered application of military force as directed by the Canadian government.
- The acceptance of unlimited liability.
  All members accept and understand that they are subject to being lawfully ordered into harm’s way under conditions that could lead to the loss of their lives. In no other profession in Canada, including the police and fire services, can a member be legally ordered into harm’s way.

The profession of arms is more inclusive than many other professions, as it can only be practiced collectively. Every member in the Canadian Armed Forces must work together as part of the team.

The Professional Relationship
Officers and non-commissioned members (NCMs) work shoulder to shoulder sharing the same risks, burdens and rewards.

This relationship is one of the most sacred in the profession. Its very existence powerfully reflects a common professional identity, and produces effective strong leaders.

Becoming a Member
In Canada, an individual becomes a member of the profession of arms by:

- swearing the Oath of Allegiance, and
- adopting the military uniform.

All members of the Regular Force and Primary Reserve are members of the profession of arms.
**Duty with Honour**

Professional service in today's Canadian Armed Forces can be summed up in three profound words: Duty with Honour.

In answering the unspoken call to the profession of arms, members of the Canadian Armed Forces must live up to public expectations of consistent and exemplary behaviour of the highest standard.

Military members must conduct themselves in a manner that reflects the values and beliefs of their fellow Canadians. By embracing the military ethos (see Module: Military Ethos and Ethics) they meet these expectations, while they strive for excellence within their specialized expertise and take on the complex challenges of the future.

Military members share a set of core values and beliefs found in the military ethos that guide them in the performance of their duty and allows a special relationship of trust to be maintained with Canadian society.

Their reward is honour.
The Forces

The Canadian Armed Forces consists of two forces:

- The Regular Force
- The Reserve Force

Read the following chart to learn about some of the characteristics of the Regular Force and the Reserve Force.

<table>
<thead>
<tr>
<th>Regular Force</th>
<th>Reserve Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>68,000 members</td>
<td>27,000 members</td>
</tr>
<tr>
<td>Members have made the military their career.</td>
<td>Members volunteer to devote a portion of their time to military service.</td>
</tr>
<tr>
<td>Deployment is not voluntary</td>
<td>Deployment is voluntary</td>
</tr>
<tr>
<td>Full-time career</td>
<td>Can be full-time or part-time work. Many members have a career outside of the military.</td>
</tr>
<tr>
<td>Members enroll in the Navy, Amy or Air Force</td>
<td>Members enroll in the Navy, Amy or Air Force</td>
</tr>
<tr>
<td>Consists of Officers and NCMs of all ranks</td>
<td>Consists of Officers and NCMs of all ranks</td>
</tr>
<tr>
<td>Follows the Command Structure</td>
<td>Follows the Command Structure</td>
</tr>
<tr>
<td>Members can release from the military after a Term of Service contract has been completed.</td>
<td>Reservists have no minimum time commitment; members can choose to leave the Reserve Force at any time. There are terms of employment that may have to be complied with and leaving early may result in removal from the reserve list</td>
</tr>
<tr>
<td>Members will be posted and move around during their career. Their location is based on where they are posted or deployed to.</td>
<td>If a reservist has taken a deployment, the member has to complete the mission.</td>
</tr>
<tr>
<td>Members can be deployed on a mission overseas.</td>
<td>Members will not be posted or do a military move. They will remain with the Reservist Unit that they joined. They can volunteer to move to another base.</td>
</tr>
<tr>
<td>Members can volunteer to go on a mission overseas.</td>
<td>Members can volunteer to go on a mission overseas.</td>
</tr>
</tbody>
</table>
Regular Force

The Regular Force is made up of about 68,000 uniformed Canadian men and women who have chosen to make the military their career.

Regular Force members are fulltime members of the Canadian Armed Forces. When they join the Regular Force, they are signing on for several years of service.

Reserve Force

The Reserve Force is made up of men and women who devote a portion of their spare time to military service. A limited number of reservists also serve on a full time basis.

Reservists:

- Provide a vital link between the CAF and local communities.
- Are employed to augment the Regular Force.
- Are paid for their military service, although the pay scale somewhat differs from the equivalent rank in the regular force.

In times of peace, their civilian careers, schooling and families come before their Reserve Force activities. During such times, when Reserve Force service is voluntary, employer support is voluntary.

The government may, in time of emergency such as war, place reservists on active service by an Order in Council.
Classes of the Reserve Force

Reserve Service is broadly divided into Class "A", "B", or "C", Service. The following is a brief description of each.

Class A Service

Generally, Class A service is similar to casual or part-time work, consisting of four or more evenings and one or more weekends a month, from Sept to May each year;

- Reservists on Class A service are paid for periods of more than six hours work or training, (full day rate) or for periods of less than six hours training or work (half day rate);
- Reservists on Class A service cannot exceed more than 12 consecutive days of training or employment;
- Class A pay rates are approximately 85% of Regular Force rates; and
- The benefits package a Class A Reservist receives is comprehensive, but less than the package accorded members of the Canadian Armed Forces working full-time.

Class B Service

- Reservists on Class B service have signed an agreement to train or work for a period of time between 14 and 365 consecutive days;
- Reservists on Class B service are paid normal Reserve rates of pay; and
- Benefits for Reservists on a Class B terms of service for less than 180 days are similar to the benefits for Class A Reservists. Those whose period of service is greater than 180 days receive an increased benefits package.

Class C Service

Reservists on Class C terms of service are those personnel working in a Regular Force line serial for a period greater than 90 days.

Reservists on Class C service are governed by Regular Force Terms of Service and receive Regular Force pay and benefits.

Class C terms of service will be offered only to those personnel on operations, including deployed operations, MCDV crews and local contingency operations.
Organization
There are four sub-components within the Reserve Force.

Primary Reserve
The Primary Reserve is the largest sub-component of the Reserve Force. Its officers and non-commissioned members train regularly on a part-time basis with occasional periods of full-time service. The Primary Reserve is divided into four elements: the Naval Reserve, the Army Reserve, the Air Reserve and the Communication Reserve.

Cadet Instructors Cadre
The officers of the Cadet Instructors Cadre are responsible for the safety, supervision, administration and training of cadets, aged 12-18 years.

Supplementary Reserve
The Supplementary Reserve consists of former members of the Regular and Reserve Forces. They do not perform training or duty but provide a pool of personnel that could be called out in an emergency.

Canadian Ranger Reserve
Canadian Rangers are volunteers who provide a military presence in those sparsely settled northern, coastal and isolated areas of Canada that cannot conveniently or economically be provided by other components of the Canadian Armed Forces.
Reservists in Operations
Reservists have made substantial contributions to Canada's peacekeeping efforts and domestic relief operations.

Domestically reservists have served on many Canadian Armed Forces’ domestic operations such as:

- Flood relief in Quebec and Manitoba.
- Military aid following ice storms in eastern Canada.
- The Swissair Flight 111-crash recovery operation.
- Emergency response to forest fires in Alberta and British Columbia.
- Aid to the homeless during bitterly cold weather in Toronto.
- Search and rescue operations.

Reservists may volunteer for duty with a unit going overseas. There is an increasing role for reservists in Canadian Armed Forces operations. Up to 20% of some overseas deployments consist of primary reservists.

Reservists also participate in cultural events, parades, festivals and other public events in communities across Canada.

Command Structure
The military is, by necessity, command driven. It has a command structure based on authority. The lower authority obeys the higher authority. Military managers expect to be obeyed. Ranks below them cannot question their authority or their right to make decisions.

Military members’ positions in the command structure are determined by their rank.
Rank Structure
Rank reflects a level of ability, capability, experience, and knowledge.

There are 19 ranks in the Canadian Armed Forces rank structure. The higher military members are in the rank structure the higher they are in the command structure.

The Canadian Armed Forces' rank structure consists of officers and non-commissioned members (NCMs).

Notes for Civilians
Royal Canadian Navy
The Royal Canadian Navy has reinstated the executive curl in their rank and insignia.

Canadian Army
Announced on 8 July 2013, the Canadian Army will restore the traditional rank names for all Canadian Army non-commissioned members, as well as the reintroduction of Canadian Army Officers' rank insignia. The uniform features “pips” and crowns insignia, new gorget patches for Colonel rank and above, and division patches.

Royal Canadian Air Force
Announced on 21 September 2014, the Royal Canadian Air Force will adopt new rank insignia that blends its historic past with its current operational excellence. The new officer rank insignia will be a combination of pearl grey bars bordered by black on a blue background. Non-commissioned members rank insignia will be pearl grey instead of gold placed atop a black background.

The new ranks and insignia will be updated in this module to reflect these changes. To access the new ranks and insignia, please visit the following websites:

Officers
The officer group is divided into 11 rank levels. Officers hold the rank of Acting Sub-Lieutenant (Navy) / Second Lieutenant (Army and Air Force) / up to Admiral (Navy) / General (Army and Air Force). Admiral (Navy) / General (Army and Air Force) is the highest officer position in the Canadian Armed Forces.

Officers are commissioned members. Usually an officer must have a university degree in order to be awarded a commission; however, NCMS that have earned the rank of Sergeant or one of the ranks in the Warrant Officer group may be offered a commission and can become an officer.
Naval Cadets (Navy) / Officer Cadets (Army and Air Force) are members of the officer group who do not have a commission, but are attending full-time university under the Regular Officer Training Plan. When they graduate they will receive their commission and be promoted to Acting Sub-Lieutenant (Navy) / Second Lieutenant (Army and Air Force).

Tips for Civilians

In the Canadian Armed Forces there is usually only one Admiral / General. The Admiral / General is the Chief of Defence Staff (CDS). When a CDS retires, the CDS, the Prime Minister and the Minister of National Defence select a new CDS from the military members who have the rank of Vice-Admiral/Lieutenant-General.

In a casual environment you may hear Vice-Admirals and Rear-Admirals referred to as Admirals, or Lieutenant-Generals, Major-Generals and Brigadier-Generals referred to as Generals.

In a formal environment they will be referred to by their full rank.

Commission

A commission is an official document issued by the government and conferring on the recipient the rank of an officer in the armed forces.

Canadian Commissioning Scrolls, as they are properly called, are normally signed by the Commander in Chief (Governor General) and countersigned by the Chief of the Defence Staff.

Commissioning Scrolls are awarded during a ceremony. Once a member receives the commission they usually enter the officer rank structure as an Acting Sub-Lieutenant (Navy)/Second Lieutenant (Army / Air Force).

We, reposing especial Trust and Confidence in your Loyalty, Courage and Integrity, do by these Presents Constitute and Appoint you to be an Officer in our Canadian Armed Forces. You are therefore carefully and diligently to discharge your Duty as such in the rank of (Second Lieutenant or Acting Sub-Lieutenant) or in such other Rank as We may from time to time hereafter be pleased to promote or appoint you to, and you are in such manner and on such occasions as may be prescribed by Us to exercise and well discipline both the Inferior Officers and Non Commissioned Members serving under you and use your best endeavour to keep them in good Order and Discipline. And We do hereby Command them to Obey you as their Superior Officer, and you to observe and follow such Orders and Directions as from time to time you shall receive from Us, or any other your Superior Officer according to Law, in pursuance of the Trust hereby reposed in you.
Duties of an Officer

The first duty of Canadian Armed Forces officers is to command and lead the men and women of the Canadian Armed Forces. From their first day in the Canadian Armed Forces, 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.

Officers:
- command,
- establish policy, plans, and programs,
- concentrate on collective training, which enables their unit to accomplish the task, and
- create the conditions so that the NCMs can do their job.

Non-Commissioned Members

Non-commissioned members (NCMs) are members of the Canadian Armed Forces that do not hold a commission. Non-commissioned members are lower in the rank structure than officers.

The non-commissioned members group is divided into eight rank levels with Chief Petty Officer 1st Class (Navy) / Chief Warrant Officer (Army and Air Force) being the highest NCM in the rank level.

An NCM can become an officer by completing university and applying for an officer position, or by being offered a commission. NCMs that have earned the rank of Sergeant or one of the ranks in the Warrant Officer group may be offered a commission. If they accept the commission they will become an officer and enter the Officer Rank Structure in the Junior Officer group.

Duties of NCMs

Non-commissioned members conduct the daily business of the Canadian Armed Forces within established orders, directives and policies. They identify themselves as those responsible for the effective and efficient accomplishment of all tasks. Every member has clear responsibility and accountability for the performance of his or her duties within the Canadian Armed Forces chain of command.

The duty of non-commissioned members is to get the job done.

Non-commissioned members start out as recruits and are then trained to do specific occupations in the Canadian Armed Forces. Non-commissioned members may be trained as:
- technicians that keep the equipment repaired,
- operators that use specific and complicated electrical and mechanical equipment, or
- operators that use general equipment.
Relationship between Officers and NCMs

It is important to understand the special relationship that exists between officers and non-commissioned members (NCMs). Officers are higher in the rank structure than non-commissioned members and although it is the job of officers to command and the job of non-commissioned members to actually do the job, experienced non-commissioned members play a vital role in the development and training of young officers, and often act as chief advisors and disciplinarians to experienced officers.

Both officers and non-commissioned members share the same goal: accomplish their unit's mission. Since they have similar responsibilities, it is evident that those responsibilities will overlap and, therefore, must be shared.

Rank Naming Structure

The Army and the Air Force use the same naming convention to identify the ranks in the rank structure, whereas the Navy, which has always been steeped in tradition, uses its original forms of address from the 1800s to identify those same ranks.

For example the highest rank in the Navy is an Admiral, whereas, the highest rank in the Army and Air Force is a General. An Admiral and a General are equivalent ranks and the same symbols are used to identify them.

Tips for Civilians

It is important to be aware that some ranks in the Navy don’t correspond to the ones in the Army and Air Force. The Navy and the Army and Air Force have the ranks of Captain and Lieutenant, however, a Captain and a Lieutenant in the Army and Air Force are not equivalent to a Captain and a Lieutenant in the Navy, and they are not at the same level in the rank structure.

A Navy Captain is three ranks higher than an Army and Air Force Captain. The equivalent of a Navy Captain in the Army and Air Force is a Colonel.

A Lieutenant in the Navy is one rank higher than a Lieutenant in the Army and Air Force. The equivalent of a Navy Lieutenant in the Army and Air Force is a Captain.

