AIR CADET NATIONAL SUMMER TRAINING COURSE SELECTION PROCESS

NATL CJCR SP GP INSTRUCTION 7003-1-13

Date of Issue

20 Sep 19

Application

This instruction applies to members of the CAF, Civilian Instructors and Civilian Volunteers who provide support to the Canadian Cadet Organizations, employees of the Department of National Defence employed within the National Cadet and Junior Canadian Rangers Support Group, Air Cadet League of Canada personnel and Air Cadets.

Supersession

- CATO 51-01, Annex B, *Cadet Training Centre Program*
- *2019 National Summer Training Courses Selection Process*

Approval Authority

DComd Natl CJCR Sp Gp HQ

Enquires

J5 Natl CJCR Sp Gp HQ

References:

- CATO 11-04, *Cadet Program Outline*
- CATO 54-26, *Glider Pilot Scholarship Program*
- CATO 54-27, *Power Pilot Scholarship Program*
- CATO 14-18, *Cadet Fitness Assessment and Incentive Program*
- CATO 16-02, *Application of Cadets With Medical Conditions – Summer Training and NDHQ Directed Activities*
- Natl CJCR Sp Gp Instruction 7003-1-9, *International Exchange Program*
- Financial Administration Manual Chapter 1014-4-1, *Control of Financial Signing Authorities*
- DAOD 5039-4, *Translation of Texts and Acquisition of Bilingual Documentation*

Table of Contents

This Natl CJCR Sp Gp Instruction contains the following:

1. Abbreviations

Abbreviation	Complete word or phrase
AATC-AM	Advanced Aviation Technology Course – Aircraft Maintenance
AATC-AO	Advanced Aviation Technology Course – Airport Operations
ACNSTC	Air Cadet National Summer Training Course
AASC	Advanced Aerospace Course
ACLC	Air Cadet League of Canada
CFTC	Cadet Flying Training Centre
GPS	Glider Pilot Scholarship
IACE	International Air Cadet Exchange
IT SMC	Information Technology Service Management Centre
NC Air Ops	National Cadet Air Operations
NDA	Nationally Directed Activity
PC	Provincial Committee
PPS	Power Pilot Scholarship
TD	Temporary Duty

2. General

2.1   The Air Cadet National Summer Training Course (ACNSTC) Selection Process is designed to be standardized across the CCO, impartial, and transparent; thereby ensuring the highest merited cadets are selected for each opportunity.

2.2   The following ACNSTCs are conducted as part of the Air Cadet Training Centre Program:

    a.   IACE;

    b.   PPS;

c. GPS;

d. AATC-AM;

e. AATC-AO; and

f. AASC.

2.3   Due to the high volume of applicants and the limited number of positions available, a standardized, fair, and transparent selection process will be utilized across the formation to select Air Cadets for the following courses:

a. IACE;

b. PPS; and

c. GPS.

2.4   Selection of Air Cadets for all other ACNSTCs will be completed using a separate process and will not include an interview and / or exam.

2.5   This instruction will, for IACE, PPS, and GPS, detail the:

a. selection criteria;

b. application process;

c. selection process; and

d. division of responsibilities for the Natl CJCR Sp Gp HQ, RCSUs, ACLC, Squadron COs, and cadet applicants.

3. Selection Criteria

3.1   All cadets must meet the following general selection criteria:

a. be available for the full duration of the course;

b. have written parental/guardian consent (only required for cadets who have not yet reached their 18th birthday at the time of application);

c. be medically and dentally fit and have no medical restrictions that would preclude them from participating in the course; and

d. be recommended by their Squadron CO.

3.2   Course-specific selection criteria, which must be met by all cadets, can be found at Annex A to this instruction.

4. Application Process

4.1   The billet plan will be published yearly and will provide the breakdown of cadets by region / province and by course.

4.2   Cadets are only eligible to apply for one of IACE, PPS or GPS.

4.3   However, cadets may additionally apply for AATC-AO, AATC-AM and AASC. A cadet placed on 'stand-by' for IACE, PPS or GPS, who has been 'selected' on one of these courses, will still be eligible for selection on IACE, PPS, or GPS should a position become available and they are the next-ranked cadet on their regional / provincial selection list.

