

ORDERS AND INSTRUCTIONS

Natl CJCR Sp Gp Instr 7003-1-13
Air Cadet National Summer Training Course Selection Process

Natl CJCR Sp Gp Instr 7003-1-9
International Exchange Programme

CATO 54-26
Glider Pilot Scholarship

CATO 54-27
Power Pilot Scholarship

IMPORTANT WEBSITES

<https://portal-portail.cadets.gc.ca>

www.cbc.ca

www.nationalpost.com

www.theglobeandmail.com

www.iacea.com

<http://www.aircadetleague.on.ca>



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2020 AIR CADET NATIONAL SUMMER TRAINING COURSES SELECTION PROCESS

INFORMATION BOOKLET FOR CADETS AND PARENTS

WHAT'S NEW FOR ACNSTC SELECTION 2020?

The process for the 2020 Air Cadet National Summer Training Course (ACNSTC) selection has been updated for consideration of cadets to be selected for National Summer Training Courses. Some of the notable changes are as follows:

New

- ➔ Only International Air Cadet Exchange (IACE), Power Pilot Scholarship (PPS) & Glider Pilot Scholarship (GPS) will be included in the selection process;
- ➔ Advanced Aviation Technology Course – Airport Operations (AATC-AO), Advanced Aviation Technology Course – Aircraft Maintenance (AATC-AM) and Advanced Aerospace Course (AASC) will utilize a different process for selection of cadets for these courses;
- ➔ Allocation of (+1) submission over sqn quota for PPS / GPS;
- ➔ Submission of applications will be completed in electronic format, either in Fortress or via email;
- ➔ Expanded file review – scoring factors; and
- ➔ Total number of interviews will be limited per region.

Remaining

- Three phases for the selection process:
 - Application;
 - Exam (PPS / GPS); and
 - Interview;
- Submission of school transcripts, Height & Weight and IACE info form;
- Submission of proof of birth & nationality (birth certificate or passport); and
- 50% pass mark for the PPS / GPS Qualifying Exam.

Removed

- ✓ No hardcopy file folders to submit;
- ✓ No printed application to submit;
- ✓ No narratives to submit; and
- ✓ No Cadet Info Card to submit.

This process can be reviewed in the Natl CJCR Sp Gp Instr 7003-1-13 found on the file repository at <https://portal-portal.cadets.gc.ca>.



FREQUENTLY ASKED QUESTIONS

Here are some frequently asked questions regarding the ACNSTC:

How many National Courses can I apply for?

You can apply for only one scholarship or exchange per year, but can apply for up to 2 of the 3 other courses (AATC-AO, AATC-AM or AASC).

Do I have to be 16 yrs old to apply for GPS or 17 yrs old to apply for PPS?

You can apply for GPS at 15 yrs old or PPS at 16 yrs old, as long as your birthday is before 1 Sep of the year you receive the training.

Can I apply for a staff cadet position and IACE, PPS or GPS?

Yes, if you are selected for a course, then you will be removed from the selection list for staff cadet. As well, you can be selected for staff cadet while you are on the spare list for IACE, PPS or GPS. If a position becomes available for the opportunity you applied for and you are the next cadet on the merit list, you will be contacted and have the choice of either accepting the opportunity or staying with your staff cadet position.

Is there a cost to attend GPS, PPS or IACE?

There are certain costs for attending these opportunities that are not covered by DND and would have to be covered by you or your parents. The particular costs associated with these courses are as follows:

GPS

- obtaining a Transport Canada Category 3 medical certificate (approx. \$120.00)
- cost to write the Transport Canada examination (\$105.00)
- cost for the Transport Canada Glider Pilot Licence (\$55.00)

PPS

- obtaining a Transport Canada Category 3 medical certificate (approx. \$120.00, if not in possession of a valid certificate. Certificates are valid for 5 years)
- cost to write the Transport Canada examination (\$105.00)
- cost for the Transport Canada Power Pilot Licence (\$55.00)

IACE

- obtaining the official IACE clothing package (approx. \$500.00)

If you or your parents have any other questions, you can ask your Training Officer or your Commanding Officer.



WHAT ABOUT THE OTHER NATIONAL COURSES?