The rank of Captain in the Navy is written Captain (N).

The rank of Lieutenant in the Navy is written Lieutenant (N).
Symbols
A rank is depicted by symbols on the uniform. The symbols used to identify ranks are bars, leaves, chevrons, crowns and crests.

Although the names of ranks vary between the Navy, Army and Air Force, the same symbols are used to identify the equivalent ranks. For example a Leading Seaman (Navy) and a Corporal (Army and Air Force) are equivalent ranks and two chevrons identify them.

The different symbols that represent each rank are called insignia.

Officer Ranks
Officer ranks are depicted by bars/rings and leaves. The symbol is a bar if it is located in the shoulder of the uniform and it is a ring if it is located on the cuff of the uniform tunic.

There are four categories of officers.

View the following websites to learn about each category of officers and to view the ranks and symbols used to identify the ranks.


Tips for Civilians
In English, the Canadian Armed Forces’ rank of Lieutenant is pronounced Left-ten-ant. The British pronunciation is used.

In the Canadian Armed Forces, the English language rank names originate from the British Military and the French language rank names originate from the French Military. For this reason some of the rank names can be very different in English and French. For example a Master Corporal in French is a Caporal-chef.

When you learn the ranks it is important to verify the rank name in the other official language and not to do a direct translation.

Rank Location
Flag officers (Navy) / general officers (Army and Air Force) wear:

- a single wide gold ring on the cuffs of their uniform tunic and 1-4 maple leaves, a crossed sword and baton, and a crown on the shoulders, and
- 1-4 maple leaves, a crossed sword and baton, and a crown on the shoulders of shirts, sweaters, windbreakers and overcoats.
Officers up to the rank of Captain (Navy) / Colonel (Army and Air Force) wear:

- 1-4 narrow gold rings around the cuffs of their uniform tunics, and
- 1-4 gold bars on the shoulders of shirts, sweaters, windbreakers and overcoats.

The Bars (or rings if they are on the cuff) come in three sizes - large, medium and small.

The following graphics shows some examples of where rank is located on an officer’s uniform.
NCM Ranks

Non-commissioned members’ ranks are depicted by chevrons, a leaf, crowns and crests.

There are three categories of non-commissioned members.

To learn about each category of NCMs and to view the ranks and the symbols used to identify the ranks, refer to the following chart.
Rank Location

The Warrant Officers group up to Senior Petty Officers (Navy) / Warrant Officers (Army and Air Force) wear:

- a crown or crest on the cuffs of their uniform tunic, and
- a crown or crest on the shoulders of shirts, sweaters, windbreakers and overcoats.

Senior non-commissioned officers up to the rank of Petty Officer 2nd Class (Navy) / Sergeant (Army and Air Force) wear:

- 2 or 3 chevrons and a leaf on the sleeves of the uniform tunic, and
- 2 or 4 chevrons and a leaf on the shoulders of shirts, sweaters, windbreakers and overcoats.

Able Seamen (Navy) / Privates (Army and Air Force) and Leading Seamen (Navy) and Corporals (Army and Air Force) wear:

- 1 or 2 chevrons on the sleeves of the uniform tunic, and
- 1 or 2 chevrons on the shoulders of shirts, sweaters, windbreakers and overcoats.

Ordinary Seamen (Navy) / Privates (Recruit) (Army and Air Force) have no symbol to represent their rank. They still wear their epaulettes but they are blank.

The following graphics shows some examples of where rank is located on an NCM’s uniform.
Senior Appointments

Appointments carry with them certain additional responsibilities and powers above and beyond the rank. Appointments are honours and the insignia identifies the appointment, but the individual’s rank remains the same. Appointments are depicted by crowns.

Chief Petty Officer 1st Class (Navy) / Chief Warrant Officer (Army and Air Force), which are the highest NCM ranks, can be appointed to a senior appointment.

The NCMs who receive an appointment will still maintain their NCM rank. NCMs enter the Senior Appointment Structure as a Base Chief Petty Officer (Navy) / Base Chief Warrant Officer (Army) / Wing Chief Warrant Officer (Air Force) and work their way up the Senior Appointment Structure.

NCMs are responsible for the establishment and maintenance of uniform standards of drill, discipline, and dress and deportment and serve the exemplary example of professionalism for all members (NCMs and Officers) in the element. The Canadian Forces Chief Warrant Officer (Navy, Army and Air Force) is the highest appointment and the person who holds that appointment has the highest NCM position in the Canadian Armed Forces.
Appointment Location

NCMs that hold appointments wear their appointment insignia rather than their rank insignia. Appointments wear:

- a crown on the cuffs of their uniform tunic, and
- a crown on the shoulders of shirts, sweaters, windbreakers and overcoats.

The following graphics shows some examples of where appointment insignia is located.
Abbreviations

Each rank and appointment in the Canadian Armed Forces has an abbreviation. The following chart shows the abbreviations for each rank and appointment.

<table>
<thead>
<tr>
<th>NAVY Officers</th>
<th>ARMY Officers</th>
<th>AIR FORCE Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admiral</td>
<td>General</td>
<td>General</td>
</tr>
<tr>
<td>Vice-Admiral</td>
<td>Lieutenant-General</td>
<td>LGen</td>
</tr>
<tr>
<td>Rear-Admiral</td>
<td>Major-General</td>
<td>MGen</td>
</tr>
<tr>
<td>Commodore</td>
<td>Brigadier-General</td>
<td>BGen</td>
</tr>
<tr>
<td>Captain (N)</td>
<td>Colonel</td>
<td>Col</td>
</tr>
<tr>
<td>Commander</td>
<td>Lieutenant-Colonel</td>
<td>LCol</td>
</tr>
<tr>
<td>Lieutenant-Commander</td>
<td>Major</td>
<td>Maj</td>
</tr>
<tr>
<td>Lieutenant (N)</td>
<td>Captain</td>
<td>Capt</td>
</tr>
<tr>
<td>Sub-Lieutenant</td>
<td>Lieutenant</td>
<td>Lt</td>
</tr>
<tr>
<td>Acting Sub-Lieutenant</td>
<td>Second Lieutenant</td>
<td>2Lt</td>
</tr>
<tr>
<td>Navel Cadet</td>
<td>Officer Cadet</td>
<td>O Cd t</td>
</tr>
<tr>
<td>Non-Commissioned Members</td>
<td>Non-Commissioned Members</td>
<td>Non-Commissioned Members</td>
</tr>
<tr>
<td>Chief Petty Officer 1st Class</td>
<td>Chief Warrant Officer</td>
<td>CWO</td>
</tr>
<tr>
<td>Chief Petty Officer 2nd Class</td>
<td>Master Warrant Officer</td>
<td>MWO</td>
</tr>
<tr>
<td>Petty Officer 1st Class</td>
<td>Warrant Officer</td>
<td>WO</td>
</tr>
<tr>
<td>Petty Officer 2nd Class</td>
<td>Sergeant</td>
<td>Sgt</td>
</tr>
<tr>
<td>Master Seaman</td>
<td>Master Corporal</td>
<td>MCpl</td>
</tr>
<tr>
<td>Leading Seaman</td>
<td>Corporal</td>
<td>Cpl</td>
</tr>
<tr>
<td>Able Seaman</td>
<td>Private</td>
<td>Pte</td>
</tr>
<tr>
<td>Ordinary Seaman</td>
<td>Private (Recruit)</td>
<td>Pte (R)</td>
</tr>
</tbody>
</table>

Tips for Civilians

Military members may sign their emails using the abbreviation for their rank and their last name. When you send an email to military members it is important that you address them by rank and last name. You may either use the full name for the rank or the abbreviation.

An example of addressing an officer by email:

*Good afternoon, Captain Lewis or Good afternoon, Capt Lewis*

An example of addressing an NCM by email:

*Good morning, Chief Warrant Officer Lamarche or Good morning, CWO Lamarche*
Uniforms

High standards of dress, deportment and grooming are universally recognized as marks of a well trained, disciplined and professional force.

The Canadian Armed Forces’ uniform is an outward symbol of its commitment, identity and ethos. Coupled with overall appearance, the uniform is the most powerful visual expression of pride and is the primary means by which the public image of the Canadian Armed Forces is fashioned.

In early wars, during the heat of battle, the fighting men could not recognize each other and often fought their own friends. In those days, people wore whatever they pleased and no one knew by sight alone who was friend and who was foe. Clever generals dressed their men all the same, or in a “uniform dress,” and scored many victories before this new development in warfare became widely known.

Photo: No reference provided
Identification

A military uniform reveals important information about military members.

Some of the details a uniform identifies are:

- officer or non-commissioned member,
- operational element,
- rank,
- name, and
- honours.

Look at the following uniform to explore the different details that will help you to identify important information about a military member.

Tips for Civilians

When you look at a military member in their uniform you can learn a lot about their military career. A lot of information about military is displayed on their uniforms. This is very different from civilians whose clothing most of the time reveals nothing about their career.
Orders of Dress
Orders of dress are the types of dress worn by military members. Depending on the event to be attended different dress codes apply. There are five orders of dress.

Ceremonial
Ceremonial dress is worn during military ceremonies and parades. Navy ceremonial and service dress includes alternative white clothing items worn during the summer or tropical climates. Army and Air Force service dress is not differentiated by season.

Mess Dress
Mess dress is worn for formal evening functions such as mess dinners.

Service Dress
Service dress is worn for daily duty and travel. It is suitable for most occasions. Only service dress is designed for unrestricted wear on all occasions. With a jacket and tie it equates to a civilian business suit. With medals and accoutrements it is formal attire suitable for all ceremonial occasions.

Navy service dress includes alternative white clothing items worn during the summer or tropical climates. Army and air force service dress is not differentiated by season.

Operational Dress
Operational dress is worn during operations. The Navy wears Naval combat dress, the Air Force wears flight suits and the Army wears field combat dress, also known as Canadian Disruptive Pattern (CADPAT).

Occupational
Members of authorized occupations wear occupational dress when they are engaged in specified occupation activity.

The following graphics show the different order of dress for each element.
Navy Occupational Photo by MCpl Robert Bottrill;
Army Occupational Photo by MCpl Eric Jacques;
Air Force Occupational Photo by Sgt Frank Hudec
Wearing the Uniform
The rules for wearing the uniform are different for the Regular Force and the Reserve Force.

Regular Force
Unless otherwise directed, all on duty ranks MUST wear the prescribed uniform. When members of the Regular Force are not on duty they MAY wear civilian clothes.

Reserve Force
Members of the Reserve Force can only wear the uniform when they are:
- on duty,
- proceeding to or from place of duty, or
- attending a military function or ceremony.
In all other situations they MUST wear civilian clothes.

Canadian Disruptive Pattern Uniform
The CADPAT (Canadian Disruptive Pattern uniform) is the operational dress for the Canadian Army, but military members in the Royal Canadian Navy or the Royal Canadian Air Force may also wear it. Every military member is issued this dress at basic training to ensure that everyone is the same. The regulations for wearing CADPAT are to the discretion of the Commanding Officer.

On CADPAT the epaulette (depicting rank) and the name tag (depicting name and element) are attached by Velcro. The epaulette is located on the front of the uniform just below the chest and the name tag is on the right side of the chest.

Tips for Civilians
If you see military members wearing CADPAT do not assume that they are in the Canadian Army. They could be in the Royal Canadian Navy or the Royal Canadian Air Force.

You can determine which environment they belong to by the color of their beret, the colour of their rank, the colour of their undershirt, and the name tag. The element is located at the left corner of the name tag.
The following graphics show the CADPAT uniform for each environment.

**Air Force**

**Navy**
Honours

Recognition of accomplishments has been found to encourage higher performance and morale. By providing these honours, a member is recognized amongst his peers and superiors for his or her achievements, often motivating the member and those around him to continue to strive for excellence.

There are a myriad of possible medals, decorations, orders, and other awards that can be earned or won by members of the Canadian Armed Forces. These are marks of distinction, merit and respect, and should be worn with pride at all times.

When instituting honours, the military observes a strict set of principles designed to ensure that they are fair, credible, and will engender respect and prestige both for the award and the recipients. Their value is preserved by the prohibition of the wearing of any honour without due authority.
Categories of Honours
The three main categories of honours that might be bestowed on a member of the Canadian Armed Forces are Orders, Decorations, and Medals. These are marks of distinction, merit and respect, and should be worn with pride at all times.

In addition to the orders, decorations, and medals, the Canadian Armed Forces has instituted many programs and awards, which identify professionalism and dedication to the CAF.

**Orders**
Orders recognize significant achievements and remarkable service.

An example of an order is the Order of Military Merit which recognizes distinctive merit and exceptional service displayed by the men and women of the Canadian Armed Forces, both Regular and Reserve.

Many military members have demonstrated dedication and devotion beyond the call of duty, and the Orders honour them for their commitment to Canada.

Officers receive the Order of Military Merit, which recognizes outstanding meritorious service in duties of responsibility. Non-commissioned members receive the Member of the Order of Military Merit.

**Medals**
Medals recognize general service and are often presented to those who participate with distinction, to commemorate special occasions and anniversaries; they may also be awarded for long term good conduct and exemplary service. These medals consist of Campaign Medals, Special Service Medals, International Commission and Organization Medals, Commemorative Medals, Long Service and Good Conduct Medals, Exemplary Service Medals, etc.

An example of the Long Service and Good Conduct Medals is the Canadian Forces Decoration (CD). The Canadian Forces Decoration, created in 1949, recognizes completion of 12 years of good service in the Canadian Armed Forces.
Visit the following Internet links to learn more about honours.


Tips for Civilians
The Governor General presents honours on behalf of all Canadians to recognize those people who have demonstrated excellence, courage or exceptional dedication to service in ways that bring special credit to this country. There are many honours that are specifically for military members, but there are also many honours that civilians can receive.

Wearing Honours
Honours are worn on the uniform above the left chest. Orders are worn first, followed by decorations, and then medals.

Tips for Civilians
Honours should only be worn by the individual who received them.

Photo: No reference provided
Identifying Military Members
To learn more about military members and the different parts of the uniform, view each of the following graphics.

