



CFTS

# GENERAL JOINING INSTRUCTIONS

## General

These instructions provide general information that is relevant to all training conducted at CFTS and should be read in conjunction with your joining instructions for your specific training. These instructions provide you with information on:

- what you should do before you arrive;
- what to bring;
- how to get here; and
- general information on the facilities at Southport that you should be aware of before you arrive.

## Background Information

Southport has a long and proud history of flight training, dating back to the Second World War when Southport was established as a British Air Commonwealth Training Base in 1940. After the war, Southport became RCAF Portage la Prairie then Canadian Forces Base Portage la Prairie. In 1992, the base was closed and Southport Aerospace Centre Incorporated (SACI) was formed. SACI is a non-profit organization that was founded to maintain the facility for the purpose of military flight training.

In 2005, Allied Wings, now known as KF Aerospace, was awarded the Contracted Flying Training and Support Services (CFTS) Contract. KF Aerospace (KF Aero), along with its sub-contractors: Canadian Base Operators, Bluedrop Solutions and Helicopter NZ (HNZ), provide flight training and support services for the Royal Canadian Air Force and in particular, 3 Canadian Forces Flight Training School (3 CFFTS).

## What You Should Do Before You Arrive

### Personal Currencies

You are required to have your Annual Medical, Dental and Force Test completed prior to your arrival. If any of these annuals are due to expire prior to the end of your course, it is strongly recommended that you have them renewed before you arrive so that it will not become an issue while you are on course.

### Mess

You are required to clear out of your respective Mess prior to your departure as you will be required to become a member of the 3 CFFTS Mess while here on course.

### Personal Records

Prior to arrival, you must ensure that your Member Personnel Record Resume (MPRR), leave records, Emergency Contact Notification and PEN forms are **accurate or that corrective action has been initiated**. Your Orderly Room (OR) staff will be able to help you with this.

## Pay

You must ensure that either your OR staff arrange to allow 3 CFFTS OR access to your pay account. They can do this by establishing an alternate Pay Office Number (Alt PON) for Moose Jaw (PON 948) (UIC 2601). This is required to allow the 3 CFFTS OR staff to effect changes to pay, such as casual aircrew allowance. Please ask that Alt PON be granted for at least 60 days past the expected course end-date. Last, please ensure with your OR staff that your Claims X bank account information is up-to-date.

## Leave

You will not be able to take annual leave while on course at 3 CFFTS. It is your responsibility to ensure that your supervisor is aware of your leave situation prior to going on course. Any pre-approved annual leave that falls within the course dates will need to be cancelled as you will not be released from training. It is strongly recommended that you do not make financial commitments toward travel plans for at least the two weeks following the course end date as the course may need to be extended. If your course is of longer duration, i.e. Phase III RW, then consider making this a month.

## Items to Bring

### Documentation

You must bring the following documentation with you:

- Military ID card;
- Military ID Tags (Dog Tags) (if issued);
- Travel Claim; and
- Ph III ME & RW students shall arrive for in-clearance with their Ph II Course Reports from Moose Jaw.

### Clothing

3 CFFTS has a Clothing Stores on-site with limited flying clothing available for issue. You should attempt to get yourself kitted-out with the necessary flying clothing and environmental clothing that you will need for the course **before** you depart your home location.

You will be required to wear flight suits and the appropriate outer seasonal gear while on the flight line. Wearing Flying Gloves is mandatory during flight operations. 3 CFFTS adheres to the mandatory dual layer requirement so ensure that you bring your long underwear (drawers and shirt) regardless of the time of year you will be in Southport. Two clothing tables are provided below; one for all required items regardless of the season and one for winter. You should bring these lists with you when you visit your current Base Clothing stores.

Dress for Day One of the course can be found in the respective addendum for your particular phase of training.

All courses, except either of the Refresher courses or ME Conversion, should have a properly fitting DEU with tunic (1As with Wedge Cap) with them while on course as this dress will be required for any parades that you may be ordered to attend. Don't forget your DEU Gortex or Gabardine Jacket and gloves if you are here for the late-fall, winter or early-spring courses.