There are three ACNSTCs that will not be a part of this updated selection process, as follows:

Advanced Aviation Technology Courses

6-Weeks Canadore College (North Bay, ON)
 These two Advanced Aviation Technology courses are designed to further develop instructional ability in technical skills as well as introduce background knowledge required in the aircraft maintenance and airport operations fields. The courses are delivered by Canadore College, though cadets are supervised by Cadet Instructor Cadre staff. There are two distinct courses:

Airport Operations (AATC-AO)

The AATC-AO provides training in the area of airport operations. Cadets receive training in aerodrome operations, flight safety, and air traffic services.

Aircraft Maintenance (AATC-AM)

The AATC-AM provides training in aircraft construction and maintenance. Cadets receive training in aircraft components, construction and assembly.

Advanced Aerospace Course (AASC)

6-Weeks St Jean Cadet Flying Training Centre (St Jean, QC)
 AASC simulates a space mission project. Cadets should show interest/ability for math and physics. Cadets will learn about the night ski, aerospace components, orbital mechanics, space systems, rocketry, robotics and life in space.

The selection of cadets for these three courses will be completed through a file review based upon the scoring factors within Fortress, as of 15 Dec. The selection criteria will use the scoring factors without the requirement to submit a school report.

The following scoring factors will be used for the selection of cadets for the above listed courses:

- | | |
|---|--------------------------------|
| - Attendance Mandatory Local Activities | - Age |
| - Current Rank | - CTC Staff Cadet Rank |
| - RDA/NDA Participation | - Cadet Fitness Assessment |
| - CTC Qualifications | - Squadron CO Priority Ranking |
| - Years of Service | - RCSU CO Priority Ranking |

Participation applications for these courses are to be submitted through the sqn in Fortress by 15 Dec. No additional information is required to be submitted for these courses.



AIR CADET NATIONAL SUMMER TRAINING COURSES

International Air Cadet Exchange (IACE) - 2-3 Weeks

Various Countries

The purpose of the IACE is to promote friendship and goodwill among Air Cadets, to encourage participants to develop an interest in international affairs and to reward those Air cadets who have rendered outstanding services to their squadrons over a period of years. The IACE is intended only for outstanding senior cadets who will represent Canada with distinction. Exchange cadets visit air bases, centres of industry, world landmarks, universities, cultural centres and museums, plus they experience private hospitality with families in their own homes. Host countries include: Australia, Belgium, China, Czech Republic, France, Hong Kong, Israel, Japan, Netherlands, New Zealand, Norway, South Korea, Switzerland, Turkey, UK, and the USA. *(Subject to change due to availability)*

Power Pilot Scholarship (PPS) - 7 Weeks

Various Locations within Canada

The PPS is an intensive program of ground school and in-flight pilot training. Cadets who successfully complete a Transport Canada written exam and flight test qualify for a Private Pilot Licence and are awarded Air Cadet Pilot Wings.

Glider Pilot Scholarship (GPS) - 6-7 Weeks

Mountain View CFTC (Trenton, ON)

The GPS is an intensive program of ground school and in-flight glider pilot training. Cadets who successfully complete a flight test and Transport Canada written exam qualify for a Glider Pilot Licence and are awarded Air Cadet Glider Pilot Wings. The GPS includes daily intensive physical exertion, such as running and pushing gliders. Cadets should be prepared accordingly.

DO YOU HAVE THE BASIC QUALIFICATIONS?

	Minimum Age	Training Level	Education	Transport Canada	Qualifying Exam	Weight	Height
IACE	17	5					
PPS	17	4	10	Cat 3	Min 50%	Max 111.13 kg (245 lbs)	
GPS	16	3	9	Cat 3	Min 50%	40.82 - 90.72 kg	152.4 – 190.5 cm

- IACE: Minimum **17** by 1 Jul 20 and be under **19** by **the end of the last exchange**
 PPS: Minimum **17** by 1 Sep 20 and be under **19** by **the end of the course**
 GPS: Minimum **16** by 1 Sep 20 and be under **19** by **the end of the course**
- IACE: Currently undertaking Level Five training
 PPS/GPS: Level completed on 30 June of the current year
- School year completed at time of application for the course