**Air Force**
- This military member is wearing his rank on his shoulder. This member is an Officer and his rank is Colonel.
- This military member has received honours. Honours are worn on service dress on the left side.
- The name of the military member is located on the right side.
- This military member belongs to the Air Force. Members of the Air Force wear light blue uniforms.
- This military member is wearing service dress.

**Navy**
- This military member is wearing his rank on his shoulder. This member is a non-commissioned member and his rank is Master Corporal.
- The name of the military member is located on the right side.
- This military member belongs to the Navy. Members of the Navy wear dark blue (black) uniforms.
- This military member is wearing operational dress.
Mark of Respect

In the Canadian Armed Forces there are two types of respect:

- paying of compliments, and
- military address.

Rank recognition is very significant in the Canadian Armed Forces. Military members always acknowledge each other’s rank.
Paying of Compliments

Military members with lower ranks always initiate the recognition of junior officers and up by paying them compliments.

In the Canadian Armed Forces, the common method of paying compliments is the salute, which is a mark of courtesy indispensable to service discipline. In saluting an officer, respect is being shown to Her Majesty the Queen, whose commission the officer holds. Courtesy consists of acts of politeness, civility and respect. Discipline ceases to function whenever common acts of courtesy disappear from a military unit.

Some other Compliments are:

- eyes right/left (heads and eyes are turned to the right/left),
- firing of guns (the firing of gun salutes in honour of distinguished people or to mark a special occasion), and
- present arms (the rifle is held in a friendly position that leaves the arms bearer defenceless).

Military Salute

The following are the rules for who must salute:

- Officers salute all officers senior to themselves.
- Non-commissioned members salute all commissioned officers. Naval Cadet (Navy) / Officer Cadets (Army and Air Force) are not saluted by anyone as they have not received a commission.
- Officers and non-commissioned members when they are part of a group will have a commander of the group that calls the group to attention and then the commander salutes the approaching officer.

The method of paying compliments varies with the circumstances and places, such as at the halt, on the march, in buildings, funerals, courtesies, memorial services, lecture rooms, anthems, national flag, parades, vehicles and commissioned warships and boats, etc.

Tips for Civilians

Civilians do not salute military members, even if you are the only civilian attending a military meeting or ceremony, or you are with a military member who is saluting.
Military Address

Military members must follow the chain of command when wishing to communicate with a superior and must show respect for their rank. This is done through military address.

View the information below to learn how military members address Officers and NCMs.

Addressing Officers

Military subordinates address superior officers by:
- their rank and surname, or
- Sir or Ma’am.

When referring to an officer by his/her position, the full rank title must be used. The abbreviated version of the rank is never used. For example one speaks of the Commanding Officer, not the CO.

Addressing Non-Commissioned Members

The NCMs are addressed differently according to their rank.

Chief Petty Officers First Class / Chief Warrant Officers are addressed by:
- rank and surname,
- Mister or Mrs. And surname, or
- Sir or Ma’am, when addressed by junior ranks.

Chief Petty Officers Second Class / Master Warrant Officers are addressed by:
- rank and surname,
- Warrant, or
- Sir or Ma’am, when addressed by junior ranks.

All other NCM ranks are addressed by rank or by rank and surname.

Tips for Civilians

Addressing military members varies depending on the military member. Out of respect you should address officers and NCMs by their rank and last name. If you don’t know their last name you should address them by Sir or Ma’am.

Some members may let you know that it is ok to address them using their proper name. You should not address military members by their proper name unless you have been given permission.

An example of addressing an officer by phone or in person:
Good morning, Lieutenant Dagenais

An example of addressing an NCM by phone or in person:
Good afternoon, Petty Officer 1st class Macarthur
Exercise

Question 1. Complete the following statement

When men and women join the Canadian Armed Forces and don the uniform they enter a unique profession—__________

☐ the profession of soldier
☐ engineering
☐ operator
☐ the Profession of arms

Question 2. Select the correct answer. How many forces do the Canadian Armed Forces have?

☐ 1
☐ 2
☐ 3
☐ 4

Question 3. Select the appropriate answer

Only military members form the Army can wear the operational dress CADPAT (Canadian Disruptive Pattern uniform).

True [ ] False [ ]

Question 4. Select the appropriate answers. Military members with lower ranks always initiate the recognition of the junior officers and up by paying them compliments. Which of the followings are compliments?

☐ Salute
☐ Firing of guns
☐ Present arms
☐ Eyes right/left
☐ All of the above
Question 5. Look at the uniform and select the appropriate answers.
A. What group does this military member belong to?
   □ Officer
   □ NCM

B. Which of the operational environments does he belong to?
   □ Navy
   □ Air Force
   □ Army

C. What is this military member’s rank?
   □ Brigadier-General
   □ Sergeant
   □ Master Corporal
   □ Private
   □ Master Seamen

D. What is the job of this military member?
   □ Pilot
   □ Military Police
   □ Ammunition Technician
   □ Medical Technician

E. Where is the name tag located on the uniform?
   □ Under the honours
   □ On the shoulder
   □ On the right side of the chest.
   □ On the hat

F. Does this military member have honours?
   □ Yes
   □ No
Summary
The Canadian Armed Forces is a huge and complex organization. Military members are part of a profession that has a command structure and specific rules and regulations.

In this module, you were introduced to the different aspects within the CAF structure. You learned about the professions of arms, the command structure, the regular and reserve forces, and the different military ranks and honours. You also learned how to identify important information about military members by looking at their uniforms, how military members show respect, and how military members address each other.
Module 6: CAF Careers
Module 6: CAF Careers

Introduction
The Canadian Armed Forces (CAF) is a professional institution that requires that its members meet the exigencies of the Forces. Becoming a member in the Canadian Armed Forces involves meeting the basic eligibility requirements, and selecting an entry plan and occupation. There are several occupations within the CAF and the CAF provides extensive education and training to become proficient in an occupation.

Members of the Canadian Armed Forces possess a systematic and specialized body of military knowledge, and skills acquired through education, training and experience, and they apply this expertise competently and objectively in the accomplishment of their missions.

In this module, you will learn about the career process, including recruitment, terms of service, postings, training, education and occupations.

After completing this module, you will increase your understanding of the career process in the Canadian Armed Forces.

Objectives
Upon completion of this module you will be able to:

- Identify the basic eligibility requirements for enrolment
- Briefly explain military training
- Recognize different terms of service
- Briefly explain the CAF Personnel Appraisal System (CFPAS)
- Identify military education/training facilities
- Describe the military postings process
- Identify some military occupations

Recruitment
The Canadian Armed Forces has many entry plans depending on experience and qualifications. There are more than 30 recruiting centres and detachments across Canada where applicants can apply.

To enroll in the Canadian Armed Forces an applicant must be:

- a Canadian citizen, (Landed Immigrants may apply to the Reserves),
- have a good record of conduct and no outstanding legal obligations,
- a minimum of 17 yrs of age (16 for the Reserves and Military College) with parental/guardian consent for minors,
- meet the minimum education requirements for an entry plan and/or occupation, and
- be able to hold a security clearance.

Visit the link below for more information about recruiting.

http://www.forces.ca/en/home

Photo by CFLRS
Military Training

The objective of military training and socialization is to transform new candidates into fully capable, confident, professionals:

- who know what they are supposed to do and why,
- who can operate as a cohesive team, and
- who are capable of acting independently, if necessary, to fulfill their commander’s intent.

New officers take the Basic Military Officer Qualification, while new non-commissioned members take the Basic Military Qualification. These training courses emphasize physical and mental robustness, basic military skills, fundamentals of leadership, and ethical values.

The Basic Military Officer Qualification and the Basic Military Qualification are conducted at the Canadian Forces Leadership and Recruit School in Saint-Jean-sur-Richelieu, Quebec and the Naval Reserve Training Division in Borden, Ontario.

Terms of Service

Military members do not have to be a part of the Canadian Armed Forces for all of their professional life. There are different Terms of Service (TOS) that exist.

A TOS is a contract between a member and the Canadian Armed Forces to provide military service until lawfully released.

The Canadian Armed Forces offers its Regular Force members four different Terms of Service contracts.

1. **Variable Initial Engagement Contract**
   When Regular Force members first join the Canadian Armed Forces they sign an initial contract, which is called the Variable Initial Engagement (VIE).

   This contract can range in length from three to nine years not including subsidized training or education. The length varies depending on the occupation, the needs of each occupation, and the training time that is required for that occupation.

2. **Indefinite Period of Service contract**
   After the Variable Initial Engagement has been completed, if members decide to continue their military career they are provided with an Indefinite Period of Service contract or a Continuing Engagement contract.

   An Indefinite Period of Service (IPS) is a contract where service is extended until he/she is legally released. (60th birthday).

3. **Intermediate Engagement 25yr**
   An Intermediate Engagement 25 Year (IE25) is a fixed period of service in the Regular Force of 25 years of continuous service, followed by an IPS until he/she is legally released.

4. **Continuing Engagement Contract**
   A Continuing Engagement (CE) refers to a fixed period of service of variable duration that can be offered as an extension of any term of service until he/she is legally released.
Release / Retirement

Members can release/retire from the military after a TOS contract has been completed. It is understood that it is a case-by-case process that will take into account the circumstances of the retirement/release.

Release

A release occurs when there are circumstances other than just the completion of the contract. Military members can request a release before the end of the Term of Service. Members formerly request release through the chain of command. Depending on the engagement the notice period for a member to release can be 1, 3 or 6 months. There is a formal process that is initiated when a member requests their release. Once all the paperwork is done and the member is granted their release it becomes legally binding and they are legally released. Many people that release do not receive a pension.

Reasons for a release are:

- service completed,
- voluntary,
- medical,
- misconduct, or
- unsatisfactory service.

Retirement

A member is retired when the terms of service have been met and the member is receiving a pension. There are two pension points in the military. The first point is 20 years and the second point is 25 years, however a member can work to age 60 and well beyond the 25 years of service mark.

CAF Personnel Appraisal System

The Canadian Armed Forces Personnel Appraisal System (CFPAS) is a system used to develop military careers and evaluate military members. The CFPAS is very important for military members since it determines the future of their military careers.

The aim of the CFPAS is to develop strong members through constructive feedback and to accurately assess their level of performance and potential for career administrative purposes.

The CFPAS consists of two parts:

- the Personnel Development Review (PDR), and
The Personnel Development Review (PDR)

The PDR process starts with an initial interview held between the supervisor and member. The supervisor explains to the subordinate the Critical Tasks that the job comprises of and what he/she expects from the subordinate. Together they develop an Initial Action Plan for the subordinate and ensure that adequate training and resources are offered to the subordinate.

The PDR provides the information necessary for the Personnel Evaluation Process, which involves the preparation of an annual Personnel Evaluation Report (PER).

Personnel Evaluation Report (PER)

Personnel evaluations are completed by filing out the Personnel Evaluation Report (PER). These reports are used for many important personnel decisions such as selection for promotion, postings and special appointments, career courses, in-service commissioning programs, occupation transfers, administrative review, honours and awards, and further terms of service.

Postings

The Canadian Armed Forces members are expected to move often throughout their career to allow for diversity in their scope of experience.

This process is called postings. A posting is the rotation of military members into new positions. Postings are done to enhance training and experience, and to keep members alert and ready to handle new challenges.

Throughout a military career, a member will be posted several times. Military members can be posted to:

- a base/wing,
- the National Capital Region, or
- locations outside of Canada.

Postings usually take place from May to August.

Tips for Civilians

In the public service civilian employees participate in staffing process to advance their careers.

In the Canadian Armed Forces positions are based on rank and military members must be promoted and posted into higher-level positions to advance their careers. Being posted means to be given a new assignment/position, sometimes implying a geographical move.
**Education/Training**

Canadian Armed Forces personnel are highly trained and receive professional development opportunities throughout their careers.

The CAF views continuing professional education as:

- A responsibility to its professionals to facilitate life-long learning and development
- As a mechanism to constantly improve occupational knowledge and skills

The CAF has schools across Canada where military members can receive occupational or specialized training and graduate degrees.

**St-Jean-sur-Richelieu, QC**

- The Canadian Forces Language Schools Detachment (CFLS) provide language training for military personnel across Canada and abroad.
- Canadian Forces Leadership and Recruit School (CFLRS) - is the centre of excellence responsible to conduct basic training in a progressive and sustained manner essential for those who have volunteered to serve Canada.
Kingston, ON

- **Royal Military College** (RMC) - is Canada's only military university and is a bilingual institution. The RMC educates and trains future leaders of the Canadian Forces by providing cadets with an unparalleled combination of a superb university education, crucial leadership experience, intensive physical conditioning and complete second language instruction.

- **The Canadian Forces School of Communications and Electronics** (CFSCE) provides basic, intermediate and advanced training to military personnel employed in the field of Communications and Electronics.

- **The Canadian Forces School of Military Intelligence** (CFSMI) is the Canadian Forces Centre of Excellence for Intelligence Training.

Esquimalt, BC

- The **Canadian Forces Aboriginal Entry Program** provides Aboriginal People in Canada the opportunity to explore the Canadian Forces and experience Basic Training prior to deciding to enroll.

- The **Canadian Forces Fleet School Esquimalt** is part of Canada's Naval Training System and is the only school in the Command primarily - but not exclusively - oriented towards the regular force.

Quebec, QC

- The **Canadian Forces Fleet School Quebec** is part of Canada's Naval Training System and is the only school in the Command primarily - but not exclusively - oriented towards reservists.

Borden, ON

- The **Canadian Forces Medical Services School /Canadian Forces Dental Services School** (CFMSS/CFDSS) is the Centre of Excellence for all Canadian Forces Health Services Group trades.

- The **Naval Reserve Training Division (NRTD)** - is the centre of excellence responsible to conduct basic training in a progressive and sustained manner essential for those who have volunteered to serve Canada.

- The **Canadian Forces Chaplain School and Centre** (CFChSC) is responsible for the training of all chaplains who provide ministry to CF personnel and their families.

- The **Canadian Forces Fire and Chemical, Biological, Radiological and Nuclear Academy** (CFFCA) is the primary source for joint advanced individual training in the areas of Nuclear, Biological and Chemical Defence, Nuclear Emergency Response.

- The **Canadian Forces Fire Academy** (CFFA) provides a very diverse selection of career path and specialized training in the areas of Fire Prevention, Aircraft Rescue Fire Fighting, Structural Fire Fighting, Fire Investigation, Rescue and Respiratory Protection Programme Administration.