You will be required to attend physical trg (PT) classes so you will need appropriate PT gear.

Required Items (regardless of Season)	
Item	Serial Number
Sunglasses	01-442-1950
Rescue Tool	01-509-3107
Flashlight	21-AAL-7996
Kit Bag (or similar)	21-886-9555
2 x Coveralls, Flyers <b>or</b> Ace Coveralls	21-921-xxx (size) 20-006-xxxx
2 x Shirts, Flyers <b>and</b>	20-000-xxx (size)
2 x Trousers, Flyers	20-000-xxx (size)
Advanced Crew Ensemble:	
1 x Jacket, Flyers;	20-006-xxxx
1 x Liner, Flyers Jacket, <b>and</b>	20-005-xxxx
1 x Overalls, Wet Weather	20-006-24xx
Black Flying Boots:	
1 x Cold Wet Weather Boot; and	20-002-04xx (size)
1 x Temperate Boot	20-002-06xx (size)
2 x Flyers Gloves	XSm – 21-904-0973 Sm- 21-904-0974 Med – 21-904-0975 Lg – 21-904-0976 XLg – 21-904-0977
2 x Glove, Liner (order size smaller than glove)	XSm – 21-920-6912 Sm – 21-904-0662 Med – 21-904-0663 Lg – 21-904-0664

5 x Short Sleeve T-Shirt	XSm – 20-001-0711 Sm – 20-001-0728 Med – 20-001-0730 Lg – 20-001-0731 XLg – 20-001-0732 XXLg – 20-001-0734
5 x Boxers	XSm – 21-914-8592 Sm – 21-914-8593 Med – 21-914-8594 Lg - 21 914 8595 XLg - 21 914 8596
4 x Men's Drawers, Flyers L/W	Sm – 20-004-7962 Med – 20-004-7963 Lg – 20-004-7964 XLg – 20-004-7965
4 x Men's Undershirt, Flyers L/W (long sleeve crew neck)	Sm – 20-004-7956 Med – 20-004-7957 Lg – 20-004-7958 XLg – 20-004-7959
4 x Women's long underwear, L/W	Sm – 20-004-7974 Med – 20-004-7975 Lg – 20-004-7976 XLg – 20-004-7977
4 x Women's undershirt L/W	Sm – 20-004-7968 Med - 20-004-7969 Lg - 20-004-7970 XLg - 20-004-7971

Additional Required Items For Courses conducted between Sep to May	
Item	Serial Number
Advanced Crew Ensemble:	
Overalls, Cold Weather	20-006-24xx
Black Flying Boots:	
Extreme Cold Weather Boot	20-004-11xx (size)
Extreme Cold Weather Mitts and Liners	21-510-59xx (size)
Neck Gaiter	21-921-0905 20-007-3260
Toque	21-904-6699 20-007-3668
Balaclava	21-921-09xx (size) 20-007-4030
4 x Men's Drawers, Flyers ECW	Sm – 20-004-2393 Med – 20-004-2394 Lg – 20-004-2395 XLg – 20-004-2396
4 x Men's Undershirt, Flyers ECW (long sleeve turtle neck)	Sm – 20-004-2383 Med– 20-004-2384 Lg – 20-004-2385 XLg– 20-004-2386
4 x Women's Long Underwear, Flyers ECW	Sm - 20-004-2398 Med – 20-004-2399

	Lg – 20-004-2400 XLg – 20-004-2401
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4 x Women’s Long Undershirt, Flyers ECW (long sleeve turtle neck)	Sm - 20-004-2388 Med – 20-004-2389 Lg – 20-004-2390 XLg – 20-004-2391
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Legend