HOW TO APPLY

- Know all the prerequisites for the course you plan on taking (Ref: Natl CJCR Sp Gp 7003-1-13). A cadet may only apply for one scholarship or exchange per training year.
- Speak with your Trg O to see if you are being considered to apply for the course that you wish to apply for.
- Obtain a copy of a Participation Application from your Trg O and complete the form.
- Make sure that all the papers that need to be signed have been signed and dated.
- Deliver the participation application and all the required documents to your Trg O no later than the deadline specified by your Trg O.
- Report to your examination to write the PPS / GPS Qualifying exam and interview board location for the interview.
- Inform your CO of any change in medical condition, address, telephone number, etc
- **APPLICANTS FOR POWER/GLIDER PILOT SCHOLARSHIPS** must acquire a Category 3 medical certificate issued by Transport Canada (TC). If you do not have one, you must:
 1. Make an appointment with a Civil Aviation Medical Examiner (CAME) approved by TC no later than 28 Feb. If not successful in moving to the interview stage, then you can cancel the appointment;
 2. Attend the appointment. The CAME's office will submit the results of the medical examination directly to TC for processing;
 3. Pay the cost of the medical examination; and
 4. Once you receive your Category 3 medical certificate in the mail from Transport Canada, deliver a photocopy of the medical certificate to your Trg O for submission to the RCSU to confirm you are medically fit for flight training.

Note: Once the medical examination is completed, it may take up to 2-4 months to receive a Category 3 medical certificate from Transport Canada, so book early. Cadets can cancel an appointment at anytime.



WHAT HAPPENS NEXT?

FINAL EVALUATION OF CANDIDATE FILES

After the examination and interviews, all candidate results are sent to the Regional Cadet Support Unit. The J5 Plans O (Air Cdts) compiles all the results and establishes a ranking out of a possible 100 points in order to identify the most deserving candidates, according to the following criteria:

Evaluation of the Candidate File

Based upon the scoring factors, all scoring for a cadet's record is completed in FORTRESS

Academic Performance

Cadet's overall grades from the previous school year. A percentage mark is assessed based upon the average final marks from the transcript / report card.

Examination Results

Power Pilot Scholarship – 30% of the overall mark

Glider Pilot Scholarship – 30% of the overall mark

Interview Results

Level of civic engagement

Breadth of knowledge of the Cadet Program

Ability to express themselves and their ideas in a confident manner

Level of interest in aviation (for PPS/GPS)

Awareness of current domestic and international events (for IACE)

IMPORTANT NOTE: PPS/ GPS cadets will be required to pay for their Medical exam, Transport Canada examination and Transport Canada licensing fees.

International Exchange cadets will be required to purchase standard IACE uniform for their trip. Cost for IACE uniform may be considered for financial assistance through squadron and would need to discuss with the Squadron CO for further information.



INTERVIEW DAY

- Ensure to have a good **BREAKFAST!**
- Dress in your C3 uniform. That means:
 - Wedge cap, tunic, pants, belt, grey wool socks, shirt, tie and boots;
 - Ribbon(s), if any, are worn on the tunic;
 - Pins in the appropriate location;
 - You may choose to wear the cadet parka and gloves.
- You will be assigned a time for your interview. Make sure you arrive at the interview location a minimum of 30 mins prior to check in, so you can receive further instruction for your interview.
- When you check in for your interview, you will be give the questions for the interview to prepare your answers.
- When the time comes for the interview, remember to introduce yourself in a military manner, that means you must:
 - ✓ Enter facing the Board, wearing headdress, and salute;
 - ✓ Announce yourself by rank, first name, last name and squadron;
 - ✓ Ask permission to enter the room and have a seat;
 - ✓ Once invited, walk smartly and sit down; and
 - ✓ Remove your wedge and hold it on your lap.
- When the interview has completed, you will:
 - ✓ Stand at attention facing the review board;
 - ✓ Replace headdress;
 - ✓ Thank the Board Members for the interview. (You may wish to shake hands with the Board members, but it is not a requirement);
 - ✓ Go to the door
 - ✓ Turn and salute
 - ✓ Walk sharply out of room



C3 Order of Dress

Don't forget to **RELAX**.