- The **Canadian Forces School of Administration and Logistics** (CFSAL) trains in Logistics Officers: Supply Chain Management, Financial Management, Human Resources Management, Fleet Management and Food Services.

- The **Canadian Forces School of Electrical and Mechanical Engineering** (CFSEME) conducts individual and specialized training for Electrical and Mechanical Engineering officers and Vehicle, Weapons, Fire Control Systems and Material technicians.

- The **Canadian Forces Language Schools Detachment** (CFLS) provide language training for military personnel across Canada and abroad.
The Canadian Forces Training Development Centre (CFTDC) provides training in instructional methods and training development; e-Learning development services; and training development support to the CF.

The Canadian Forces School of Aerospace Technology and Engineering (CFSATE) provides the Air Force with qualified personnel to ensure Aircraft serviceability by developing and carrying out individual aerospace engineering training in accordance with approved doctrine and standards.

The Air Command Academy (ACA) provides leadership as well as air environment training and education, broadens awareness of Air Force heritage and develops general service knowledge and professional attributes to all NCMs.

Canadian Forces Military Police Academy (CFMPA) provides career and specialist training to Regular and Reserve Force members of the Military Police Branch and security-related training to non-Branch personnel of the Regular and Reserve Forces. CFMPA also provides training to personnel from other government and law enforcement agencies and to foreign nationals under the Military Training Assistance Program.

Toronto, ON

The School of Operational Medicine (SOM), conducts all Flight Surgeon training, as well as courses at various levels in Diving Medicine, to Physicians, Medical Technicians and Physician Assistants.

Winnipeg, MB

The Canadian Forces Air Navigation School (CFANS) selects, develops and trains commissioned Air Navigators and non-commissioned Airborne Electronic Sensor Operators to Wings standard.

The Canadian Forces School of Aerospace Studies (CFSAS) meets the professional development needs of the Air Force.

The 3 Canadian Forces Flying Training School (3 CFFTS) conducts pilot training.

The Canadian Forces School of Survival and Aeromedical Training (CFSSAT) provides initial and continuation training for all CF aircrew on such diverse topics as life support equipment and human factors, search and evasion as well as disorientation and night vision.

The Canadian Forces School of Meteorology (CFS) is the central meteorological training facility for CF Met Tech and provides basic and advanced courses in meteorology and oceanography.

Comox, BC

The Canadian Forces School of Search and Rescue (CFSSAR) provides training for SAR Tech in various courses including Jumpmaster, Team Leader, Dive Supervisor, Overturned Vessel Extraction, parachute and medical recertification.

Gagetown NB

The Canadian Forces School of Military Engineering (CFSME) is the Canadian Forces Centre of Excellence in Engineer Training and Home of the Engineers.

The Armour School offers basic and advanced courses to the officers and the NCMs of the Armoured Corps in Armoured Fighting Vehicle gunnery, communications, driving and maintenance. The School is also responsible for teaching leadership and low-level armour and reconnaissance tactics to the officers and senior NCOs of the Armoured Corps. The Armour School is the “Centre of Excellence” for armour training in the Canadian Forces. Its instructors take pride in training the finest officers and crewmen to take their places in the regiments of the Royal Canadian Armoured Corps.

The Royal Regiment of Canadian Artillery School has the mission to sustain and conduct artillery advance qualifications, advanced artillery leadership qualifications, basic artillery officer requirements, specialized qualifications and assigned centre of excellence responsibilities on behalf of the Army.
• The **Infantry School**, school's mission is to sustain for the Infantry Corps the advanced infantry qualifications, advanced Sr NCO leadership qualifications, basic infantry officer training, pertinent specialized all-arms qualifications for the Canadian Forces and assigned Centre of Excellence responsibilities for the Army and the Corps.

• The role of the **Tactics School** is to develop, teach, and monitor combined arms operations, focussing on tactics, techniques, and procedures at the combat team level within a battle group context. The School’s mission is to educate and train army junior officers in the integration of combat functions at the combat team level on the tactical battlefield.

**Ottawa, ON**

• The **Canadian Forces Language School (CFLS)** provides language training for military personnel across Canada and abroad.

**Halifax, NS**

• The **Canadian Forces Naval Engineering School (CFNES)** is part of Canada’s Naval Training System and is one of the schools in the Command primarily, but not exclusively, oriented towards regular forces.

• The **Canadian Forces Naval Operations School (CFNES)** is part of Canada’s Naval Training System and is one of the schools in the Command primarily, but not exclusively, oriented towards regular forces.

**Moose Jaw, SK**

• The **2 Canadian Forces Flying Training School** is at the centre of pilot training in Canada’s Air Force. It trains over 150 pilots every year through the NATO Flying Training in Canada (NFTC) program.

**Cornwall, ON**

• The **Canadian Forces School of Aerospace Control Operations (CFSACO)**’s role is to carry out the Aerospace Control Basic course for Officers and QL3 and through AL5 courses for NCMs, CFSACO also provides training in Ground Control, Precision Approach Radar Control as well as instructor Training and refresher/specialty courses for Aerospace Controllers in the field.

**Trenton, ON**

• The **Canadian Forces Land Advanced Warfare Centre (CFLAWC)** is designated as a centre of excellence for winter, desert and jungle warfare, as well as a subset of amphibious warfare. It remains the Canadian Forces’ centre of excellence for parachuting and the Army’s centre of excellence for aerial delivery, helicopter and mountain operations and rappelling.

Visit the link below to learn more about the CF training establishments.

**Occupations**

There are over 100 occupations in the Canadian Armed Forces. Some occupations are specific to the Navy, Army or Air Force, such as a pilot, which is specific to the Air Force, and some occupations exist in all three environments, such as a doctor.

When military members first join the Canadian Armed Forces, they join one of the three environments (Navy, Army or Air Force). They may choose which element they want to belong to, but if there are no openings in that environment they will be told which element they will belong to. They then follow a career path within that environment. They may also request an occupation, but if there are no openings in that line of occupation they will be told which occupations they can join and must choose from one of those options.

There may be times in a career when a military member could be working under a different environment. For example, a Navy cook might be employed in an Army unit. There are eight categories of occupations each category contains officer and NCM positions.

<table>
<thead>
<tr>
<th>Administration &amp; Support</th>
<th><img src="image" alt="Image of military members in administration &amp; support" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>The military members in the administration &amp; Support are team-oriented and have good organizational skills. They keep things running smoothly in the Canadian Armed Forces.</td>
<td></td>
</tr>
<tr>
<td>Examples of related jobs are: Logistics, Cook, Publics Affairs, Postal Clerk, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Combat Arms</th>
<th><img src="image" alt="Image of combat arms" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>The defence of the country is serious business and that is what combat arms is all about. Using a huge array of sophisticated hardware and firepower, the military members could be directly involved in ensuring the safety and defence of not only Canada, but of foreign countries through missions around the world.</td>
<td></td>
</tr>
<tr>
<td>Examples of related jobs are: Artillery, Armour, Infantry and Combat Engineers, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineering</th>
<th><img src="image" alt="Image of engineering" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada would be less than the great country that it is today if it were not for the contribution of engineers - during times of peace, as well as, conflict.</td>
<td></td>
</tr>
<tr>
<td>Examples of related jobs are: Aerospace Engineering, Communication and Electronics Engineering, Signals, etc.</td>
<td></td>
</tr>
</tbody>
</table>
### Health Services

Military members in the Health Services work in a team environment that is professionally challenging and gratifying, whether caring for patients in a modern hospital or clinic in Canada or in a field hospital during operations around the world.

Examples of related jobs are: Pharmacy, Medical Technician, Bioscience, Dental, etc.

### Operators

Operators use sophisticated equipment, technologies and systems. They perform an essential role in day-to-day activities as well as in operations if necessary.

Examples of related jobs are: Boatswain, Fire fighter, Intelligence Operator, Naval Electronic Sensor, etc.

### Reconnaissance & Intelligence

Military members in Reconnaissance & Intelligence work are the eyes and ears of the Canadian Armed Forces as they use special equipment and techniques to look out for the enemy and to collect and analyze all the information that is needed to protect Canada and its interests.

Examples of related jobs are: Naval Combat Information Operator, Intelligence Operator, Aerospace Control, etc.

### Technicians

Technicians perform, supervise and direct the repair and maintenance of all types systems and equipment so that other CAF members successfully accomplish their mission.

Examples of related jobs are: Aircraft Structures Technician, Construction Technician, Marine Engineering Mechanic, Line Technician, etc.

### Other

Some occupations are hard to assign to a category; yet, their skills and services make all the difference!

Examples of related jobs are: Chaplain, Legal, Military Police, Pilot, Chaplains, Musicians and Training Development Officer, etc.

To learn more about the different occupations in the Canadian Armed Forces, visit the link below

**Officer Occupations**

There are over 30 officer careers in the Canadian Armed Forces. The educational requirements to be eligible to apply as an officer are higher than those of the non-commissioned member.

To be eligible to be an officer you must either possess the required level of university or enroll under the Regular Officer Training Plan.

Some examples of officer occupations are:

- Engineer
- Nursing
- Pilot
- Training Development
- Social Work
- Public Affairs
- Pharmacy

**NCM Occupations**

There are over 70 NCM occupations in the Canadian Armed Forces. The training is specific for each occupation.

Some examples of non-commissioned members occupations are:

- Weapons Technician
- Vehicle Technician
- Signal Operator
- Naval Communicator
- Medical Technician
- Intelligence Operator

Photos: Canadian Forces Recruiting
Exercise

Question 1. Which of the following statements is FALSE? To enroll in the Canadian Armed Forces an applicant:

☐ Must be a Canadian citizen, (Landed Immigrants may apply to the Reserves).
☐ Must have a good record of conduct and no outstanding legal obligations.
☐ Must hold a top secret security clearance.
☐ Must be a minimum of 17 yrs of age (16 for the Reserves and Military College) with parental/guardian consent for minors.

Question 2. Complete the following statement. The objective of military training and socialization is to __________.

☐ Test physical fitness of candidates
☐ Transform new candidates into fully capable, confident professionals
☐ Make new friends

Question 3. Select the appropriate answer. Once military members join the CAF, they have to be a military member for all their professional life.

True [ ] False [ ]

Question 4. Select the appropriate answer.

The ________ is a system used to develop military careers and evaluate military members. It is very important for military members since it determines the future of their military careers.

☐ Recruitment Process
☐ Canadian Armed Forces Personnel Appraisal System (CFPAS)
☐ Basic Military Qualification
☐ PDR

Question 5. Select the appropriate answer.

A posting is:

☐ An announcement for new equipment
☐ A list of physical exercises
☐ The rotation of military members into new positions
☐ A military rank
Question 6. Select the appropriate answer. Which of the following are NCM occupations:
- Pilot
- Pharmacist
- Social Technician
- Medical Technician

Question 7a. Match the education and training centre with its corresponding location. Canadian Forces Language Schools (CFLS)
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc

Question 7b. Match the education and training centre with its corresponding location. Royal Military College (RMC)
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc

Question 7c. Match the education and training centre with its corresponding location. 2 Canadian Forces Flying Training School (2 CFFTS)
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc

Question 7d. Match the education and training centre with its corresponding location. Canadian Forces School of Search and Rescue (CFSSAR)
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc
**Question 7e.** Match the education and training centre with its corresponding location.

Canadian Forces School of Military Engineering (CFSME)

- [ ] Moose Jaw, Sask
- [ ] Halifax, N.S.
- [ ] Gagetown, N.B.
- [ ] Winnipeg, Man
- [ ] Comox, BC
- [ ] Kingston, Ont
- [ ] St-Jean-sur Richelieu, Qc

**Question 7f.** Match the education and training centre with its corresponding location.

Canadian Forces Naval Engineering Schools (CFNES)

- [ ] Moose Jaw, Sask
- [ ] Halifax, N.S.
- [ ] Gagetown, N.B.
- [ ] Winnipeg, Man
- [ ] Comox, BC
- [ ] Kingston, Ont
- [ ] St-Jean-sur Richelieu, Qc

**Question 7g.** Match the education and training centre with its corresponding location.

Canadian Forces School of Aerospace Studies (CFSAS)

- [ ] Moose Jaw, Sask
- [ ] Halifax, N.S.
- [ ] Gagetown, N.B.
- [ ] Winnipeg, Man
- [ ] Comox, BC
- [ ] Kingston, Ont
- [ ] St-Jean-sur Richelieu, Qc
Summary

The Canadian Armed Forces (CAF) is a professional, large and complex institution. It requires its members to have extensive education and training to meet the exigencies of the Forces.

In this module, you examined some aspects of a Canadian Armed Forces’ career. You were introduced to the recruitment process and the basic military training. You also learned about the different terms of service, the Canadian Armed Forces Personnel Appraisal System (CFPAS), the posting process, the education/training facilities, and military occupations.
Module 7:
Military Life
Module 7: Military Life

Introduction

Military life is a life filled with traditions and customs and there are aspects of it that are very different from civilian life. This module offers a glimpse into some of those aspects.

In this module, you will learn about military etiquette, traditions and custom, Messes, drills, physical fitness, security, justice and veterans. You will also learn about DND/CAF’s use of acronyms and abbreviations, and you will learn some military terminology.

After completing this module, you will understand some facets of military life and recognize some of the similarities and differences between military and civilian life.

Objectives

Upon completion of this module you will be able to:

- Explain military etiquette
- Identify military traditions and customs
- Define the military Mess
- Define the military drill
- Recognize the importance of security
- Briefly explain the military justice system
- Identify differences between military members and civilian public servants

Etiquette

Etiquette is the set of rules or customs, which controls accepted behaviour in social groups or situations, or which is prescribed by authority to be observed in social or official life.

In the Canadian Armed Forces (CAF) the deportment and appearance of all ranks, when in uniform or in civilian attire, reflects on the CAF and the individual. The CAF has many rules and customs to ensure the deportment and appearance of military members reflect positively on the CAF.

When civilians are working in a military environment, or with military members they should respect the values, customs and beliefs within the Canadian Armed Forces.
To learn some of the rules of etiquette that apply to military members and to civilians, see the following table.