4.4   The maximum number of cadets per squadron that can apply and be selected is:

Course	Squadron Official Population (Natl CJCR Official Population Report)	Maximum # of Applications	Maximum # of Cadets Eligible for Selection
IACE	███████████	1	1
PPS	80 or less	3	2
	81 to 120	4	3
	121 to 160	5	4
	161 or more	6	5
GPS	80 or less	3	2
	81 to 120	4	3
	121 to 160	5	4
	161 or more	6	5

4.5   In addition to the Fortress participation application the following supporting documents must be submitted IAW timelines detailed in Annex B of this instruction (**late submissions will not be accepted**):

Supporting Documents – Pre-Selection	Submit to:	IACE	PPS	GPS
School Report Card *last full year completed *no greater than Grade 11 / Sec 5	RCSU	X	X	X
CATO 54-27 – Annex B Height and Weight Form	RCSU		X	
CATO 54-26 – Annex B Height and Weight Form	RCSU			X
Proof of Birth (birth certificate) / Nationality (Canadian Citizenship or Landed Immigrant Status Card)	RCSU	X		
IACE Destination Request Form	RCSU Central	X		

Supporting Documents – Post-Selection	Submit to:	IACE	PPS	GPS
Passport, page 3 (photocopy) *must be valid for at least 6 months beyond exchange end date	RCSU Central	X		
IACE Information Form	RCSU Central	X		
Digital photo *high resolution head shot	RCSU Central	X		
TC CAT 3 Medical	RCSU		X	X
Passport photos x2 *not required for PPS cadets who hold current Aviation Document Booklet	CFTC		X	X

5. Selection Process

5.1   The selection process, depending on the specific course, is comprised of two or three assessment factors, each worth a set percentage of the cadet's final score. RCSUs must adhere to the following assessment factors and percentages, and minimum scores:

Course	Assessment Factors	% of Final Score	Total Possible Final Score	Minimum Score Allowed on Exam
IACE	File Review	80%	100%	
	Interview	20%		
PPS	PPS / GPS Qualifying Exam	30%	100%	50%
	File Review	50%		
	Interview	20%		
GPS	PPS / GPS Qualifying Exam	30%	100%	50%
	File Review	50%		
	Interview	20%		

5.2   The selection process will be administered IAW timelines detailed in Annex B to this instruction and in the following order:

    a.   PPS / GPS qualifying exam;

    b.   file review; and

    c.   interview.

5.3   Once all of the assessment factors have been completed, the RCSU will generate selection lists, by region / province and by course using data exported from the Fortress ranking tool. Cadets will be prioritized for selection, highest to lowest score, based on the compilation of scores achieved on each of the separate assessment factors.

5.4   RCSUs are required to adhere to the applicable selection list when making selections for each course. IAW the number of billets allocated to the region / province the RCSU will identify on each selection list if a cadet is 'selected' or 'stand-by'.

5.5   If a squadron has submitted the maximum number of applications for a course, the lowest scoring applicant will be placed on 'stand-by'. This is determined by applicants total score based on the combined assessment factors (PPS / GPS qualifying exam, file review, and interview).

5.6   Cadets placed on 'stand-by' will be utilized to backfill positions, by course, as they become available. Backfills will be allocated based on the applicable selection list, except in the instance that a cadet has been designated as 'stand-by' due to their squadron submitting the maximum number of applications for a course. In this case, the cadet will not be selected unless a previously selected cadet from the same squadron withdraws and that cadet is the next-ranked cadet or there are no other cadets remain on the regional / provincial selection list for that course.

5.7   Should there be no 'stand-by' cadets left on the regional / provincial selection list, the billet will be reallocated by Natl CJCR Sp Gp HQ IAW the billet allocation calculator.

6. Explanation of the Assessment Factors

6.1   **PPS / GPS Qualifying Exam**. All PPS and GPS applicants, IAW CATO 54-27, *Power Pilot Scholarship* and CATO 54-26, *Glider Pilot Scholarship* are required to pass the PPS / GPS qualifying exam, based on aviation material.

6.2   Cadets who fail to meet the minimum score allowed (50% for the PPS / GPS qualifying exam) will not be permitted to continue in the selection process.

6.3   The cadet's score on the PPS / GPS qualifying exam will entered as a percent, eg. 86.35%, into the Fortress ranking tool.