Colour Shading	
	Unisex
	Men
	Women

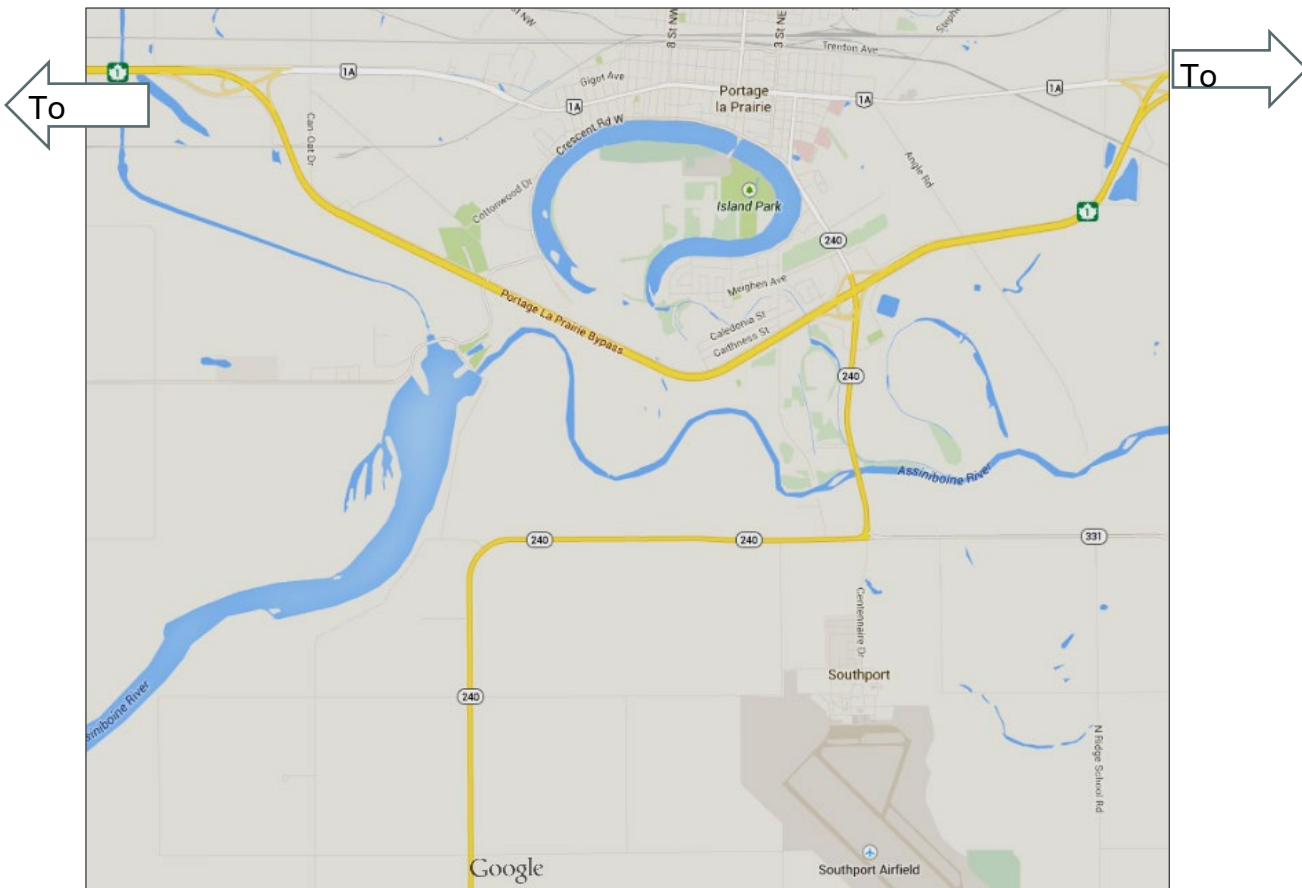
*Please contact 3CFFTS Supply at 204-428-4132 for any clarification on clothing requirements.*



## Travel - How to Get Here

Southport is located 8 km south of the City of Portage la Prairie off of Highway 240. Portage la Prairie is 85 km west of Winnipeg on the Trans-Canada Highway. Whether you are arriving from the west or the east follow the exit signs for Hwy 240 South and Southport. Continue straight through instead of turning when Hwy 240 turns west just south of the Assiniboine River Bridge.

