



CANADIAN FORCES AIRCREW SELECTION CENTRE (CFASC)

JOINING INSTRUCTIONS

CONTENTS

SECTION ONE: MISSION

SECTION TWO: PREPARATION

SECTION THREE: STANDARDS AND REQUIREMENTS

SECTION FOUR: TRAVEL INSTRUCTIONS

SECTION FIVE: ACCOMMODATIONS AND MEALS

SECTION SIX: SELECTION SCHEDULE

SECTION SEVEN: CANADIAN FORCES ENVIRONMENTAL MEDICINE ESTABLISHMENT

SECTION EIGHT: CONTACT NUMBERS

SECTION ONE: MISSION

The mission of the Canadian Forces Aircrew Selection Centre (CFASC) is to select military aircrew who have the aptitude to successfully lead, plan, and execute the application of Aerospace Power across the full spectrum of military operations; from domestic peacetime support to full combat operations abroad.

PROCESS

All Pilot, Aerospace Control Officer (AEC), and Air Combat Systems Officer (ACSO) candidates must attend aircrew selection at CFASC, located at Canadian Forces Base (CFB) / 8 Wing Trenton, and meet the minimum standards on the aircrew selection testing for which they are applying. All candidates will be tested for all three occupations. Candidates are encouraged to arrive at CFASC well-rested, alert, and healthy, as the aircrew selection testing is cognitively demanding.

SECTION TWO: PREPARATION

The computer based aptitude testing involves the measurement of a candidate's abilities in a number of cognitive domains that have been linked to job and training success specific to the occupation(s) of choice. Such domains include strategic task management, perceptual processing, short term memory and capacity, spatial reasoning, symbolic reasoning, central information processing, and psychomotor abilities. Each cognitive domain includes a number of aptitude tests specific to that domain. Such aptitude tests include measures of the following abilities (see the Aircrew Selection Testing – Candidate Guide for more detailed information):

1. Simple mental math (division, subtraction, multiplication and addition);
2. Problem solving (time/speed/distance formula and fuel consumption);
3. Short term memory (digit and letter recall);
4. Estimation of angles and bearings;
5. Multi-tasking;
6. Aircraft instrument comprehension;
7. Spatial reasoning (interpreting 3D from 2D representations and vice versa);
8. Reasoning/logic (systems);
9. Psychomotor ability (hand-eye-foot and hand-eye coordination); and
10. Vigilance, attention to detail, and situational awareness.

All candidates must read the Candidate Guide and watch the video at the following links:

- <http://www.rcaf-arc.forces.gc.ca/en/cf-aircrew-selection-centre/index.page?> (external)
- <http://rcaf.mil.ca/en/8-wing/lodger-units/cfasc-main.page> (DWAN)
- Video: <https://forces.ca/assets/videos/air-crew-en.mp4>

SECTION THREE: STANDARDS AND REQUIREMENTS

WHILE AT CFASC

Candidates attending aircrew selection should treat this assessment process as an extension of the job interview. As such, all candidates, regardless of entry plan, will wear **smart casual civilian clothing** (no rips/holes). The following items of clothing are **NOT** permitted during working hours: gym clothes, shorts, t-shirts, flip-flops or sandals. Flat-soled footwear is highly recommended. CFASC is a scent free environment; cologne and perfume are **NOT** permitted.

OFF-DUTY HOURS

There will be a minimal amount of free time for candidates while at CFASC; candidates are expected to maintain a professional manner both on and off the base.

ADDITIONAL ITEMS

Candidates are also encouraged to bring toiletries in addition to their civilian clothing. Fitness gear is optional. It is recommended that candidates bring an extra upper layer of clothing (ex. long sleeve shirt, sweater, etc.), as the testing lab is temperature controlled and some may find it cool.

REQUIRED DOCUMENTS

As CFASC is located on a Canadian Forces (CF) base, all candidates **MUST** be in possession of a photo ID to access certain areas. As well, candidates **MUST** have access to a copy of these Joining Instructions (JIs) at all time. It is highly recommended that anyone accompanying the candidate or providing transportation to the candidate should have a photo ID and a copy of these JIs in order to enter DND property.

Upon arrival at the hotel, candidates must request a welcome package (blue folder) from the front desk staff. This folder contains:

- Welcome letter from the Commanding Officer
- Welcome letter and instructions from the Chief Clerk
- Personnel Emergency Notification
- Non-Disclosure Agreement
- 2 copies of COVID Assessment Questionnaire
- CFASC COVID Policy and Symptoms Procedure
- 2 disposable facemasks

The Personal Emergency Notification and Non-Disclosure Agreement must be completed and signed prior to your arrival at CFASC.

The COVID Questionnaire will be filled out DAILY and submitted prior to entering the CFASC building.