6.4   **File Review**. The file review, a primarily automated process, will be completed using the Fortress ranking tool and is based on the cadets Fortress records, and the manually inputted education score. Cadets will be awarded points in the following scoring factors:

      a.   attendance – mandatory local activities;

      b.   current rank;

      c.   RDA / NDA participation;

      d.   CTC qualifications;

      e.   total number of years enrolled in the cadet program;

      f.   age;

      g.   CTC staff cadet rank;

      h.   Cadet Fitness Assessment level;

      i.   education;

      j.   Squadron CO priority ranking; and

      k.   RCSU CO priority ranking.

6.5   The point distribution, by scoring factor, is detailed in Annex C of this instruction.

6.6   In order to ensure that a fair and transparent process is adhered to, no manual adjustment of points is authorized. It is therefore critical that squadrons ensure each cadet's Fortress record is up to date.

6.7   **Interview**. The interview board will be conducted by the ACLC with assistance, as required, from the applicable RCSU.

6.8   Natl CJCR Sp Gp HQ will annually publish a maximum number of interview positions, by region / province and by course.

6.9   An interview guide, which will include a specific set of interview questions by course, a scoring rubric, and methodology to conduct the interview board will be published by Natl CJCR Sp GP HQ for all regions to follow to ensure consistency.

6.10   The purpose of the interview is to assess each cadet in person and assign them a score which is both absolute and relative to other cadets. The interview will determine:

a.   level of civic engagement;

b.   breadth of knowledge of the cadet program;

c.   ability to express themselves and their ideas in a confident manner;

d.   level of interest in aviation (PPS and GPS applicants only); and

e.   awareness of current domestic and international events (IACE applicants only).

6.11   The three-person interview board will be comprised of the following:

a.   ACLC member (chosen by PC Director);

b.   CIC Officer (Cadet Flying Training Centre staff, Squadron CO, RCSU staff); and

c.   one of the following:

(1)   COATS GSO / NCM,

(2)   Regular Force Officer / Snr NCM / Reserve Force Officer / Snr NCM, or

(3)   senior cadet (WO1 / WO2) (graduate of IACE / PPS / GPS preferred).

6.12   Should an ACLC member not be available, the position can be filled by an additional CIC Officer.

6.13   No adjustment of interview scores is authorized, i.e. no instituting a bell curve to the results.

6.14   The cadet's score, averaged from the score of the three-person interview board, will be entered as a percent, eg. 86.35%, into the Fortress ranking tool.

7. Division of Responsibilities

7.1   Natl CJCR Sp Gp HQ, IAW timelines stipulated in Annex B of this instruction, will:

a.   develop, promulgate and update the Natl CJCR Sp Gp Instruction, ACNSTC Selection Process;

b.   create, develop and maintain the Fortress ranking tool;

c.   allocate and manage billets, annually by region / province and by course;

d.   publish and manage course serials in Fortress;

e.   develop, publish and maintain the PPS / GPS qualifying exam;

f.   publish annually a maximum number of interview positions, by region / province and by course;

g.   develop, publish and maintain the interview guide, to include a specific set of interview questions by course, a scoring rubric, and methodology to conduct the interview board;

h.   coordinate with the ACLC, as required;

i.   monitor the execution of the plan;

j.   move 'selected' IACE cadet participation applications from the generic IACE serial to the country specific serials; and

k.   archive final data extract.

7.2   RCSUs, IAW timelines stipulated in Annex B of this instruction, will:

a.   post course serials in Fortress, ensuring that application start and end dates are as directed;

b.   enter each cadet's education scoring factor into the Fortress ranking tool IAW the explanation of scoring factors found in Annex C;

c.   review, in Fortress, cadet participation applications, by course, to confirm they meet or will meet all specified selection criteria;

d.   identify cadets who will be writing the PPS / GPS qualifying exam, ensuring that they meet selection criteria;

e.   plan, coordinate, and conduct the PPS / GPS qualifying exam, to include:

(1)   booking facilities, transportation, and rations, as required,

(2)   publishing list of cadets who will be completing the PPS / GPS qualifying exam,

(3)   notifying squadrons of the PPS / GPS qualifying exam date, time, and location,

(4) arranging for supervision of cadets,

(5) coordinating Class A pay and TD, as required,

(6) marking the PPS / GPS qualifying exams,

(7) entering the cadets' PPS / GPS qualifying exam score into the Fortress ranking tool, and