The Schoolhouse is located on the Southport Airport in the Hilly Brown Building (55 Musketeer Rd). There is an expanded map of Southport in the General Information in the last portion of this Joining Instruction to assist you once you are onsite.



## Travel Arrangements

Travel Arrangements should be prepared well in advance of your arrival. Once they have been finalized, Client Services must be advised of your particular arrangements, either by telephone at 204-428-2500 or by e-mail to: [ClientServices@kfaero.ca](mailto:ClientServices@kfaero.ca).

Courses normally start on Wednesdays. You may plan to arrive in Southport up to two days prior to the course start date. An earlier accommodation must first be requested and approved by Client Services. These requests will be considered only if your travel arrangements necessitate an earlier arrival and room availability is not an issue.

## **Air Travel**

Your home unit Orderly Room will need to arrange any commercial air travel to Winnipeg on their unit TAN. When booking the flight they need to have HRG keep the TAN open ended so that return travel can be booked on the same HRG locator and/or TAN number. This avoids repeated contact with your home unit OR to get new TAN numbers and increases the efficiency of the travel system.

## **CBO Transportation Services**

A ten passenger van, with a driver, is available for transporting personnel between Winnipeg to Southport. The driver will pick you up from the Winnipeg Airport, bus terminal train station or from 17 Wing, Winnipeg. Please call to make arrangements during normal working hours, Monday to Friday by contacting Client Services at 204.428.2500 or emailing ClientServices@kfaero.ca.

The transport services will operate outside normal business hours if required. Client Services must be provided with as much notice as possible, preferably no less than 48-hours if you are travelling on the weekend and require transportation services. In the event of travel time changes, emergencies or delays enroute, the driver must be notified by calling 204.872.0198 (cell phone) or by sending an email to: Clientservices@kfaero.ca.

## **Taxi**

Taxi or flat rate limousine service from Winnipeg Airport to Southport may be necessary. The cost will be approximately \$150.00 to \$200.00.

## **General**

In the event of travel delays, students can book a room in 17 Wing Accommodations at +waccn@forces.gc.ca. Please ensure that you notify Client Services of the situation as soon as possible so that they can make alternate arrangements for the driver to pick you up.

## **Parking**

If you are arriving with your own vehicle, you may park in the parking lot on the West side of the Lt Alan McLeod Building. Overflow parking is available in the parking lot to the South-West of the McLeod Building. This overflow parking has no plug-ins. In the winter, you may park in the southern row of the Building 87 parking lot, which does have plug-ins if required. This is represented on the Southport map at the end of these Instructions.

## **Access to the Accommodation Buildings**

Upon arrival at Southport, you will be provided with accommodation in the Lt Alan McLeod Building or an alternate facility. On-site buildings are equipped with an electronic key card system. You will be provided a key card that will allow you to open the front or side entrances and provide you with access to your assigned room.

Regardless of which building you will be in, your key card will be in the coded lock box that has been installed at the front entrance. There will also be a sign-in sheet in the lock box for you to sign. The code required to open the lock box will be stated in the welcome letter emailed to you prior to your course commencement. It may also be obtained by contacting Client Services prior to your arrival.

Your individual envelope will have your room number or a “**B**” on it. The “**B**” means that your room is in the Barker Building.

### **Lt Alan McLeod Building**

If you are accidentally locked out of the building or your room, Client Services can issue a replacement key card during normal office hours. The housekeeping personnel can provide access to student rooms temporarily; however, they cannot provide a key card.

After hours, the on-call personnel (telephone numbers for these personnel are provided at the front and back entrances) will lend you a temporary key card that will void your original one. You will be required to exchange both cards for a new key card the next working day with Client Services.