APPLICATION DOCUMENTS

Cadets applying for either IACE, PPS or GPS must submit to their Training Officer the following documentation in support of their application. All documentation

ALL COURSES

- SCHOOL TRANSCRIPT / REPORT CARD. Final marks from your last full school year (2018 / 2019 official school transcript).
- Homeschooled cadets must provide proof of academic proficiency to the RCSU, which the RCSU will use to assign the cadet an average score.

INTERNATIONAL AIR CADET EXCHANGE

Before selection

- IACE DESTINATION REQUEST FORM (*print from within Fortress application*)
- Copy of PASSPORT (page 3) – a copy of a Birth Certificate may be initially provided, but a passport will be required for travel

After selection

- IACE INFORMATION FORM. In triplicate. (*print from within Fortress application*)
- Passport style digital photos x 3 (*attached to each IACE form*)

GLIDER & POWER PILOT SCHOLARSHIP

Before selection

- CATO 54-26, ANNEX B or CATO 54-27, ANNEX B. Height & Weight form (*print from within Fortress application*)
- Copy of BIRTH CERTIFICATE or PASSPORT (Page 3)

After selection

- TRANSPORT CANADA CATEGORY 3 MEDICAL CERTIFICATE. Provide a scanned copy via email and retain the original. (*Category 4 Medical Certificates will not be accepted*)
- Passport photos for Aviation Document Booklet when successfully completed.



IMPORTANT DATES

Date (completed NLT)	Task
30 Sep 19	Serials posted in Fortress
30 Nov 19	Data modification requests due
15 Dec 19	Deadline for inputting applications into FORTRESS and to submit to RCSU.
	Deadline for all supporting documentation to arrive at RCSU: <ul style="list-style-type: none"> - School Transcript/Final Report Card - Birth Certificate / Passport - Height / Weight Form - IACE Destination Request Form
31 Dec 19	PPS and GPS candidates without a valid Category 3 Transport Canada Medical Certificate should book a March appointment with a Civil Aviation Medical Examiner for no later than March.
11 Jan 20	Flying Scholarship Exam
20 Jan 20	Results of Flying Scholarship Exam
24 Jan 20	Interview schedules to be distributed via e-mail to COs and Area offices. Information will be:
	<ul style="list-style-type: none"> - List of cadets for interviews - Interview locations - Interview times - Dress for interviews
1 Feb 20	Interview Boards, arranged by OPC, are conducted throughout Ontario
2 Mar 20	Announcement of selections for ACNSTCs are released in Fortress
23 Mar 20	Answers to all ACNSTC offers are provided in Fortress
6 Apr 20	Deadline for all selected cadet's supporting documentation to arrive at RCSU:
	<ul style="list-style-type: none"> - IACE Information Form / Digital Photo - Passport (copy of page 3)
1 Jun 20	TC Cat 3 MC to be received at RCSU (Central) Height/weight of PPS/GPS candidates must be verified to ensure compliance with limitations.
5 Jul 20	Passport photos x 2 – PPS and GPS *only cadets without a current Aviation Document Booklet



WHAT'S IN AN INTERVIEW?

The purpose of the interview is to assess each cadet and assign them a score which will be included as one assessment factor in the selection process. The interview will focus on four areas:

- Civic engagement;
- Knowledge of the Cadet Program;
- Ability to express themselves and their ideas in a confident manner; and
- Interest/Awareness:
 - Interest in aviation (for PPS/GPS).
 - Awareness of current domestic and international events (for IACE).

The interview is also a development activity for the cadets, many of whom have not had to undergo a “business” interview, which will be typical of those they face for employment and other opportunities, both during and after their cadet careers.

The interview board will be comprised of three individuals to increase validity and reduce the impact of personal biases. Multiple interviewers may also capture information, thus ensuring a more balanced, and complete assessment of the cadet.

Cadets should prepare and practice for the interview. The Trg O should schedule a mock interview board to assist in the preparation of cadets, so that they are familiar with what to expect when attending the interview. Those who don't prepare are invariably at a disadvantage and Interview Board members have confirmed repeatedly that it is obvious as to which candidates have prepared.

Interviews shall be conducted in person. Interviews may be conducted via a web based venue (Skype, Web Ex, etc.), if there is a challenge with a cadet attending an interview board location.