(8) refusing the Fortress participation application for any cadet who did not attain at least the minimum score of 50% allowed on the PPS / GPS qualifying exam;

f. identify cadets who would benefit from being allocated the RCSU CO priority ranking, taking into account factors such as geographic need, previous squadron allocations, needs assessment, area office recommendation, and / or squadron CO recommendation;

g. assign RCSU CO priority ranking, not to exceed allocated number of RCSU priority billets, 1 or 10% of billets IAW regional / provincial billet allocations, by entering a '1' in the parent RCSU Loading Priority in the parent RCSU recommendation tab in Fortress;

h. create PPS and GPS priority list(s), by region / province, using data exported from the Fortress ranking tool, that ranks cadets from highest to lowest score, based on compilation of the PPS / GPS qualifying exam and file review assessment factors;

i. create IACE interview priority list(s), by region / province, using data exported from the Fortress ranking tool, that ranks cadets from highest to lowest score, based on the file review assessment factor;

j. identify cadets who will be completing an interview, by region / province, IAW the number of published interview positions, based on the applicable course priority list;

k. complete coordinating tasks in support of the interview boards, to include:

(1) publishing list of cadets who will be completing an interview,

(2) notifying squadrons of interview board date, location, and cadet interview schedule,

(3) refusing the Fortress participation application for any cadet who was not selected to complete an interview,

(4) arranging for supervision of cadets,

<blockquote>

(5) completing Class A pay sheets and TD claims, as required, and

(6) entering cadet interview scores into the Fortress ranking tool;

</blockquote>

l. assist the ACLC, as required, to plan, coordinate, and conduct of the interview boards;

m. generate selection lists, by region / province and by course, using data exported from the Fortress ranking tool, that prioritizes cadets for selection, highest to lowest score, based on the compilation of the scores achieved on each of the separate assessment factors (PPS / GPS qualifying exam, file review, and interview);

n. identify on each selection list, IAW the number of billets allocated to the region / province, if a cadet is 'selected' or 'stand-by';

o. forward regional / provincial selection lists, by course, to Natl CJCR Sp Gp HQ;

p. forward, to RCSU Central, the following:

<blockquote>

(1) IACE regional / provincial selection list(s); and

(2) IACE supporting documents:

<blockquote>

(a) IACE Destination Request Form,

(b) digital photo, and

(c) passport (copy of page 3);

</blockquote>
</blockquote>

q. complete selections in Fortress for PPS and GPS, based on the applicable regional / provincial selection list, by indicating if the cadet is 'selected' or 'stand-by' and publishing the result to the squadron;

r. forward IACE supporting documents to RCSU Central, to include:

<blockquote>

(1) IACE Information Form,

(2) digital photo, and

(3) passport (copy of page 3); and

</blockquote>

s. complete backfills, as required, IAW selection lists, for PPS and GPS.

7.3 RCSU Central, IAW timelines stipulated in Annex B of this instruction, will:

a. allocate IACE billets to regions / provinces, by country, in a standardized and equitable fashion;

b. assign IACE billets, using regional / provincial selection lists, taking into account country specific requirements, as required;

c. forward IACE selection list to Natl CJCR Sp Gp HQ;

d. forward list of cadets, by country, to IT SMC, who have been identified as 'selected so they can be moved to the country specific IACE serial;

e. complete selections in Fortress for IACE, using the country specific serial, by indicating that the cadet is 'selected' and publishing the result to the squadron;

f. update Fortress, for those cadets not 'selected', by indicating that the cadet is on 'stand-by' and publishing the result to the squadron;

g. monitor and update, as required, IACE selections in Fortress due to cancellations and failure to submit required supporting documentation; and

h. complete backfills, as required, IAW the IACE selection list.

7.4   ACLC, IAW timelines stipulated in Annex B of this instruction, will:

a. become familiar with the interview guide; and

b. plan, coordinate, and conduct the interview boards, to include:

(1)   provision of facilities, transportation, and rations, as required,

(2)   creating the cadet interview schedule,

(3)   identifying interview board members,

(4)   preparing required copies of paperwork, i.e. interview questions and rubrics,

(5)   overseeing the conduct of the interviews, and

(6)   submit interview results to RCSU.