Make sure that you close your washroom door when you are showering. If you don't you may set off the building fire alarm system to the annoyance of all occupants.

### **Barker Building**

If you have been assigned a room in the Barker Building it is likely that it will be only temporary. Once room becomes available in the McLeod Building you may be reassigned so be prepared to move. Client Services will provide you with at least 24 hours' notice so that you can repack.

If you are accidentally locked out of the building or your room during normal office hours, Client Services will contact Southport to issue a replacement key fob. After hours, the on-call personnel (telephone numbers for these personnel are provided at the front and back entrances) will give you access to your room. You will be required to contact Client Services the next working day to have your fob reactivated.

## **First Day of Training**

The dress and timings for the first day is discussed in your respective Phase training addendum. Please ensure that you pay proper military respects to officers outside of the facilities. The Hilly Brown Building (HBB) has restricted access; please use the buzzer and someone will come to the main door and let you in. Please wait in the main foyer until an instructor comes to take you to your classroom. The first briefing, starting at 08:00 hrs is the welcome address provided by the Commandant of 3 CFFTS.

Please bring the following with you on the first day:

- Your Claim;
- Updated Personal Emergency Notification form. You can fill this out on-site, please bring your primary and secondary notification information (telephone numbers and addresses) with you; and
- If you arrive via commercial air, your TIN.

## **General Information**

Upon your arrival, there will be an information package and meal card in your room. Please take time to read the information package as it may answer some of your questions about the course and facilities. Some of the key points that you should be aware of before you arrive are covered here.

## **Mailing Address**

Your mailing address while on course is:

3 CFFTS

Attn: Your Name

55 Musketeer Road East

Southport MB R0H 1N1

## **Medical and Emergency Dental Facilities**

The MIR (located on the east side, first floor of the HBB) is open all day from 08:00 – 1600 hrs Monday to Friday except for one hour at lunch. Sick parade is held from 08:00 – 09:30 hrs weekdays.

In the event that medical services are required outside normal operating hours, members are to report to the nearest hospital. Students are required to follow-up by reporting to the MIR on the following working day.

## Allergies or Food Intolerances

If you have any allergies and/or food intolerances you need to provide Client Services with this information before you arrive so that we can accommodate your needs. This information will be forwarded to the MIR and the kitchen.

## Vehicle Insurance

If you bring your motorcycle or car to Southport, you must be aware that most provincial insurance covers drivers for a maximum of 90 days while the individual lives out of province. Therefore, an insurer may potentially not honour a claim arising from an accident occurring after this timeframe. If your stay here extends beyond this, Sections 31(3) and 37(3) of the Manitoba Highway Traffic Act offer a solution: Students are covered on their valid out-of-province insurance while on full-time attendance at a technical school in Manitoba, and 3 CFFTS qualifies in this regard.

To acquire this extension, you must obtain proof of enrolment from the 3 CFFTS Orderly Room and present it to the Manitoba Public Insurance Driver and Vehicle Licensing office in Portage la Prairie. You will be issued a Student Decal (at a non-reimbursable cost of \$2), which is to be displayed in your vehicle.

*Motorcyclists must wear helmets in Manitoba.*

## Bicycles

Bicycles may be stored at the student's risk in the storage room adjacent to the Student lounge on the main floor of the McLeod Building. Outdoor bicycle racks are also available.

## Banking and Shopping

Southport does not have a store on-site. Portage la Prairie is the nearest town for shopping and has branches for the major Canadian banks. You may wish to bring consumables with you such as laundry soap and sufficient personal hygiene items. There is an ATM in the RecPlex.

## High Speed Internet Service

High Speed Internet Service is provided in your room. You will find an information sheet from IT on how to access the Internet Service.

*Bell, Telus and Koodo customers do not get very good reception at Southport.*

## Telephone

In the Lt Alan McLeod Building there is a telephone provided in each room for local calls and toll free calls only. There will be voice mail service set up on each phone. Long distance calls

may be made using a third-party calling card with a toll free access number. An MTS pay telephone is also available in the lounge and on each floor.