<table>
<thead>
<tr>
<th>Military Etiquette</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following are some rules of etiquette that military members must follow:</td>
</tr>
<tr>
<td>- Personnel in uniform shall comport themselves in a manner which projects a positive military appearance. Behaviour such as chewing gum, slouching, placing hands in pockets, smoking or eating on the street and walking hand in hand, is forbidden.</td>
</tr>
<tr>
<td>- Appearance includes good personal hygiene, clean-shaven, military style haircut, uniform clean and pressed and footwear highly shined.</td>
</tr>
<tr>
<td>- Hair on the head shall be neatly groomed and conservatively styled. The length, bulk or style of hair shall not detract from a positive military appearance or preclude the proper wear of military headdress. In particular, style and color shall not present a bizarre, exaggerated or unusual appearance. Unusual colours such as green, bright red, orange, purple, etc., are not permitted. Shaving of all the hair on the head is permitted.</td>
</tr>
<tr>
<td>- Members shall not acquire visible tattoos that could be deemed to be offensive (e.g., pornographic, blasphemous, racist) or otherwise reflect discredit on the CAF. Visible and non-visible body piercing adornments shall not be worn by members either in uniform or on duty in civilian clothing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Civilian Etiquette</th>
</tr>
</thead>
<tbody>
<tr>
<td>When working in a military environment or with military members, civilians should respect the values, customs and beliefs within the Canadian Armed Forces. The following are some etiquette tips for civilians:</td>
</tr>
<tr>
<td><strong>Addressing Military</strong></td>
</tr>
<tr>
<td>Out of respect you should address officers and NCMs by their rank and last name. If you don’t know their last name you should address an officer by Sir or Ma’am and an NCM by their rank.</td>
</tr>
<tr>
<td>Some members may let you know that it is ok to address them using their proper name. You should not address military members by their proper name unless you have been given permission. If you have been given permission to address military members by their proper name, you should still address them by their rank and last name when members of higher rank are present.</td>
</tr>
</tbody>
</table>
Meetings

When attending a meeting chaired by a military member it is considered polite to request the opportunity to speak and to address the chair person by facing the person and not being physically behind their back.

When military members chair a meeting, the meeting proceedings could be quite different from a civilian meeting. If you have to make a presentation at one of these meetings, you should be aware of the proceedings, such as how you introduce yourself, the communication protocols, and any other information that may be different from a civilian meeting.

On a Military Base

A military base is filled with customs and traditions. It is important that civilians either working on or visiting a base respect these customs and traditions.

Dress code

There is no specific dress code for civilians on a base, however there is a dress code at the Officer’s Mess. If you will be visiting the Officer’s Mess check the dress code policy with the member who will be accompanying you. There are no jeans, open-toe sandals, short T-shirts or shorts allowed in the Mess. By respecting the dress code, civilians should be able to attend Mess when invited.

Parade Square

A parade square is the location on a base where military members practice and conduct drills. This is a very important site. Nobody, including civilians should walk across parade square. It is important that you always walk around parade square. You should never cross parade square even if it is not being used.

Photo left by Cpl Bill Gomm; Photo right by Sgt. Dennis J. Mah
Traditions and Customs

Although Canada is a relatively young country with a short military history, some of its military traditions and customs go back to the legions of Rome. Many aspects of military life in the Canadian Armed Forces (CAF) are regulated by customs and traditions.

The following are some examples of CAF traditions and customs.

<table>
<thead>
<tr>
<th>The Oath of Allegiance</th>
</tr>
</thead>
</table>
| The oath of allegiance is a custom, which is required of everyone who joins the Canadian Armed Forces. To give one's oath, is a contract, and a solemn promise of loyalty to the country. It is given voluntarily of one's own free will, and its nature is very serious. The words may have changed over the years, but there is a timeless quality to the ceremony and the effective binding of the recruit to the state. This tradition is truly ancient and dates back literally thousands of years to the legionnaires of Rome. The following is the oath of allegiance that each military member takes.

*I, _____________, do swear (declare) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, her Heirs and Successors. So help me God.*

<table>
<thead>
<tr>
<th>The National Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>The National Flag symbolizes many things such as loyalty to the country, the laws of the nation, the authority of the government, and the heritage of the people of the country. As such it demands respect. At all Canadian Armed Forces bases the National Flag is normally hoisted at 08:00 hrs. At this time proper marks of respect are to be given by all members of the Canadian Armed Forces in the vicinity. This is not an elaborate ceremony, however, at most training establishments, such as the Royal Military College, the flag ceremony is very elaborate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remembrance Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remembrance Day is a tradition to commemorate the sacrifice of those who fought and died for freedom and democracy during the First World War, the Second World War, the Korean War, the Afghanistan conflict and peacekeeping missions. Canadians are asked to pause and remember at the 11th hour of the 11th day of the 11th month. Remembrance Day is observed on November 11th to recall the end of World War I (November 11, 1918). Services are held everywhere in Canada, on all ships at sea, and at all overseas missions and posts. On Remembrance Day flags are flown at half-mast.</td>
</tr>
<tr>
<td><strong>The Fly-pass</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>The fly-pass tradition came into effect after World War II and happens on special occasions such as Remembrance Day. A formation of aircraft fly over a specified path and an honoured personage, usually on a dais, takes the salute.</td>
</tr>
<tr>
<td>This custom may also happen locally for such events as a change of command.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The Reveille</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The reveille is the morning wake up call. It is an ancient tradition that dates back many years. There are several methods used to wake up troops in the field or in barracks. Some examples are a bugle call, bagpipes, the sentry, or the beat of a drum.</td>
<td></td>
</tr>
<tr>
<td>Reveille is not formalized, and is much more common when in the field, and done by a sentry.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The Mess</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Mess is one of the most important traditions in the Canadian Armed Forces. Messes have been used by the Canadian Armed Forces (CAF) throughout Canada’s history to foster morale and promote military values including camaraderie and unit cohesiveness. Messes give members a strong sense of commitment to the ideas, objectives, and basic responsibility expected of them within the CAF and set the standard for military service within Canada.</td>
<td></td>
</tr>
<tr>
<td>CAF messes retain a functional role as social and dining clubs and are the centre of social life for units, stations, bases, and ships. They enhance the esprit de corps of units, lighten the load of demanding day-to-day work, give commanders an opportunity to meet socially with their troops, and enable CAF members of all ranks to create bonds of friendship and better working relations through an atmosphere of good fellowship.</td>
<td></td>
</tr>
</tbody>
</table>

Flag photo by Wikipedia; Remembrance Day photo by Sgt Dennis J. Mah; Fly-Pass photo not available; Reveille photo by Cpl Bill Gomm; Mess photo by Cpl Kevin Paul
MESS

Messes are integral to military life and serve a vital role in fostering morale and building esprit de corps among Canadian Armed Forces personnel.

The term Mess is used interchangeably to mean:

- The organization, whose membership is related to an identifiable and specified rank structure, formed for the purpose of building esprit de corps and comradeship.
- The facility, or facilities, which provide space in which to carry out the functions of the organization and may include a wardroom or dining room, bar or anteroom, lounge, games room and other common rooms.

There are basic rules that are common to all Messes and all members must observe them. Many of the rules are founded on established custom and it is the duty of the members to familiarize themselves with the rules of the Mess.

Categories

All members of the Canadian Armed Forces (CAF) must belong to the Mess that is appropriate to their rank, and pay mess dues to their appropriate Mess. There are five categories of CAF Messes:

- Officers Mess,
- Warrant Officers and Sergeants’ Mess or Chief and Petty Officers Mess,
- Junior Ranks Club,
- Officer Cadet Mess, and
- Combined Messes (For example at St-Jean the Officers and the NCOs share the same Mess).

Tips for Civilians

A civilian can attend a Mess only on invitation. The military member who invited the civilian is responsible and accountable for the civilian’s behaviour. Civilians must follow the dress code in order to enter the mess.

Dress code for the Mess is pretty standard throughout the forces, for example no open-toed sandals, running shoes, or jeans unless it is allowed in specific areas or occasions. Before going to the Mess it is important to ask the member you are accompanying about the dress code policy.
Memberships
There are three types of Mess memberships:

- Ordinary members
- Associate members
- Honorary members

<table>
<thead>
<tr>
<th>Ordinary Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following persons may become ordinary members:</td>
</tr>
<tr>
<td>• all Canadian Regular Force officers and Primary Reserve officers,</td>
</tr>
<tr>
<td>• officers of the Forces of other countries who are on exchange with or on loan to the CAF, and who are employed at a base, station, unit or ship served by the Mess,</td>
</tr>
<tr>
<td>• Cadet Instructor Cadre officers of directly sponsored cadet units who share the same facilities, and</td>
</tr>
<tr>
<td>• officer cadets for whom a Mess is established in their college or university.</td>
</tr>
<tr>
<td>Every ordinary member must pay Mess dues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>With approval the following persons may become associate members:</td>
</tr>
<tr>
<td>• former Regular Force officers who were honourably released and are entitled to an immediate or deferred Service annuity,</td>
</tr>
<tr>
<td>• former Primary Reserve officers who were honourably released and have accumulated 12 years of service,</td>
</tr>
<tr>
<td>• civilian employees of officer status in the Department of National Defence,</td>
</tr>
<tr>
<td>• Members of the Supplementary Reserve, Cadet Instructors Cadre or Canadian Rangers,</td>
</tr>
<tr>
<td>• teachers, supervisors, inspectors and administrators employed in schools sponsored by the Department, and</td>
</tr>
<tr>
<td>• other civilians who hold public office or community status that is of mutual interest to the base, station or unit served by the Mess.</td>
</tr>
<tr>
<td>Every associate member must pay mess dues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Honorary Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorary memberships are extended to those persons who hold public office or recognized civilian appointments, such as a Member of Parliament, Mayor or senior magistrate/judge. Honorary members do not pay mess dues nor serve the Mess in any capacity.</td>
</tr>
</tbody>
</table>

Ordinary member photo by Cpl Bill Gomm; Associate member photo by Cpl Isabelle Bouffard; Honorary photo by Philippe Landreville, © Supreme Court of Canada
**MESS Dinner**

A Mess Dinner is a formal military dinner held on special occasions, and it is a central event in the life of the Mess. It is at a Mess Dinner that members of a unit and their guests meet for fellowship and hospitality.

It is important that those entering the Mess know and comply with its traditions and customs, which centre on courtesy and respect.

An invitation to dine in the Mess is an invitation to enter the home and share in the life of the organization. Though Mess Dinner procedures vary from unit to unit, they are fundamental to any unit’s traditions. Those invited to attend a Mess Dinner are expected to accept or send regrets in the same form in which the invitation was tendered and as promptly as possible. They are also expected to arrive a few minutes before the time specified on the invitation. For military members, there is a specific order of dress to wear for Mess Dinner.

**MESS Traditions**

The Mess is one of most important traditions in the Canadian Armed Forces and it also has many traditions. Some of the most popular traditions in the Mess are TGIF and the ringing of the bar bell.

The following are some examples of mess traditions.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TGIF</strong></td>
<td><strong>Ringing the Bar Bell</strong></td>
</tr>
<tr>
<td>TGIF is a &quot;beer call&quot; heard in most messes every Friday afternoon at the end of the workday.</td>
<td>This is a tradition that originates from the Navy and normally takes place during special occasions. Members ring the bar bell to share their joy with fellow military members. Ringing the bell indicates an intention to buy all the members present a drink from the bar.</td>
</tr>
</tbody>
</table>

**Tips for Civilians**

Ringing the bell in the mess means you are buying a round of drinks for everyone in the mess. If you do not want to buy drinks for everyone, do not ring the bell.
Drill

A military drill is the basis of all teamwork. It is used to move troops in an orderly and efficient manner through precise manoeuvres. The drill is used in military displays and ceremonies.

The aim of the drill and is to contribute to the operational effectiveness of the Canadian Armed Forces by:

- Ensuring that the Forces efficiently march and manoeuvre together as one in duty and routine.
- Promoting discipline alertness, precision, pride, steadiness and the cohesion necessary for success.

Recruits are taught drill to teach them how to work and move as a team. Drill is composed of standard postures, movements and evolutions completed in response to particular words of command.

The hallmarks of Canadian Armed Forces drill are efficiency, precision and dignity. These qualities are developed through self-discipline and practice. They lead to unit pride and cohesion.

CFMWS

The Canadian Forces Morale & Welfare Services (CFMWS) mission is to enhance the morale and welfare of the military community, thus contributing to the operational readiness and effectiveness of the Canadian Armed Forces. CFMWS administers Non-Public Property on behalf of the Chief of the Defence Staff, and delivers morale and welfare services to the Canadian Armed Forces community on behalf of the Chief of Military Personnel.

With over 5,000 Non-Public Fund employees on bases, wings, units, and at headquarters in Ottawa CFMWS ensures that Regular and Reserve Force members, former members, military families and the military community receive the morale and welfare programs, services, and activities they deserve.

The following lists identify each operational division.

- Canadian Forces Exchange System (CANEX)
- SISIP Financial Services (SISIP FS)
- Personnel Support Programs (PSP)
The following lists identify what each operational division is responsible for.

**Canadian Forces Exchange System (CANEX)**
- ExpressMarts
- Grocery Stores
- Retail Stores
- Food Services
- Concessions
- Online shopping (WYN)
- No Interest Credit Plan
- "Club XTra" Customer Loyalty Program
- Group Home and Auto Insurance
- Home Heating Oil Program

**Personnel Support Programs (PSP)**
- Military Family Services
- Mission Information Line
- National and International Sports
- Physical Fitness
- R&D into Human Performance
- Recreation
- Health Promotion
- Deployed Operations
- Deployment Support
- Mess Management
- Corporate Sponsorship Development
- National Advertising Sales

**SISIP Financial Services (SISIP FS)**
- Life and Disability Insurance
- Financial Planning
- Financial Counselling
- Personal Financial Management Education
- CF Personnel Assistance Fund (CFPAF)

Visit the following Internet link for more information about the CFMWS.
[https://www.cfmws.com/Pages/splash.aspx](https://www.cfmws.com/Pages/splash.aspx)
Physical Fitness

The Canadian Armed Forces (CAF) is committed to maintaining high levels of operational effectiveness and readiness. In order to achieve these levels Canadian Armed Forces personnel must be physically fit in order to perform general military common defence and security duties, and meet the demands of their military occupation.