A cadet can expect an interview to be about 20 mins in duration and will be asked questions based upon the above areas. Questions have been created to invoke thought and have a cadet provide an answer that is more than just “Yes” or “No”.

A cadet will be provided time to develop their answer before providing it. A cadet should take the opportunity to think about what they want to say before they provide their answer, as this will help them not to provide too much information or to not provide enough to answer the question.

Once the interview has completed, the interview board will ask if the cadet has any questions before departing the room. A cadet should be prepared to ask a minimum of one question to the interview board, as this will show the level of interest that a cadet has towards their scholarship or exchange.



PPS / GPS QUALIFYING EXAM

The qualifying exams are to ensure the candidate's potential to complete the course with success. The reference material and information regarding the content of the exams can be found in the manual "FROM THE GROUND UP" and will be delivered to you during your squadron's ground school training.

Part I: AIRCRAFT OPERATIONS

The Airplane: All information in this section

Theory of Flight: All information in this section

Aero Engines: No questions about jet propulsion (PPS only)

Part II: AIR LAW

Aerodrome and Airspace: All information in this section

Air Rules and Procedures: "Right of Way" & "Rules of the Air" sections only

Part III: METEOROLOGY

Questions relating to weather reports and forecasts will be based on the ICAO, METAR, and TAF aviation weather codes

Part IV: NAVIGATION AND COMMUNICATIONS

No questions on the astro compass, finding the sun's true bearing and preparing the map for flight. Navigation questions requiring the use of maps, flight plans, and the physical measurement of distance will not be asked in the exam.

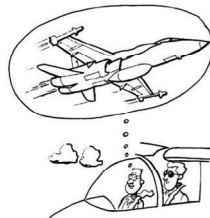
The basic understanding of navigation will be evaluated using the application of variations, deviation, the "1 in 60" rule, etc. Candidates for PPS should expect to answer questions requiring the use of manual flight computers to compute track, heading, airspeed etc.

No questions will be asked on the advanced usage of the flight computer, such as the calculation of radius of action, the point of no return, the critical point, climb, descent, airspeed and altitude conversions; and

No questions will be asked on radio navigation.

Part V: GENERAL AIRMANSHIP

Questions may be asked on Wake Turbulence, Wind Shear and/or Ground Effect.



HOW MUCH EFFORT SHOULD I PUT IN?

As much as this scholarship or exchange is worth in your eyes!

Do not neglect anything. It's better to be over prepared than not prepared enough.

SUBJECT PREPARATION

Subject preparation is what requires the most time and effort. It is important to know the fields of knowledge that are the most pertinent to your course/exchange and those upon which your evaluation will be based, This will prevent you from examining a field of knowledge that is far too vast, which only leads to frustration. Review the partnership and roles within the cadet organization, but **DO NOT** focus on memorizing names. Read the newspaper and listen to the news, become informed on significant events that have occurred over the past year.

INTERVIEW PREPARATION

One can never be too prepared for an interview. To begin, interview yourself! To what extent do you desire the course/exchange? If you are unable to develop an opinion, you may have to re-evaluate your reasoning for applying for this course and may decide not to continue with your application.

Consider the points upon which the interviewing committee will focus (your character, knowledge and training) and **evaluate your capabilities** in each.

Identify your weak points and set goals for each as well as methods to achieving them. Identify resources (parents, friends, school, community, documentation, references, and assistance from the squadron, supervision by an Officer or Civilian Instructor). **Do not hesitate to ask for assistance**, but do not forget that no other person can do the work for you and that it is you that must sit the review board.

Find the time to prepare. The best method is to begin early and work regularly. Do not neglect your schoolwork. Your grades will be considered and poor averages are not strong indicators of the success and dedication of the individual. None of the courses/exchanges are worth a school year that could be lost.

Do not forget that you are being rated against your peers and that you will not succeed without making an effort.

BE PREPARED!