7.5   squadron COs, IAW timelines stipulated in Annex B of this instruction, will:

a. brief eligible cadets on ACNSTC options and the associated selection criteria;

b.   conduct pre-selection, as required, to identify the best candidates for each course, ensuring that identified cadets meet minimum selection criteria;

c.   create cadet participation applications in Fortress, by serial, IAW directed quotas;

d.   complete the CO's decision block of each cadets' participation application in Fortress by:

    (1)   identifying if the cadet is 'approved for consideration' or 'refused',

    (2)   providing a written substantiation (recommendation),

    (3)   entering a selecting priority ranking, i.e. '1, 2, 3…', and

    (4)   identifying how the cadet has performed since being returned to unit for disciplinary reasons, as required;

e.   review each cadet's Fortress records, ensuring that all information is current;

f.   print and provide the cadet a copy of the applicable participation application and associated supporting documents from Fortress;

g.   forward supporting documentation, as required, to RCSU;

h.   assist cadets with preparing for PPS / GPS qualifying exam and interview;

i.   inform cadets of associated details for attendance at the PPS / GPS qualifying exam and interview board, as required;

j.   assist with transport and supervision of cadets during PPS / GPS qualifying exam / interview board, as tasked;

k.   monitor Fortress for selection announcements and inform cadets, as required;

l.   print and provide the cadet a copy of the applicable Offer Participation – Courses, Positions and Activities and associated supporting documents; and

m.   ensure all supporting documents are submitted to RCSU IAW deadlines.

7.6   Cadet applicants will:

a.   attend briefing on ACNSTC options and the associated selection criteria;

b.   submit expression of interest to apply for ACNSTC;

c.   forward supporting documentation, as required, to Squadron CO;

d.   prepare for PPS / GPS qualifying exam and interview;

e.   attend PPS / GPS qualifying exam and interview board, as required;

f.   ensure all supporting documents are submitted IAW deadlines.

Course Specific Selection Criteria

SELECTION CRITERIA	IACE	PPS	GPS
Minimum Age	17 years of age by 1 Jul	17 years of age by 1 Sep of the year the course is taken	16 years of age by 1 Sep of the year the course is taken
Proficiency Level	Level 5 by 30 Jun	Level 4 by 30 Jun	Level 3 by 30 Jun
Assessment Factors		PPS / GPS Qualifying Exam – minimum 50%	PPS / GPS Qualifying Exam – minimum 50%
	File Review	File Review	File Review
	Interview	Interview	Interview
Minimum Grade Completed		Grade 10 or equivalent (Secondary 4 / Senior 2)	Grade 9 or equivalent (Secondary 3 / Senior)
Medical [1]		Valid TC Cat 3 MC, with/without restrictions	Valid TC Cat 3 MC, with/without restrictions
Physical Limitations [2]		Maximum weight 111.13 kg	Minimum height 152.4 cm Minimum weight 40.82 kg
			Maximum height 190.5 cm Maximum weight 90.72 kg
Required Funds	Must have funds to purchase official IACE clothing package, approximately $400.00	Must have funds to pay for TC examination fee and pilot licence application fee, for a total of $160.00	Must have funds to pay for TC examination fee and pilot licence application fee, for a total of $160.00
Previous Pilot Licence / Permit		Cadets who hold any TC pilot licence or permit other than a glider pilot licence are not eligible for PPS	Cadets who hold any TC pilot licence or permit are not eligible for GPS
RTUs		A cadet who was RTU from GPS for lack of aptitude, motivation and/or application, misconduct, repeated air sickness, poor academic performance, failure on the TC written examination, failure to fly solo or failure to pass the final flight test, shall not be eligible for the PPS.	A cadet who was RTU from PPS for lack of aptitude, motivation and/or application, misconduct, repeated air sickness, poor academic performance, failure on the TC written examination, failure to fly solo or failure to pass the final flight test, shall not be eligible for the GPS.
Participation	One-Time participation	One-Time participation	One-Time participation

Notes:

1. Transport Canada Category 3 Medical Certificates (TC Cat 3 MC):

    a. TC Cat 3 MC is valid for 5 years;

    b. TC Cat 3 MC must be obtained through a Civil Aviation Medical Examiner (CAME). Medical examiners can be located by contacting Transport Canada by phone or online. Transport Canada provides an online search function on their website http://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng';

    c. squadron COs should encourage cadets to obtain their medical ASAP once they decide to apply. The wait time for appointments and for issuance of a certificate from a CAME can be substantial. Additionally, there are various medications and medical conditions which may result in delays, and may require the cadet to submit paperwork from specialists or family doctors and / or may prohibit the issuance of a medical certificate. **The firm deadline for a copy of the TC CAT 3 MC to remain eligible for training is Monday of the first week of June**;

    d. medical conditions which may cause a delay in issuance of a certificate include, but are not limited to:

        (1) frequent or severe headaches,
        (2) epilepsy,
        (3) psychiatric or neurological problems
        (4) ear disease or deafness,
        (5) allergies,
        (6) pulmonary disorders (including asthma),
        (7) gastro-intestinal disorders,
        (8) cardio-vascular disorders (including hypertension),
        (9) muscular or joints disorders,
        (10) regular medication use (prescribed or not),
        (11) diabetes, and
        (12) vision disorders, which include wearing of contact lenses, and/or vision approaching +/- 5 dioptres; and

      e.   As per CAR 424.04, it is mandatory for a candidate to disclose all medical conditions (such as, but not limited to, ADD or ADHD) and medication (such as, but not limited to, Ritalin® or Concerta®) to a CAME when undergoing a medical examination for a MC. If the candidate intends not to take their medication to maintain the validity of their MC, they should discuss this with a CAME to determine if it is a suitable course of action. If deemed acceptable, the candidate must be examined by a CAME to determine medical fitness to conduct flying training while not under the influence of any medication that would invalidate their MC. This examination must be completed after the candidate has stopped ingesting the medication for the applicable period of time as determined by the CAME. The report on the suitability of the candidate flying solo must be completed in time to be forwarded to the RCSU no later than 1 Jun of the year of the course. If a candidate arrives at the CFTC and is found not to have met the above requirements, RTU action shall be initiated.

2.   The applicable course (PPS or GPS) Height and Weight Form (CATO 54-27 Annex B / CATO 54-26 Annex B) must be completed and submitted. Cadets who do not meet height requirements cannot submit an application. Cadets who do not meet weight requirements have until the first Monday in June to provide proof, via a doctor's letter, that they meet the requirements.

Timelines

Date (completed NLT)	Task	Responsibility
27-Sep-19	Publish serials in Fortress	Natl CJCR SP GP HQ
30-Sep-19	Post serials to squadrons	RCSU
30-Sep-19 – 16-Dec-19	Submit participation applications for ACNSTC in Fortress	Squadron CO
15-Nov-19	Publish / forward interview guide to ACLC	Natl CJCR SP GP HQ
15-Nov-19	Forward PPS / GPS qualifying exam and marking tool to RCSUs	Natl CJCR SP GP HQ
15-Dec-19	End date for ACNSTCS applications	RCSU
16-Dec-19	Submit supporting documents: School Report Card – IACE, PPS, and GPS Proof of birth / nationality / landed immigrant status – IACE IACE Destination Request Form Height and Weight Form – PPS and GPS	Squadron CO
06-Jan-20	Confirm cadets meet or will meet all specified selection criteria	RCSU
06-Jan-20	Identify cadets who will be writing the PPS / GPS qualifying exam	RCSU
6-Jan-20 – 19-Jan-20	Conduct PPS / GPS qualifying exam	RCSU
17-Jan-20	Enter education scores into Fortress	RCSU
17-Jan-20	Enter RCSU priority ranking, as required	RCSU
22-Jan-20	Complete IACE file review and create priority list(s) by region / province	RCSU
22-Jan-20	Input PPS / GPS qualifying exam scores into Fortress	RCSU
22-Jan-20	Complete PPS and GPS file review and create priority list(s) by region / province	RCSU
24-Jan-20	Complete interview board planning	ACLC
24-Jan-20	Publish interview board details	RCSU
24-Jan-20 – 16-Feb-20	Conduct interviews	ACLC / RCSU
17-Feb-20	Submit interview scores to RCSU	ACLC
18-Feb-20	Input interview scores into Fortress	RCSU
24-Feb-20	Create regional / provincial selection lists	RCSU
02-Mar-20	Announce selections for PPS and GPS	RCSU
02-Mar-20	Announce selections IACE	RCSU Central
23-Mar-20	Confirm cadet selections	Squadron CO