The Defence Administrative Orders and Directive (DAOD-5023-2, Physical fitness Program) regarding the fitness level of CAF members has been in effect since 2006-05-08.

The Canadian Forces Morale & Welfare Services (CFMWS), through its Personnel Support Programs, develops fitness programs for CAF members to ensure they can meet the physical requirements of their positions. It also conducts research into new and improved methods of fitness training in order to maximize the benefit of these programs to its members.
Fitness Program
The FORCE Program is the official Canadian Armed Forces fitness program. FORCE stands for “Fitness for Operational Requirements of CAF Employment.” Military members are required to pass the FORCE Evaluation annually. CAF members who are not able to pass the FORCE Evaluation because of a lack of proficiency shall be placed in a remedial fitness training program and re-evaluated.

The FORCE Program has two components.

- A new fitness evaluation which includes four test components, each of which is directly linked to physical demands that CAF members may encounter on operations. The FORCE Evaluation predicts CAF members’ ability to perform the six common military tasks using simple simulations and minimal equipment.

- A supporting exercise prescription provided through the DFit.ca website. The DFit.ca is an online fitness training platform that prepares CAF members for operations. It includes task based physical fitness programs designed for Navy, Army and Air Force tactical athletes with the intention of optimizing functional and operational effectiveness.

Visit the following Internet link for more information about the FORCE Evaluation.
https://www.cfmws.com/en/AboutUs/PSP/DFIT/Fitness/FORCEprogram/Pages/FORCE_videos.aspx

Tips for Civilians
Military members are required to stay fit as part of their job. Military members are allowed to take time out of each workday for their physical fitness training.

Photo by Cpl John Bradley
Security

Security refers to a condition achieved when the intention of the enemy or of otherwise hostile persons is determined; when information, material, personnel, activities and installations are protected against espionage, sabotage, subversion and terrorism; as well as the safeguarding of information from the loss of confidentiality, integrity and availability. The term is also applied to the measures necessary to achieve this condition and to the organizations responsible for those measures.

The achievement and maintenance of good security is a fundamental principle that serves to benefit any organization. Good security will allow a commander, a commanding officer, an establishment head, or a risk manager to pursue assigned goals, missions, and objectives secure from significant interference from enemies or persons hostile to their operational interests. Such freedom of action will be won in part by:

- protecting critical assets against theft, modification and sabotage,
- denying unauthorized persons access to vital information regarding DND/CAF capabilities and intentions, and
- assuring the reliability and loyalty of those persons who are authorized access to information and assets.

Responsibility

The Deputy Minister (DM) and the Chief of the Defence Staff (CDS) are responsible for all aspects of security in the DND/CAF.

The Deputy Provost Marshal Security is responsible for the implementation of the Department’s security program and is the Departmental Security Officer for DND/CAF.

In addition, responsibility for security lies with:

- commanders and senior managers at all levels,
- security advisors at all levels, and
- all employees / members of DND/CAF
  - All military members are responsible to maintain the physical security of their personal and military equipment.
  - All military and civilian personnel of the department, must adhere to departmental Security Orders regardless of rank or status.
  - DND employees, CAF members and other authorized users shall only use DND and CAF Electronic Networks (EN) and computers for official use and authorized use. DND employees, CAF members and other authorized users shall not use DND and CAF computers for any unauthorized use or prohibited use.
Access

DND’s unique military mission differentiates, to a degree, the Department’s functionality from those of other federal government departments. Security is especially important because it:

- is one of the government’s largest organizations,
- holds a high volume of classified information and sensitive assets,
- has an operational focus,
- has additional commitments due to military alliances, and
- has a combined workforce of both public service employees and military members.

DND’s mission critical personnel and resources are protected through the application of security safeguards coordinated through the Departmental Security Program. No person, regardless of their rank or status, shall be afforded access to sensitive matter unless they have a need-to-know. An enhanced reliability check and a need-to-know are prerequisites for access to any level of designated information.

Tips for Civilians

Before visiting a base or attending a meeting in a DND accommodation, it is advisable to make sure that:

- it is possible for you to access the location, and
- that you have the necessary documentation and/or enough time before the meeting to go through the security process.

When arriving at a base you should always allow extra time to clear security. Prior to arriving at a base you should always have an Office of Primary Interest (OPI) from the base who can assist you with getting the appropriate clearances.

Having a point of contact on the base you are visiting will make getting on the base much simpler. Access to bases varies from base to base and element to element (Army, Navy, Air Force).

Different buildings and bases are designated with different level of security.
Security of Information

The Government Security Policy (GSP) requires that all federal government departments apply the same information classification, and designation system for all sensitive information and material holdings.

Explore the chart to learn when information should be classified or designated.

**Classification**

If a particular subject matter is deemed national interest information, and it is excluded from release under the provisions of either the Access To Information Act (ATIA) or the Privacy Act, it is necessary to determine the level of classification to be applied to it.

There are three levels of classification:

- **Confidential** - Information shall be classified CONFIDENTIAL if compromise of the matter could reasonably be expected to cause damage to the national interest.
- **Secret** - Information shall be classified SECRET if compromise of the matter could reasonably be expected to cause serious damage to the national interest.
- **Top Secret** - Information shall be classified TOP SECRET when its unauthorized disclosure, destruction, removal, modification, or interruption could reasonably be expected to cause exceptionally grave damage to the national interest.

A substantial proportion of documents can and should be unclassified.

**Designation**

If matter other than national interest matter is deemed sensitive and is excluded from release under the provisions of the Access to Information Act (AIA) or the Privacy Act it is necessary to determine the level of designation to be applied to it.

There are three levels of designation:

- **Protected A**. This designation is to be applied to information that is sensitive, in other than national interest, where the damage that could result from compromise would be minimal. Examples include personal information: names, home addresses, personal telephone numbers, exact salary figures, etc. NOTE: You can store and transmit this kind of document on your computer.
- **Protected B**. This designation is to be applied to information where serious damage could result from compromise. Broad categories of information would include medical, psychiatric or psychological information, individual’s finances, income, assets, bank balances, personal recommendations or evaluations, political beliefs, associations or lifestyle, etc.
- **Protected C**. This designation is to be applied to information that if compromised could reasonably be expected to cause exceptionally grave damage outside national interest. Examples include life threatening information, serious criminal intelligence, etc.
Military Justice

Dissatisfaction with the military justice system, caused largely by the influx of large numbers of civilians into the armed forces during World War II, prompted a postwar review of military law in the United Kingdom, the United States of America, and Canada. The military justice system is designed to promote discipline, efficiency, high morale and justice in the forces.

In the Canadian Armed Forces law and discipline are clearly intertwined. Law is about organization and regulation of society and discipline is about obedience to higher authority. The willing obedience to orders must be based on a commitment, a spirit and an ethos on the part of military members.

The sources of Military Law are:

- The National Defence Act (NDA)
- The Code of Service Discipline (CSD)
- Regulations, orders and instructions that flow from the NDA
- The Crown Prerogative (i.e. Orders in Council)

The National Defence Act

The whole existence of the Canadian Armed Forces, and the authority of its officers to command, is dependent upon the National Defence Act (NDA).

The NDA:

- Identifies the legal and organizational foundation of the Department of National Defence, the Canadian Armed Forces and the Code of Service Discipline.
- Has a pervasive impact on the organization, command and control of the military.
- Makes extensive provision for a system of discipline

The NDA, and The Queen's Regulations and Orders for the Canadian Armed Forces (QR&O) also address the values and basic principles of military life. These principles include:

- duty (an unlimited liability for service combined with a requirement to be present for duty when ordered),
- obedience to authority (the obligation to obey all lawful commands, including those which might lead to death or serious injury and the potential to be penalized for failing to do so),
- subordination to those in authority,
- enforcement of discipline, and
- welfare of subordinates.

View the following Internet link for more information on the National Defence Act.

The Code of Service Discipline

The Code of Service Discipline (CSD) is the basis of the Canadian Armed Forces (CAF) military justice system. The CSD is designed to assist military commanders in maintaining discipline, efficiency, and morale within the CAF.

The CSD:

- sets out who is subject to the military justice system,
- establishes service offences for which a person can be charged,
- establishes who has the authority to arrest and hold CF members in custody,
- establishes service tribunals and their jurisdiction to conduct trials of persons charged with service offences, and
- establishes processes for the review and appeal of findings and sentence after trial.

Members of the Regular Force are always subject to the CSD, both inside and outside Canada, whereas members of the Reserve Force are only subject to the CSD in certain situations.

View the following Internet links for more information on the Code of Service Discipline.


Military Police

The Military Police, in conjunction with civilian and allied military police forces, protect and support all components of the CAF. Whether at home on CAF bases, or abroad on international missions.

The Canadian Armed Forces’ Military Police has over 1,250 full-time members and it is one of the largest police forces in Canada. The Military Police serves:

- a community of 200,000 Regular and Reserve Force members,
- civilian employees at the Department of National Defence,
- cadets, and
- family members residing on military establishments in Canada and abroad.

Military Police:

- Routinely function within the civilian criminal and military justice systems, and are recognized as peace officers in the Criminal Code of Canada.
- Have jurisdiction to arrest all persons who are subject to the Code of Service Discipline (CSD) both inside and outside Canada. This includes civilians who accompany a military member outside Canada (For example family members who are posted overseas with a military member).
- May, in regards to a service offence, detain or arrest without a warrant any person subject to the CSD, regardless of the person’s rank or status.
Veterans

We live in a wonderful country, full of opportunities and freedoms we often take for granted.

Canadian veterans do not take our situation for granted. Young men and women sacrificed all they knew, all the comforts, love and safety of home in order to defend the rights and freedoms of others. Some returned with permanent physical and emotional scars, bound to haunt them for the rest of their lives. Others never returned.

Close to 1.5 million Canadians served during the First and Second World Wars and the Korean War, and more than 110,000 died in the defence of peace and freedom. Tens of thousands of others were wounded or injured and returned home to civilian life with injuries to bodies and minds that haunted them for years to come.

Veterans are Canadian Armed Forces members and Reserve Force members who meet the Department of National Defence’s military occupational classification requirements and have been released from the Canadian Armed Forces with an honourable discharge.

Veteran status recognizes the potential risk that Canadian Armed Forces members assume by donning the uniform and pledging allegiance. Veteran status does not mean that all former members are eligible to receive Veterans Affairs Canada (VAC) benefits and services. VAC benefits and services are based on eligibility status and need.

Visit the following Internet link to learn more about veterans.

http://www.vac-acc.gc.ca/general/

Photo by Cpl Phil Cheung
Acronyms and Abbreviations

Acronyms and abbreviations are a type of verbal shorthand. They are used so that people can relate to the many phrases that are used over and over again in their environment. Rather than using long phrases, selected phrases are shortened to letters and these letters are used to mean the longer phrase. This process allows for shorter communications, but it is also difficult for someone who doesn’t know the acronym or abbreviation to understand the communications.

Employees and members of the Department of Defence and the Canadian Armed Forces have to learn many acronyms and abbreviations in both English and French. Acronyms can seem like a new language to new employees. Military members are used to using acronyms and abbreviations to replace completed phrases that are used over and over again in their environment.

- Abbreviations are a shortened part of a word or phrase. (For example NORAD which stands for North American Aerospace Defence, or COMSEC which stands for Communications Security)
- Acronyms are formed by taking the first letter from each word in a title, name, or phrase and combining them. (For example DND stands for the Department of National Defence and CAF stands for the Canadian Armed Forces.)

Visit the following Intranet link to access a list of many of the acronyms and abbreviations used at DND/CAF. (If you are not using a DND/CAF computer, you will not be able to access this site.)

http://dgmssc.ottawa-hull.mil.ca/masd_apps/lexicon/acronym_e.asp
**Terminology**

The Canadian Armed Forces uses a lot of terminology that has meanings that are specific to the military or to the individual elements.

Explore the following chart to view some examples.

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>A latrine</td>
</tr>
<tr>
<td>Got to ground</td>
<td>Go to bed</td>
</tr>
<tr>
<td>Jerryrigging</td>
<td>Using creative ingenuity to solve problems</td>
</tr>
<tr>
<td>Tasking</td>
<td>Giving an assignment</td>
</tr>
<tr>
<td>A 3 Ringer</td>
<td>A Lieutenant-Colonel (Army and Air Force) or a Commander (Navy)</td>
</tr>
<tr>
<td>Out on TD</td>
<td>Out on Temporary Duty</td>
</tr>
<tr>
<td>Swan</td>
<td>Out on Temporary Duty and enjoying it</td>
</tr>
<tr>
<td>High Flyer</td>
<td>Someone who is advancing rapidly in the department</td>
</tr>
<tr>
<td>Being posted</td>
<td>Being giving a new assignment/position, sometimes implying a geographical move</td>
</tr>
<tr>
<td>Rules of Engagement</td>
<td>Protocols of war</td>
</tr>
<tr>
<td>Staff an action</td>
<td>Implementing something</td>
</tr>
<tr>
<td>Bravo Zulu</td>
<td>Job well done</td>
</tr>
<tr>
<td>Time Z</td>
<td>Greenwich standard time</td>
</tr>
<tr>
<td>Gash</td>
<td>Garbage</td>
</tr>
</tbody>
</table>
**Differences between Military and Civilian**

The Department of National Defence differs from other government departments in that it has both military members and public servants working together to accomplish its mission and mandate. Military members and public servants have very different aspects to their lives and their careers.

Explore the following chart to view some of the differences between military members and public servants.