Candidates will be provided with two (2) disposable non-medical face masks. Candidates will wear the issued face masks at all times while onboard military transportation and at designated times throughout the testing process.

If a candidate develops COVID-like symptoms or answers 'YES' to any of the questions on the COVID Questionnaire, the candidate is to follow the directions in the COVID Advisory and Symptoms Procedure.

All candidates must be issued a travel claim by their unit or recruiting centre. This is their authority for undertaking travel as aircrew candidates. It also makes it possible for the CFASC Clerk to amend their travel arrangements if required (this cannot be done if candidates do not bring a travel claim with them to Trenton).

SECTION FOUR: TRAVEL INSTRUCTIONS

The following instructions are for candidates who are NOT proceeding directly to CFEME following their test at CFASC. If you have been course loaded to for a medical appointment, see the following page.

Using the financial coding PROVIDED ON THE COURSE LOADING MESSAGE, please book candidate according to one of the following categories:

1. FLIGHT

Flights to Toronto should be booked for the **Sunday (Saturday for candidates travelling from BC) [A serial]** or **Tuesday (Monday for candidates travelling from BC) [B serial]** preceding selection. Return flights shall be booked **no earlier than 1800hrs Tuesday [A serial] or Thursday [B serial]**.

Candidates should reserve their own transportation **FROM the Pearson International Airport to their civilian accommodation**. As many transportation companies have reduced capacity due to COVID protocols, we strongly encourage that bookings be made ASAP.

CFASC will reserve a seat on Ontario Coachway for all candidates **returning TO Pearson Airport**. Candidates will be required to provide their name and credit card information to Ontario Coachway prior to departure.

Toronto residents who would like to be booked on Ontario Coachway to return to Toronto must call CFASC ahead of time to make arrangements. Only 2 stops will be available: Pearson Airport or Novotel 3 Park Home Avenue, North York.

Web-Links – Toronto Pearson International Airport to Trenton

Ontario Coachway: <http://admin.ontariocoachway.com/sharedairportservice.asp>

Megabus: <https://ca.megabus.com/>

Candidates must read the COVID-19 policy of their selected civilian transportation provider and abide by this policy.

****Please Note – Candidates who travel with Megabus need to be at minimum of 17 years old ****

2. TRAIN / BUS

Candidates should purchase a **round-trip train ticket to Belleville station** or a **round-trip bus ticket to Trenton**. Return tickets shall be booked **no earlier than 1400hrs on Tuesday [A serial] or Thursday [B serial]**. Candidates will need to arrange a taxi for travel between Belleville or Trenton stations and their accommodation off base.

Candidates must read the COVID-19 policy of their selected civilian transportation provider and abide by this policy.

3. TRANSPORTATION

Transportation will be provided between off base accommodation and CFASC. Candidates will not be permitted to board the bus without a non-medical face mask.

4. PRIVATE MOTOR VEHICLE (PMV)

Candidates will be free to leave after completion of CFASC screening and debrief. Candidates must have a photo ID and access to these JIs to enter DND property. It is highly recommended that anyone accompanying the candidate or providing transportation to the candidate should have a photo ID and a copy of these JIs.

5. RENTAL VEHICLE

Rental vehicles are not authorized.

The following instructions are for candidates who are proceeding directly to CFEME following their test at CFASC.

For PILOT candidates whom have been pre-emptively booked for medical appointments at Canadian Forces Environmental Medicine Establishment (CFEME). Travel arrangements must be based on both CFASC and CFEME course loading information.

Using the financial coding PROVIDED ON THE COURSE LOADING MESSAGE, please book candidates according to one of the following categories:

1. FLIGHT

Flights to Toronto should be booked for the **Sunday (Saturday for candidates travelling from BC)** preceding selection. Return flights shall be booked **for Wednesday or Thursday, depending on date of CFEME appointment, departing after 1800hrs**. Unsuccessful candidates may contact their recruiting centre to change their flight arrangements.

Candidates should reserve their own transportation **FROM the Pearson International Airport to their civilian accommodation**. As many transportation companies have reduced capacity due to COVID protocols, we strongly encourage that bookings be made ASAP.

CFASC will reserve a seat on Ontario Coachway for all candidates **continuing to CFEME who do not have access to a private vehicle**. Candidates will be required to provide their name and credit card information to Ontario Coachway prior to departure.

Web-Links – Toronto Pearson International Airport to Trenton

Ontario Coachway: <http://admin.ontariocoachway.com/sharedairportservice.asp>

Megabus: <https://ca.megabus.com/>

Candidates must read the COVID-19 policy of their selected civilian transportation provider and abide by this policy.

****Please Note – Candidates who travel with Megabus need to be at minimum of 17 years old ****

2. TRANSPORTATION

Transportation will be provided between off base accommodation and CFASC. Candidates will not be permitted to board the bus without their issued non-medical face mask.