If you encounter a problem with your telephone, please contact the IT Help Desk first floor, HBB or 204-428-2424.

In the Barker Building there are no phones provided.

## **Cable Television**

Cable Television, with a wide variety of channels, is supplied to each room and the television in the lounge.

## **Laundry**

Washing machines and dryers are available on each floor of the Lt Alan McLeod Building and in the Barker Building (HE soap only in Barker!).

Please ensure that you are not doing laundry after 23:00 hrs as other students will be sleeping in preparation for an early launch the next day.

## **Temperature**

For those that have never had the pleasure to visit Friendly Manitoba, here are the average monthly temperatures:

Seasonal Temperatures for Southport (2014)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max	-12.1	-13.6	-5.1	5.4	17.3	21.8	24.4	24.8	19.0	12.3	-4.1	-7.6
Min	-23.5	-23.0	-15.7	-4.7	5.1	11.5	13.6	13.6	7.7	2.5	-12.4	-16.8

Ambient temperatures in the summer can hit 30°C or hotter with humidex values exceeding 40°C. Winter can see ambient temperatures get down to -30°C or colder with wind chill down to -40 or colder.

## **Voyager Place Dining Room**

### **Meal Card**

Upon arrival you will find a meal card within the Welcome Package provided in your room. You will need to bring this card with you to the Dining Room the first meal you go to. They will keep it and place it on the board at the entrance to the steam-line where you can retrieve it at each meal. You will need to hand this card to the attendant in order to “pay” for your meal.

### **Service**

The dining room offers self-serve where you pick up your own meals and return used plates and cutlery to the designated area. You are free to help yourself to the salad & desert bars, all beverages, cereals, toast and soup. The Canada Catering serves hot entrees from steam table serving area and they reserve the right to limit seconds.

All food obtained in the dining room is to be consumed in the dining room. Coffee and tea may be taken out in Styrofoam cups. No china, silverware or glasses are to be taken from the dining room.

### **Hours of Operation**

The dining room meal hours are:

- Weekdays:
  - Breakfast 06:00 – 08:00 hrs
  - Lunch 11:30 – 13:00 hrs
  - Dinner 16:30 – 19:00 hrs
- Weekends/Holidays
  - Breakfast 07:30 – 10:00 hrs
  - Lunch 11:30 – 13:00 hrs
  - Dinner 16:30 – 18:00 hrs

### **Cash Sales**

Cash sales are offered for guests who wish to join you for dining.

### **Dress Code (Dining Room and 3 CFFTS Mess)**

Acceptable daily apparel will include:

- DND dress of the day;
- Flying suits;
- Slacks, dress pants, Bermuda shorts (knee length) or skirt;
- A dress shirt, a polo shirt, a blouse, or a turtleneck sweater;
- An optional sports or suit jacket;
- A dress;
- Dress shoes;

- Denim jeans in good condition (except where casual dress for a specific function excludes blue jeans), and
- All articles of clothing and footwear must present a reasonable appearance, and be in good taste and clean.

Unacceptable clothing will include:

- Leisure, athletic and cut-off denim shorts;
- Denim jeans, skirts or dresses that are dirty, torn, ragged or patched;
- Recreational attire (i.e. sweat-suits, t-shirts, etc.);
- Tank tops, tube tops and halter-tops are not allowed unless worn with a blouse over top;
- Beach sandals, thongs (flip-flops) or rubber boots;
- Work coveralls, and
- Outer or protective clothing of any kind (coats, hats, boots, etc. must be left in the downstairs cloakroom).

### **3 CFFTS Combined Mess**

You are required to clear into the Mess upon your arrival (Mess Manager's Office is located on the second floor of the Mess). Mess dues will be charged for the period that you are in Southport. All members are to ensure that they clear out of their home unit Mess prior to departing on course.