<table>
<thead>
<tr>
<th>Military Members</th>
<th>Public Servants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees are <strong>Members</strong> of the Canadian Armed Forces. They are called military members.</td>
<td>Employees are <strong>Employees</strong> of the public service. In DND they are called civilian employees.</td>
</tr>
<tr>
<td>Military members work in a command driven environment. Orders are given and must be obeyed.</td>
<td>Public servants work in a task based environment. They are assigned tasks based on their positions and job descriptions.</td>
</tr>
<tr>
<td>They work in a Command Structure that is based on authority. The lower authority obeys the higher authority.</td>
<td>Assignments are requested and opinions are encouraged.</td>
</tr>
<tr>
<td>Military members are directed by the National Defence Act and its regulations.</td>
<td>Public servants are managed according to the Public Service and DND’s rules and regulations.</td>
</tr>
<tr>
<td>The primary role of military members is the defence and protection of Canada.</td>
<td>Public servants support military operations.</td>
</tr>
<tr>
<td>The Canadian Armed Forces has many traditions that are not a part of civilian life.</td>
<td>Public servants have different traditions.</td>
</tr>
<tr>
<td>Military members are subject to the military and civilian justice system.</td>
<td>Public servants are subject to the Canadian justice system</td>
</tr>
<tr>
<td>Military members may be deployed or posted within Canada or to other countries.</td>
<td>Public servants could be transferred, but they have a choice to refuse.</td>
</tr>
<tr>
<td>The military’s Personnel Evaluation Report (PER) has an effect on a member’s career. It is used to determine postings, deployments and promotions.</td>
<td>The Personnel Evaluation Report (PER) is important, but it does not have the same impact on an individual’s career as the military’s PER.</td>
</tr>
<tr>
<td>Military members are on call 24 hours – 7 days a week.</td>
<td>Public servants generally work a regular schedule.</td>
</tr>
<tr>
<td>Military members require a leave pass to go on holidays and must communicate their coordinates, so they can be reached if necessary.</td>
<td>Public servants must request vacation.</td>
</tr>
</tbody>
</table>
Exercise

Question 1a. Which item corresponds with the following definition? It is the basis of the Canadian Armed Forces (CAF) military justice system. It is designed to assist military commanders in maintaining discipline, efficiency, and morale within the CAF.

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline

Question 1b. Which item corresponds with the following definition? It is a tradition to commemorate the sacrifice of those who fought and died for freedom and democracy. It is observed on 11 November to recall the end of World War I (November 11, 1918).

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline

Question 1c. Which item corresponds with the following definition? It is a custom, which is required of everyone who joins the Canadian Armed Forces. It is a contract and a solemn promise of loyalty to the country.

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline

Question 1d. Which item corresponds with the following definition? The whole existence of the CAF, and the authority of its officers to command, is dependent upon it.

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline

Question 1e. Which item corresponds with the following definition? It retains a functional role as social and dining clubs and is the centre of social life for units, stations, bases, and ships.

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline
Question 2. Select the appropriate answers. Who is responsible for security at DND/CF?

☐ The Deputy Minister (DM)
☐ The Chief of the Defence Staff (CDS)
☐ The Deputy Provost Marshal Security
☐ Commanders and Senior Managers at all levels
☐ Security Advisors at all levels
☐ All members/employees of the DND/CF
☐ All of the above

Question 3. Select the appropriate answer. The only rule of etiquette a military member must follow is the style of haircut he/she must wear.

True [ ] False [ ]

Question 4. Complete the following sentence. ___________ is composed of standard postures, movements and evolutions completed in response to particular of command.

☐ MESS
☐ Drill
☐ CFPSA
☐ CANEX
☐ Military justice

Question 5. For each statement, select the appropriate answer.

Their primary role is the defence and protection of Canada. (Military or Civilian)
They are subject to the Canadian justice system. (Military or Civilian)
They require a leave pass to go on holidays. (Military or Civilian)
Their work environment is command driven. (Military or Civilian)
They are managed according to the Public Service and DND’s rules and regulations. (Military or Civilian)
Summary

Military life is very different from civilian life. On a day-to-day basis, military members must follow the specific laws, codes, rules, orders, and customs and traditions that are a part of the military profession.

In this module, you examined some facets of military life. You were introduced to military etiquette, traditions and custom, Messes, drills, physical fitness, security, justice, veterans and some military terminology. You also learned about the extensive use of acronyms and abbreviations within DND/CAF.
Module 8:
Conclusion
Module 8: Conclusion

Conclusion
Congratulations, you have completed the Canadian Armed Forces 101 for Civilians on-line course.

As a Civilian employee and as part of the Defence Team you now have a better understanding of the Department of National Defence, and the Canadian Armed Forces and its military members.

You have at your disposal an educational tool that provides basic information about military culture and environment. Since the Canadian Armed Forces is a large and complex organization, you may wish to revisit this course and use it as a reference tool to review specific items.

We hope that you enjoyed this course and that it will help you progress in your professional development at the Department of National Defence.
Glossary
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base</strong></td>
<td>A Canadian Forces Base (CFB) is a military installation. Bases provide accommodation and support services for the military units assigned to it.</td>
</tr>
<tr>
<td><strong>CADPAT</strong></td>
<td>The CADPAT (Canadian Dispersed Pattern uniform) is the operational dress for the Canadian Army, but military members in the Royal Canadian Navy or Royal Canadian Air Force may also wear it.</td>
</tr>
<tr>
<td><strong>Canadian Armed Forces Personnel Appraisal System (CFPAS)</strong></td>
<td>The Canadian Armed Forces Personnel Appraisal System (CFPAS) is a system used to develop military careers and evaluate military members. The CFPAS is very important for military members since it determines the future of their military careers.</td>
</tr>
<tr>
<td><strong>Canadian Army</strong></td>
<td>The Canadian Army is the land component of the CAF. The Canadian Army is an organized force armed for fighting on land.</td>
</tr>
<tr>
<td><strong>Canadian Joint Operations Command (CJOC)</strong></td>
<td>CJOC is responsible for anticipating and conducting Canadian Armed Forces operations (less operations conducted solely by North American Aerospace Defence Command or specified operations conducted by Canadian Special Operations Forces Command) and develops, generates and integrates joint force capabilities for operations.</td>
</tr>
<tr>
<td><strong>Canadian Special Operations Forces Command (CANSOFCOM)</strong></td>
<td>CANSOFCOM is responsible for all Special Forces operations that respond to terrorism and threats to Canadians and Canadian interests around the world.</td>
</tr>
<tr>
<td><strong>Chief of the Air Force Staff</strong></td>
<td>The Chief of the Air Force is the senior Air appointment. The Chief of the Air Force Staff is responsible for the command and operational readiness of the Royal Canadian Air Force.</td>
</tr>
<tr>
<td><strong>Chief of the Defence Staff (CDS)</strong></td>
<td>The Chief of the Defence Staff (CDS) is Canada’s senior serving officer and the head of the Canadian Armed Forces.</td>
</tr>
<tr>
<td><strong>Chief of the Army Staff</strong></td>
<td>The Chief of the Army Staff is the senior Army appointment and is responsible to the CDS for the command and operational readiness of the Canadian Army.</td>
</tr>
<tr>
<td><strong>Chief of the Naval Staff</strong></td>
<td>The Chief of the Naval Staff is the senior Naval appointment and is responsible to the CDS for the command and operational readiness of the Royal Canadian Navy.</td>
</tr>
<tr>
<td><strong>Code of Service Discipline (CSD)</strong></td>
<td>The Code of Service Discipline (CSD) is the basis of the Canadian Armed Forces (CAF) military justice system. The CSD is designed to assist military commanders in maintaining discipline, efficiency, and morale within the CAF.</td>
</tr>
<tr>
<td><strong>Commission</strong></td>
<td>A commission is an official document issued by the government and conferring on the recipient the rank of an officer in the armed forces.</td>
</tr>
<tr>
<td><strong>Custom</strong></td>
<td>A custom is a long standing, continuing practice, or observance and is often unwritten rules.</td>
</tr>
<tr>
<td><strong>Department of National Defence (DND)</strong></td>
<td>The Department of National Defence (DND) consists of the Canadian Armed Forces (CAF) and public servants.</td>
</tr>
<tr>
<td><strong>Ethics</strong></td>
<td>Ethics can be defined as the search to discern what is good or right, and what is bad or wrong, in order to do what is good or right.</td>
</tr>
<tr>
<td><strong>Ethos</strong></td>
<td>Ethos is the moral beliefs, attitudes and habits that are characteristic of a person or group. Within an organization ethos can be the organization’s values, culture and/or atmosphere.</td>
</tr>
<tr>
<td><strong>National Defence Act (NDA)</strong></td>
<td>The National Defence Act (NDA) identifies the legal and organizational foundation of the Department of National Defence, the Canadian Armed Forces and the Code of Service Discipline.</td>
</tr>
<tr>
<td><strong>Non-commissioned member</strong></td>
<td>A non-commissioned member is a serviceman other than an officer. A non-commissioned member does not hold a commission.</td>
</tr>
<tr>
<td><strong>Oath of allegiance</strong></td>
<td>The oath of allegiance is a custom, which is required of everyone who joins the Canadian Armed Forces. To give one’s oath, is a contract, and a solemn promise of loyalty to the country. It is given voluntarily of ones own free will, and its nature is very serious.</td>
</tr>
<tr>
<td><strong>Officer</strong></td>
<td>An officer is a serviceman who has received the King’s (or Queen’s) or Viceroy’s (or Governor General’s) Commission or a CAF member who holds the rank of officer cadet.</td>
</tr>
<tr>
<td><strong>Posting</strong></td>
<td>A posting is the rotation of military members into new positions. Postings are done to enhance training and experience, and to keep members alert and ready to handle new challenges.</td>
</tr>
<tr>
<td><strong>Regular Force</strong></td>
<td>Regular Force members are fulltime members of the Canadian Armed Forces. When they join the Regular Force, they are signing on for several years of service.</td>
</tr>
<tr>
<td><strong>Reserve Force</strong></td>
<td>The Reserve Force is made up of men and women who volunteer to devote a portion of their spare time to military service. A limited number of reservists also volunteer to serve on a full time basis.</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Royal Canadian Air Force</strong></td>
<td>The Royal Canadian Air Force is Canada’s air component of the CAF. The Royal Canadian Air Force contributes substantially to the defence of Canada and North America.</td>
</tr>
<tr>
<td><strong>Royal Canadian Navy</strong></td>
<td>The Royal Canadian Navy is the sea component of the CAF. The Royal Canadian Navy maintains the combat-capable naval forces necessary for Canada’s defence.</td>
</tr>
<tr>
<td><strong>Station</strong></td>
<td>A Canadian Forces Station (CFS) is a minor military installation. Stations are operationally oriented units that usually do not have support capability.</td>
</tr>
<tr>
<td><strong>Terms of Service (TOS)</strong></td>
<td>A TOS is a contract between a member and the Canadian Armed Forces to provide military service until lawfully released.</td>
</tr>
<tr>
<td><strong>Traditions</strong></td>
<td>Traditions are the passing down of knowledge, beliefs, thought processes, and codes of behaviour, usually without writing it down. Symbols are very important to traditions.</td>
</tr>
<tr>
<td><strong>Wing</strong></td>
<td>A wing is the Air Force equivalent of a base.</td>
</tr>
</tbody>
</table>
Answers
Module 2: Department of National Defence (DND/CAF) -

**Answers**

**Question 1. Select the appropriate answer.**

Who is the Head of National Defence?

- [ ] The Deputy Minister
- [ ] The Prime Minister and Cabinet
- [ ] The Chief of Defence Staff
- [ ] The Treasury Board

The correct answer is **The Prime Minister and Cabinet**. The head of National Defence is the Prime Minister and Cabinet. National Defence is one of the few Canadian national institutions that come solely under the federal government. This means that the federal government is the only authority in matters of defence and protection of Canadian sovereignty.

**Question 2. Select the appropriate answer.**

The Governor General is the Commander-in-Chief of Canada.

- [ ] True
- [ ] False

The correct answer is **True**. The Governor General of Canada is the Commander-in-Chief of Canada. As such, the Governor General plays a significant role in encouraging excellence and recognizing the important role of Canada's military at home and abroad.

**Question 3. Select the appropriate answer.**

The primary obligations of the Department of National Defence and the Canadian Armed Forces are to protect the country and its citizens from challenges to their domestic security.

- [ ] True
- [ ] False

The correct answer is **False**. The primary obligations of the Department of National Defence and the Canadian Armed Forces are to protect the country and its citizens from challenges to their domestic security, and to uphold internationally the values that Canadians share under the direction of the elected Government.

**Question 4. Select the appropriate answer.**

In what year did the three armed services (Royal Canadian Navy, Canadian Army and Royal Canadian Air Force) unite to become one single service: The Canadian Armed Forces?

- [ ] 1867
- [ ] 1945
- [ ] 1968
- [ ] 2000

The correct answer is **1968**. After the wars, Canada began to work seriously toward unification of the Royal Canadian Navy, the Canadian Army and the Royal Canadian Air Force.
Question 5. Select the appropriate answer.

The mission of DND and the CAF is to:

- Protect Canada and Canadians
- Provide combat-effective forces at home and abroad
- Provide multi-purpose forces at home and abroad
- All of the above

The correct answer is All of the above. The mission of DND and the CAF is to provide combat-effective, multi-purpose forces at home and abroad to protect Canada and Canadians.

Question 6. Complete the following statement.

The Defence Team consists of the ___________.

- Military members in the Canadian Armed Forces
- Civilian employees in the Department of National Defence
- Regular Force members
- Civilian employees in the Department of National Defence and Military members in the Canadian Armed Forces
- Regular Force members and Reserve Force members

The correct answer is Civilian employees in the Department of National Defence and Military members. The Defence Team consists of the Civilian employees in the Department of National Defence and Military members in the Canadian Armed Forces. The Defence Team is a concept introduced around 1994 to create a team spirit amongst all those who contribute to the accomplishment of the Defence Mission.
Module 3: The Canadian Armed Forces -

Answers

Question 1. Complete the following statement.

The chain of command is the structure by which command is exercised through a series of superior and subordinate commanders. The military chain of command starts with ____________

☐ The Prime minister
☐ The public servants
☐ All military members
☐ The Chief Defence Staff (CDS)

The correct answer is The Chief of the Defence Staff (CDS). The CDS assigns a portion of its authority to carefully selected subordinate commanders who are immediately below the CDS in the chain of command. These subordinate commanders are directly accountable to the CDS.

Question 2. Complete the following statement.

Under the Chief of the Defence Staff (CDS) the CAF consists of ____________ main operational environments.

☐ 4
☐ 6
☐ 3
☐ 2

The correct answer is 3. Under the Chief of the Defence Staff (CDS) the CAF consists of three main operational environments: Royal Canadian Navy, Canadian Army and Royal Canadian Air Force.