3. TRAIN / BUS

Candidates should purchase a **train ticket to the Belleville station** or a **bus ticket to Belleville/Trenton**. Return tickets shall be booked **from Toronto to home destination following CFEME appointment**. Candidates will need to arrange a taxi for travel between Belleville and Trenton and within Toronto. Unsuccessful candidates may contact their recruiting centre to change their travel arrangements.

Candidates must read the COVID-19 policy of their selected civilian transportation provider and abide by this policy.

4. PRIVATE MOTOR VEHICLE (PMV)

Candidates will be free to leave after completion of CFASC screening and debrief. Candidates may proceed to their appointment at CFEME or return home depending on their results. Candidates must have a photo ID and access to these JIs to enter DND property. It is highly recommended that anyone accompanying the candidate or providing transportation to the candidate should have a photo ID and a copy of these JIs.

5. RENTAL VEHICLE

Rental vehicles are not authorized.

SECTION FIVE: ACCOMMODATIONS AND MEALS

ACCOMMODATIONS

Candidates will book their own accommodation from:

Comfort Inn Trenton
51 Monogram Place
Trenton, ON K8V 6S3
gs@comfortinntrenton.com
613-965-6660

Reservations must be completed by the **THURSDAY PRECEDING THE SERIAL** in order to ensure availability. Advise that you are attending **AIRCREW SELECTION**.

Hotels costs will be reimbursed. Any incidentals or damages incurred by the candidate will be paid for by the candidate.

Candidates under the age of 21: Hotel reservation will need to be completed by a parent or guardian. Additionally, a credit card authorization form provided by Comfort Inn **MUST** be completed and submitted to Comfort Inn for any incidentals or damages. Request the form when making your reservation.

All aircrew selection candidates are to pick up a welcome package (blue folder) from the Comfort Inn Trenton reception desk upon check-in. All aircrew selection candidates, regardless of rank, will be provided similar accommodations.

MEALS

Candidates will purchase their own breakfast and dinner on Day 1; and breakfast, lunch (in most cases) and dinner on Day 2. Please keep all receipts for reimbursement. A boxed lunch (vegetarian available) will be provided for lunch at CFASC on Day 1. Additionally, a boxed lunch will be provided to those taking the shuttle to Pearson Airport or CFEME on Day 2.

Coffee will not be available onsite. Please bring your own water bottle to refill.

SECTION SIX: SELECTION SCHEDULE

DAY 1

Morning – Testing

CANDIDATES WILL PRESENT THEMSELVES IN THE COMFORT INN TRENTON LOBBY AT 0650hrs where they will be met by a CFASC representative. Candidates will provide a completed and signed COVID questionnaire prior to boarding the bus. Candidates will wear an issued non-medical mask at all times while utilizing Wing Transport, and when entering the CFASC building. Candidates will be instructed when they can remove their non-medical masks. Upon arrival at CFASC, candidates will receive instruction on both COVID-19 mitigation measures and CFASC testing procedures.

The aircrew selection testing generally takes approximately 8 hours to complete, and includes testing for the Pilot, AEC, and ACSO occupations. The first 4 hours are completed on the morning of Day 1.

Afternoon – Realistic Job Preview (RJP)

To gain exposure to the Air Operations occupations of the Royal Canadian Air Force (RCAF), RJP's of the Pilot, ACSO and AEC occupations are presented to all candidates. The day will conclude at approximately 1330hrs and return transportation to off base accommodations will be provided.

Candidates are highly encouraged to prepare their own questions for the question and answer portion of the RJP.

DAY 2

Morning – Testing

The bus will depart the Comfort Inn Trenton at 0650hrs on Day 2. Candidates must have a completed and signed COVID questionnaire to submit prior to entering the CFASC building.

The second half of the aircrew selection testing takes approximately 4 hours to complete. Upon completion of the testing, candidates will be counselled on their test performance.

Morning – Anthropometrics

Successful pilot candidates will undergo anthropometric (body) measurements at CFASC to determine suitability for RCAF aircraft cockpits.

Afternoon – Departure

Candidates will depart from CFASC via Ontario Coachway, taxi or PMV.

SECTION SEVEN: CANADIAN FORCES ENVIRONMENTAL MEDICINE ESTABLISHMENT

PILOT candidates who have an appointment at CFEME must be familiar with the CFEME Joining Instructions prior to departing.

SECTION EIGHT: CONTACT NUMBERS

Candidates will contact CFASC **PRIOR TO THE SERIAL** in order to confirm the accommodation and travel arrangements that they have booked.

CFASC Orderly Room: 613-392-2811 ext 7401 [Monday-Friday / 0800-1600hrs]

Emergency – CFB Trenton Duty Watch Officer: 613-392-2811 ext 2232 [after-hours]