Amenities include a bar, television with cable, Shaw Wi-Fi Hotspot, lounge and games room and a fire pit for summer evenings. After-hours access is possible through a coded security lock at both the outside door and the entrance to the lower bar. You must ensure that the lock button is depressed (to secure the Mess) if you are the last to leave the building.

The normal hours for the Mess bar are:

- Thursday 16:00 – 20:00 hrs, and
- Friday 16:00 – 24:00 hrs.

No outside liquor is allowed in the Mess.



## Physical Fitness

### Hilly Brown Building Mini-Gym

We have a Mini-Gym located in the northeast corner of the Hilly Brown Building which is accessible each day from 06:30 hrs to Midnight.

*The Mini-Gym is for DND members and contract staff use only. No dependents are authorized to use this facility.*

### Central Plains RecPlex

As a student you also have access to the Central Plains RecPlex. Passes are provided to you at In-Clearance and the RecPlex, with the exception of the climbing wall, is free-of-charge for use while attending course. The recreation centre houses a gym, weight room, cross training room, climbing wall and bowling alley.

The normal hours of operation for the RecPlex are:

- Monday to Friday 0500 to 2200 hrs
- Saturday 0700 to 1900 hrs
- Sunday 0900 to 1900 hrs

### Shindleman Aquatic Centre

There is no pool in Southport. You have access to a pool at the Shindleman Aquatic Centre in Stride Place or Splash Island, both located in Portage La Prairie. Membership for facilities may be obtained at a subsidized cost from PSP.

## Conclusion

We hope this provides you with sufficient information so that you understand what is expected when you get here. We look forward to seeing you in ground school.

If you have any questions regarding clothing or supply issues please contact MCpl Dennis Abbott at:

Tel: 204-428-4132

Email: [dennis.abbott@forces.gc.ca](mailto:dennis.abbott@forces.gc.ca)

Lastly, if you have any general *questions*, please don't hesitate to contact Client Services. They can be reached at:

Tel: 204-428-2500

Email: [ClientServices@kfaero.ca](mailto:ClientServices@kfaero.ca)

Don't forget to forward your travel arrangements to Client Services as well.

## Checklist

Prior to Departing		
Personal Currencies		
• Medical	Up-to-date	<input type="checkbox"/>
• Dental	Up-to-date	<input type="checkbox"/>
Information on Allergy and/or Food Intolerances	Forwarded to Client Services	<input type="checkbox"/>
Mess	Suspended or closed mess account	<input type="checkbox"/>
Personal Records		
• MPRR	Up-to-date	<input type="checkbox"/>
Pay	3 CFFTS has access to Pay account	<input type="checkbox"/>
Clothing	Picked up all required Aircrew Clothing Items	<input type="checkbox"/>
Things to Bring		
Documents		
• Military ID Card		<input type="checkbox"/>
• ID Tags		<input type="checkbox"/>
• Driver's Licence		<input type="checkbox"/>
• Pilot's & Radio Licence/Logbook		<input type="checkbox"/>
• Copy of MPRR		<input type="checkbox"/>
• Emergency Contact Notification Information		<input type="checkbox"/>
Items to Pack		
DEUs 1A & 3s		<input type="checkbox"/>
DEU Gortex or Gabardine & gloves (if required)		<input type="checkbox"/>
Aircrew Clothing		<input type="checkbox"/>
PT Gear		<input type="checkbox"/>
Civilian Clothing		<input type="checkbox"/>
Smart Phone		<input type="checkbox"/>
Camera		<input type="checkbox"/>
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# Southport Site Map

To Portage la Prairie and TC Highway



- 1 WComd Hilly Brown Building
- 2 Lt Alan McLeod Building (Accomodations)
- 3 Voyager Dining Room and 3 CFFTS Mess
- 4 Hangar 1
- 5 Hangar 2
- 6 Barker Building (Accomodations)
- 7 Central Plains RecPlex
- 8 Building 87 (CBO Offices)
- 9 Southport Offices
- 10 Student Parking Lots
- 11 Day Parking only