Question 3. Select the appropriate answer.

There are two Canadian Armed Forces operational commands that report to the National Defence Headquarters (NDHQ) in Ottawa. Which of the following are NOT Canadian Armed Forces operational commands?

☐ Canadian Expeditionary Force Command (CEFCOM)
☐ North American Treaty Organization (NATO)
☐ Canadian Joint Operations Command (CJOC)
☐ Canadian Special Operations Command (CANSOFCOM)

The correct answer is Canadian Expeditionary Force Command (CEFCOM) and North American Treaty Organization (NATO). Canadian Expeditionary Force Command and the North Atlantic Treaty Organization is the correct answer.

Question 4. Select the appropriate answer.

The CAF’s first priority is to:

☐ Respond to natural disasters
☐ Provide for the defence of Canada
☐ Provide civil assistance
☐ Recruit new members

The correct answer is the CAF’s first priority is to provide for the defence of Canada.
Module 4: Military Ethos and Ethics -

Answers

Question 1. Complete the following statement.

The Military Ethos encompasses ___________ that describe and define professional conduct.

☐ Laws
☐ Rules
☐ Values
☐ Orders

The correct answer is Values. The Military Ethos encompasses values that describe and define professional conduct. It consists of:
- The civic values of liberal democracy.
- Values subsumed by the rule of law.
- Ethical values governing our treatment of others.
- The conduct of operations.
- The traditional military values of duty, loyalty, integrity and courage

Question 2a. Select the appropriate Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.

Facing challenges, whether physical or moral, with determination and strength of character.

☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Respect the Dignity of All Persons

Question 2b. Select the appropriate Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.

Treating every person with respect and fairness.

☐ Loyalty
☐ Integrity
☐ Courage
☐ Stewardship
☐ Excellence
☐ Respect the Dignity of All Persons

[ ] T/V [ ] F
Question 2c. Select the appropriate Statement of Defence Ethics’ value or principle that includes the following Expected Behaviour.

We perform our tasks with competence, diligence and dedication. We are accountable for and accept the consequences of our decisions and actions. We place the welfare of others ahead of our personal interests.

- Loyalty
- Integrity
- **Courage**
- Honesty
- Responsibility
- Fairness

Question 2d. Select the Statement of Defence Ethics’ obligation that corresponds with the following definition.

We give precedence to ethical principles and obligations in our decisions and actions. We respect all ethical obligations deriving from applicable laws and regulations. We do not condone unethical conduct.

- Loyalty
- Integrity
- Courage
- Honesty
- Responsibility
- Fairness

Question 2e. Select the Statement of Defence Ethics’ obligation that corresponds with the following definition.

We are just and equitable in our decisions and actions.

- Loyalty
- Integrity
- Courage
- Honesty
- Responsibility
- Fairness

Question 2f. Select the Statement of Defence Ethics’ obligation that corresponds with the following definition.

We face challenges, whether physical or moral, with determination and strength of character.

- Loyalty
- Integrity
- Courage
- Honesty
- Responsibility
- Fairness
Question 3. Select the appropriate answer.

Ethics can be defined as the search to discern what is good or right, and what is bad or wrong, in order to do what is good or right.
True [ ] False [ ]

The correct answer is True. Ethics can be defined as the search to discern what is good or right, and what is bad or wrong, in order to do what is good or right.

Question 4. Complete the following statement.

The Defence Ethics Programme is a values-based ethics program put in place to meet the needs of ______________, at both the individual and the organizational levels.

- [ ] Civilians
- [ ] Military members
- [ ] Clients
- [ ] DND and the CAF

The correct answer is DND and the CAF. The Defence Ethics Programme is a values-based ethics program put in place to meet the needs of DND and the CAF, at both the individual and the organizational levels.
Module 5: CAF Structure

Answers

Question 1. Complete the following statement
When men and women join the Canadian Armed Forces and don the uniform they enter a unique profession—_____________
☐ the profession of soldier
☐ engineering
☐ operator
☐ the Profession of arms

The correct answer is the Profession of arms. When men and women join the Canadian Armed Forces and don the uniform they enter a unique profession - the Profession of arms. The fundamental purpose of the Profession of arms is the ordered, lawful application of military force pursuant to governmental direction.

Question 2. Select the correct answer
How many forces do the Canadian Armed Forces have?
☐ 1
☐ 2
☐ 3
☐ 4

The correct answer is 2 - the Regular and Reserve Forces. The Reserve Force includes the Primary Reserve, the Cadet Instructors Cadre, the Supplementary Reserve and the Canadians Rangers.

Question 3. Select the appropriate answer
Only military members form the Army can wear the operational dress CADPAT (Canadian Dispersed Pattern uniform).
True [ ] False [ ]

The correct answer is False. The CADPAT (Canadian Dispersed Pattern uniform) is the operational dress for the Army, but military members in the Navy or Air Force may also wear it. Every military member is issued this dress at basic training to ensure that everyone is the same.

Question 4. Select the appropriate answers
Military members with lower ranks always initiate the recognition of the junior officers and up by paying them compliments. Which of the followings are compliments?
☐ Salute
☐ Firing of guns
☐ Present arms
☐ Eyes right/left
☐ All of the above

The correct answer is All of the above. In the Canadian Armed Forces, the most common method of paying compliments is the salute.

Question 5. Look at the uniform and select the appropriate answers.
A. What group does this military member belong to?
- Officer
- NCM

The correct answer is NCM.

B. Which of the operational environments does he belong to?
- Navy
- Air Force
- Army

The correct answer is Army. The Army is usually represented by green.

C. What is this military member’s rank?
- Brigadier-General
- Sergeant
- Master Corporal
- Private
- Master Seamen

The correct answer is Master Corporal. You can determine this member’s rank by looking at his sleeve. This member rank of Master Corporal is indicated by two chevrons and a leaf.

D. What is the job of this military member?
- Pilot
- Military Police
- Ammunition Technician
- Medical Technician

The correct answer is Military Police. In the CAF, the different hats worn by military members are berets, wedges and forge caps. The colour of the hats generally corresponds to military members' element; however, there are exceptions such as beige hats for special services and red hats for the military police.

E. Where is the name tag located on the uniform?
- Under the honours
- On the shoulder
- On the right side of the chest
- On the hat

The correct answer is On the right side of the chest. The name tag will contain the military member’s last name.

F. Does this military member have honours?
- Yes
- No

The correct answer is Yes. The insignia on the left side of the chest indicates orders, decorations and medals the member has received. Orders are worn first, followed by decorations, and then Medals.
Module 6: CAF Careers

Answers

Question 1. Select the appropriate answer. Which of the following statements is FALSE?

To enroll in the Canadian Armed Forces an applicant:

- Must be a Canadian citizen, (Landed Immigrants may apply to the Reserves).
- Must have a good record of conduct and no outstanding legal obligations.
- Must hold a top secret security clearance.
- Must be a minimum of 17 yrs of age (16 for the Reserves and Military College) with parental/guardian consent for minors.

The correct answer is **Must hold a top secret security clearance**. To enroll in the Canadian Armed Forces an applicant must be able to hold a security clearance not necessarily a top secret security clearance.

Question 2. Complete the following statement.

The objective of military training and socialization is to __________.

- Test physical fitness of candidates
- Transform new candidates into fully capable, confident professionals
- Make new friends

The correct answer is **Transform new candidates into fully capable, confident professionals**.

Question 3. Select the appropriate answer.

Once military members join the CAF, they have to be a military member for all their professional life.

True [ ] False [ ]

The correct answer is **False**. Military members do not have to be a part of the Canadian Armed Forces for all their professional life. There are different Terms of Service (TOS) that exist. A TOS is a contract between a member and the Canadian Armed Forces to provide military service until lawfully released.

Question 4. Select the appropriate answer.

The ________ is a system used to develop military careers and evaluate military members. It is very important for military members since it determines the future of their military careers.

- Recruitment Process
- Canadian Armed Forces Personnel Appraisal System (CFPAS)
- Basic Military Qualification
- PDR

The correct answer is **Canadian Armed Forces Personnel Appraisal System (CFPAS)**. The Canadian Armed Forces Personnel Appraisal System (CFPAS) is a system used to develop military careers and evaluate military members. The CFPAS is very important for military members since it determines the future of their military careers.
Question 5. Select the appropriate answer.

A posting is:
☐ An announcement for new equipment
☐ A list of physical exercises
☐ The rotation of military members into new positions
☐ A military rank

The correct answer is The rotation of military members into new positions. A posting is the rotation of military members into new positions. Postings are done to enhance training and experience, and to keep members alert and ready to handle new challenges.

Question 6. Which of the followings are NCM occupations:
☐ Pilot
☐ Pharmacist
☐ Social Work
☐ Medical Technician

The correct answers is Medical Technician. There are over 70 NCM occupations in the Canadian Armed Forces.

Question 7a. Match the education and training centre with its corresponding location.

Canadian Forces Language Schools (CFLS)
☐ Moose Jaw, Sask
☐ Halifax, N.S.
☐ Gagetown, N.B.
☐ Winnipeg, Man
☐ Comox, BC
☐ Kingston, Ont
☐ St-Jean-sur Richelieu, Qc

Question 7b. Match the education and training centre with its corresponding location.

Royal Military College (RMC)
☐ Moose Jaw, Sask
☐ Halifax, N.S.
☐ Gagetown, N.B.
☐ Winnipeg, Man
☐ Comox, BC
☐ Kingston, Ont
☐ St-Jean-sur Richelieu, Qc

Question 7c. Match the education and training centre with its corresponding location.

2 Canadian Forces Flying Training School (2 CFFTS)
☐ Moose Jaw, Sask
☐ Halifax, N.S.
☐ Gagetown, N.B.
☐ Winnipeg, Man
☐ Comox, BC
☐ Kingston, Ont
☐ St-Jean-sur Richelieu, Qc
Question 7d. Match the education and training centre with its corresponding location.

**Canadian Forces School of Search and Rescue (CFSSAR)**
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc

Question 7e. Match the education and training centre with its corresponding location.

**Canadian Forces School of Military Engineering (CFSME)**
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc

Question 7f. Match the education and training centre with its corresponding location.

**Canadian Forces Naval Engineering Schools (CFNES)**
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc

Question 7g. Match the education and training centre with its corresponding location.

**Canadian Forces School of Aerospace Studies (CFSAS)**
- Moose Jaw, Sask
- Halifax, N.S.
- Gagetown, N.B.
- Winnipeg, Man
- Comox, BC
- Kingston, Ont
- St-Jean-sur Richelieu, Qc
The correct answers are:

a) Canadian Forces Language Schools (CFLS)- St-Jean-sur Richelieu, Qc
b) Royal Military College (RMC)- Kingston, Ont
c) Canadian Forces Flying Training School (2 CFFTS)- Moosejaw, Sask.
d) Canadian Forces School of Search and Rescue (CFSSAR)- Comox, BC
e) Canadian Forces School of Military Engineering (CFSME)- Gagetown, N.B.
f) Canadian Forces Naval Engineering Schools (CFNES)- Halifax, N.S.
g) Canadian Forces School of Aerospace Studies (CFSAS)- Winnipeg, Man
Module 7: Military Life

Answers

Question 1a. Which item corresponds with the following definition?

It is the basis of the Canadian Armed Forces (CAF) military justice system. It is designed to assist military commanders in maintaining discipline, efficiency, and morale within the CAF.

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline

Question 1b. Which item corresponds with the following definition?

It is a tradition to commemorate the sacrifice of those who fought and died for freedom and democracy. It is observed on 11 November to recall the end of World War I (November, 11 1918).

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline

Question 1c. Which item corresponds with the following definition?

It is a custom, which is required of everyone who joins the Canadian Armed Forces. It is a contract and a solemn promise of loyalty to the country.

☐ Oath of Allegiance
☐ National Defence Act
☐ MESS
☐ Remembrance Day
☐ The Code of Service Discipline

Question 1d. Which item corresponds with the following definition?

The whole existence of the CAF, and the authority of its officers to command, is dependent upon it.
Question 1e. Which item corresponds with the following definition?

It retains a functional role as social and dining clubs and is the centre of social life for units, stations, bases, and ships.

☐ Oath of Allegiance  
☐ National Defence Act  
☐ **MESS**  
☐ Remembrance Day  
☐ The Code of Service Discipline

The answers are:

a) **The Code of Service Discipline**: The Code of Service Discipline (CSD) is the basis of the Canadian Armed Forces (CAF) military justice system. The CSD is designed to assist military commanders in maintaining discipline, efficiency, and morale within the CAF.

b) **Remembrance Day** is a tradition to commemorate the sacrifice of those who fought and died for freedom and democracy. It is observed on 11 November to recall the end of World War I (November, 11 1918).

c) The **Oath of Allegiance** is a custom, which is required of everyone who joins the Canadian Armed Forces. To give one’s oath, is a contract, and a solemn promise of loyalty to the country.

d) **National Defence Act**: The whole existence of the CAF, and the authority of its officers to command, is dependent upon the NDA.

e) The **Mess** retains a functional role as social and dining clubs and is the centre of social life for units, stations, bases, and ships.
Question 2. Select the appropriate answers.

The only rule of etiquette a military member must follow is the style of haircut he/she must wear. [ ] True [ ] False

The correct answer is FALSE. Military members must follow the rules of etiquette regarding appearance including good personal hygiene, being clean-shaven, having a military style haircut, keeping uniforms clean and pressed and footwear highly shined.

Question 3. Complete the following sentence.

___________ is composed of standard postures, movements and evolutions completed in response to particular of command.

- MESS
- Drill
- CFPSA
- CANEX
- Military justice

The correct answer is Drill. It is composed of standard postures, movements and evolutions completed in response to particular commands. It is used to move troops in an orderly and efficient manner through precise manoeuvres. The drill is used in military displays and ceremonies.

Question 4. For each statement, select the appropriate answer.

Their primary role is the defence and protection of Canada. (Military or Civilian)
They are subject to the Canadian justice system. (Military or Civilian)
They require a leave pass to go on holidays. (Military or Civilian)
Their work environment is command driven. (Military or Civilian)
They are managed according to the Public Service and DND’s rules and regulations. (Military or Civilian)