SCORING FACTORS

SCORING FACTORS: Total Scores

Course	Assessment Factors	% of Final Score	Minimum Exam Score
IACE	File review	80%	N/A
	Interview	20%	
PPS	File review	50%	50%
	Qualifying Exam	30%	
	Interview	20%	
GPS	File review	50%	50%
	Qualifying Exam	30%	
	Interview	20%	

SCORING FACTORS: File Review

1	Attendance Mandatory Local Activities	Point Allocation	2	Current Rank	Point Allocation	3	RDA/NDA Participation	Point Allocation
	90%-100%	20		WO1	20		7+	20
	80%-89%	17		WO2	17		6	17
	70%-79%	15		FSgt	15		5	15
	60%-69%	10		Sgt	10		4	10
	50%-59%	8		FCpl	8		3	8
	30%-49%	4		Cpl	4		2	4
	0%-29%	2		LAC	2		1	2

4	CTC Qualification	Point Allocation	5	Years of Service	Point Allocation	6	Age	Point Allocation
	7+	20		4+ years	20		17	5
	6	17		3 years	17		16	4
	5	15		2 years	15		18	3
	4	10		1 year	10		15	2
	3	8		<1 year	8			
	2	4						
	1	2						

7	CTC Staff Cadet Rank	Point Allocation	8	Cadet Fitness Assessment	Point Allocation	9	Education	Point Allocation
	WO1	5		Excellence	5		90%-100%	5
	WO2	4		Gold	4		80%-89%	4
	FSgt	3		Silver	3		70%-79%	3
	Sgt	2		Bronze	2		60%-69%	2
				Participated	1		50%-59%	1

10	Squadron CO Priority Ranking	Point Allocation	11	RCSU CO Priority Ranking	Point Allocation
	1	10		1	20

BREAKDOWN OF SCORING FACTORS

Scores are calculated based upon the information found in a cadet's record in Fortress and will be allocated as of 15 Dec of the current training year (TY), as follows:

Scoring Factor 1 (Attendance) will be calculated based on the cadet's attendance record from 1 Sep – 31 Dec of current TY and 1 Sep – 30 Jun of the previous TY.

Scoring Factor 2 (Rank) is calculated using the cadet's rank as of 15 Dec of the current TY.

Scoring Factor 3 (RDA / NDA Participation) will be calculated based on the cadet's confirmed attendance at RDAs and NDAs (in Tech Trg and Activities by Registration and Summer Trg and Activities by Selection) from 1 Sep – 31 Dec of current TY and 1 Sep – 30 Jun of the previous TY. Each activity will count as one occurrence, up to a maximum of 7 occurrences which would allocate the cadet 20 points.

Scoring Factor 4 (CTC Qualifications) will be calculated based on the cadet's completion of 2-week, 3-week and 6-week CTC courses. A 2-week course will count for one occurrence, a 3-week course 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.

Scoring Factor 5 (Years of Service) will be calculated based on the total number of membership days the cadet has been active, regardless of unit or element. Days will not be counted if the cadet is on authorized leave of absence. For example, a cadet who has been enrolled from Sep 2016 to Dec 2019 would have 836 days, 2.29 years, so would be allocated 6 points. If the cadet took an authorized leave of absence for 5 months in 2017, the cadet would only have 700 days, 1.9 years, so would be allocated 3 points.

Scoring Factor 6 (Age) is calculated using the cadet's age, as of 15 Dec of the current TY.

Scoring Factor 7 (CTC SCdt Rank) will be calculated based on the highest rank the cadet held as a staff cadet. A cadet who was a FSgt in 2018 and a Sgt in 2019 would be allocated 3 points as the highest rank held was FSgt.

Scoring Factor 8 (Cadet Fitness Assessment) will be calculated based on the most recent CFA result that occurred from 1 Sep - 31 Dec of the current TY.

Scoring Factor 9 (Education) is calculated based on the overall average, tabulated from the cadet's Grade 11 / Secondary 5 final school report card or the last full school year completed (must be for a full school year). Homeschooled cadets must provide proof of academic proficiency to the RCSU, which the RCSU will use to assign the cadet an average score.

Scoring Factor 10 (Sqn CO Priority Rank) will be calculated based on the Sqn COs priority ranking in Fortress. Sqn 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.

Scoring Factor 11 (RCSU CO Priority Rank) will be calculated based on the RCSU CO priority ranking in Fortress. 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. RCSU CO priority ranking could impact in different ways, such as raising the position of a cadet in relation to other cadets in the region to assist the sqn in receiving a position for future trg.