Date (completed NLT)	Task	Responsibility
6-Apr-20	Submit supporting documents: Passport (copy of page 3) – IACE Information Form – IACE Digital photo – IACE	Squadron CO
1-Jun-20	Submit supporting documents: TC CAT 3 MC – PPS and GPS	Squadron CO
Upon arrival	Passport photos x 2 – PPS and GPS *not required for PPS cadets who hold current Aviation Document Booklet	CFTC staff
15-Jul-20	Archive final data extract	Natl CJCR SP GP HQ

Scoring Factors – File Review

1	Attendance Mandatory Local Activities	Point Allocation
	90% - 100%	20
	80% - 89%	17
	70% - 79%	15
	60% - 69%	10
	50% - 59%	8
	30% - 49%	4
	0% - 29%	2

2	Current Rank	Point Allocation
	WO1	20
	WO2	17
	FSgt	15
	Sgt	10
	FCpl	8
	Cpl	4
	LAC	2

3	RDA / NDA Participation	Point Allocation
	7+	20
	6	17
	5	15
	4	10
	3	8
	2	4
	1	2

4	CTC Qualifications	Point Allocation
	7+	20
	6	17
	5	15
	4	10
	3	8
	2	4
	1	2

5	Total Number of Years in Cadet Program	Point Allocation
	4+ years	10
	3 years	8
	2 years	6
	1 year	3
	< 1 year	1

6	Age	Point Allocation
	17	5
	16	4
	18	3
	15	2

7	CTC Staff Cadet Rank	Point Allocation
	WO1	5
	WO2	4
	F/Sgt	3
	Sgt	2

8	Cadet Fitness Assessment	Point Allocation
	Excellence	5
	Gold	4
	Silver	3
	Bronze	2
	Participate	1

9	Education	Point Allocation
	90% - 100%	5
	80% - 89%	4
	70% - 79%	3
	60% - 69%	2
	50% - 59%	1

10	Squadron CO Priority Ranking	Point Allocation
	1	10

11	RCSU CO Priority Ranking	Point Allocation
	1	20

Notes:

1.   All points will be allocated based on the cadets Fortress records as of 15 December.

2.   No manual adjustment of points will occur - Fortress records must be current as of 15 December.

Explanation of Scoring Factors:

1.   Scoring factors 1 (Attendance Mandatory Training Activities) and 3 (RDA / NDA Participation) will be calculated based on the cadet's record 1 September – 31 December of current training year and 1 September – 30 June of the previous training year.

2.   Scoring factor 4 (CTC Qualifications) will be calculated based on the cadet's completion of 2-week, 3-week and 6-week summer training courses. A 2-week course will count for one occurrence, a 3-week occurrence will count as two occurrences and a 6-week course will count as three occurrences. For example, a cadet who has completed one 2-week, one 3-week course and one 6-week course would have 6 occurrences, which would allocate them 17 points.

3.   Scoring factor 7 (CTC staff cadet) will only assign points for the highest rank the cadet held as a staff cadet.

4.   Scoring factor 8 (Cadet Fitness Assessment) will be calculated based on the most recent fitness result that occurred between 1 September and 31 December of the current training year.

5.   Scoring factor 9 (Education) will be calculated based on the overall average, tabulated from the cadets Grade 11 / Secondary 5 final school report card (must be for a full school year). If a cadet has not yet completed Grade 11 / Secondary 5 they will submit the final school report card for the last year completed. Homeschooled cadets must provide proof of academic proficiency based on Grade 11 / Secondary 5 or the last year completed if they have not yet completed Grade 11 / Secondary 5.

6.   Squadron COs shall only prioritize one cadet per ACNSTC as their priority #1. If more than one cadet is prioritized as #1 for the same course, points will not be allocated.

7.   RCSUs will have the ability, should they choose, to prioritize a select number of cadets, 1 or 10% of billets IAW regional / provincial billet allocations, on each ACNSTC, based on geographic need, previous squadron allocations, needs assessment, area office recommendation, or squadron CO recommendation etc. For example, if a region is allocated 23 billets for IACE they would be able assign a ranking priority to 2 cadets. If a region has less than 10 billets, they would be able to assign a ranking priority to 1 cadet.

8.   The RCSU CO priority ranking could impact in different ways, such as ensuring a cadet meets the minimum score allowed for the file review or raising the position of a cadet in relation to other cadets in the region.