



# CANADIAN FORCES AIRCREW SELECTION CENTRE (CFASC)

## JOINING INSTRUCTIONS

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### 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 be admitted onto DND property.

PLEASE BE ADVISED THAT AS OF 22 SEPTEMBER 2021, CERTAIN ESTABLISHMENTS WITHIN THE PROVINCE OF ONTARIO, INCLUDING THE YUKON GALLEY, WILL REQUIRE PROOF OF VACCINATION.

Upon arrival at accommodations, 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
- Map

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 designated times throughout the testing process. Candidates will abide by all 8 Wg Trenton's COVID guidelines.

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

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 one-way transportation (Toronto to Trenton)** on-line or by phone, prior to arriving at Toronto Airport.

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 1stops will be available: Pearson Airport

### Web-Links – Toronto Pearson International Airport to CFB Trenton

Ontario Coachway: <http://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 the Yukon Lodge accommodations on base.

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

### **3. 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.

### **4. RENTAL VEHICLE**

Rental vehicles are not authorized.

## **SECTION FIVE: ACCOMODATIONS AND MEALS**

Candidate accommodations and meals are arranged and paid for by CFASC while at CFB Trenton.

### **ACCOMODATIONS**

All aircrew selection candidates are to pick up a welcome package at the Yukon Lodge reception desk (open 24 hours), located at 65 Yukon Street, CFB Trenton (see enclosed map of 8 Wing Trenton). All aircrew selection candidates, regardless of rank, will be provided similar accommodations at the Yukon Lodge. Although Wi-Fi access is not available in the building, wired internet access is available in the rooms; candidates are advised to bring their own network cables with their laptops.

### **MEALS**

Candidates will eat all of their meals at the Yukon Galley, which is located directly beside the Yukon Lodge (see enclosed map of 8 Wing Trenton).

**CANDIDATES MUST PRESENT PROOF OF COVID VACCINATION AT ALL MEALS AND ABIDE BY ALL COVID-19 PROTOCOLS AND DIRECTIONS WHILE DINING. CANDIDATES WITHOUT PROOF OF VACCINATION WILL BE PROVIDED WITH TAKE-AWAY MEALS.**

## **SECTION SIX: SELECTION SCHEDULE**

### **DAY 1**

#### **Morning – Testing**

The selection process begins on DAY 1 at 0720hrs at CFASC, 32 Buffalo Ave, 8 Wing Trenton. Candidates will be required to put on their non-medical masks and sanitize their hands as they enter the establishment. 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), RJPs of the Pilot, ACSO and AEC occupations are presented to all candidates. The briefing will commence at 1315hrs. The day normally concludes at approximately 1500hrs.

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

## **DAY 2**

### **Morning – Testing**

The second half of the aircrew selection testing takes approximately 4 hours to complete. Candidates must have a completed and signed COVID questionnaire to submit prior to entering the CFASC building. Upon completion of the testing, candidates will be counseled 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**

Departure timings depend on the candidate's individual travel arrangements.

## **SECTION SEVEN: CONTACT NUMBERS**

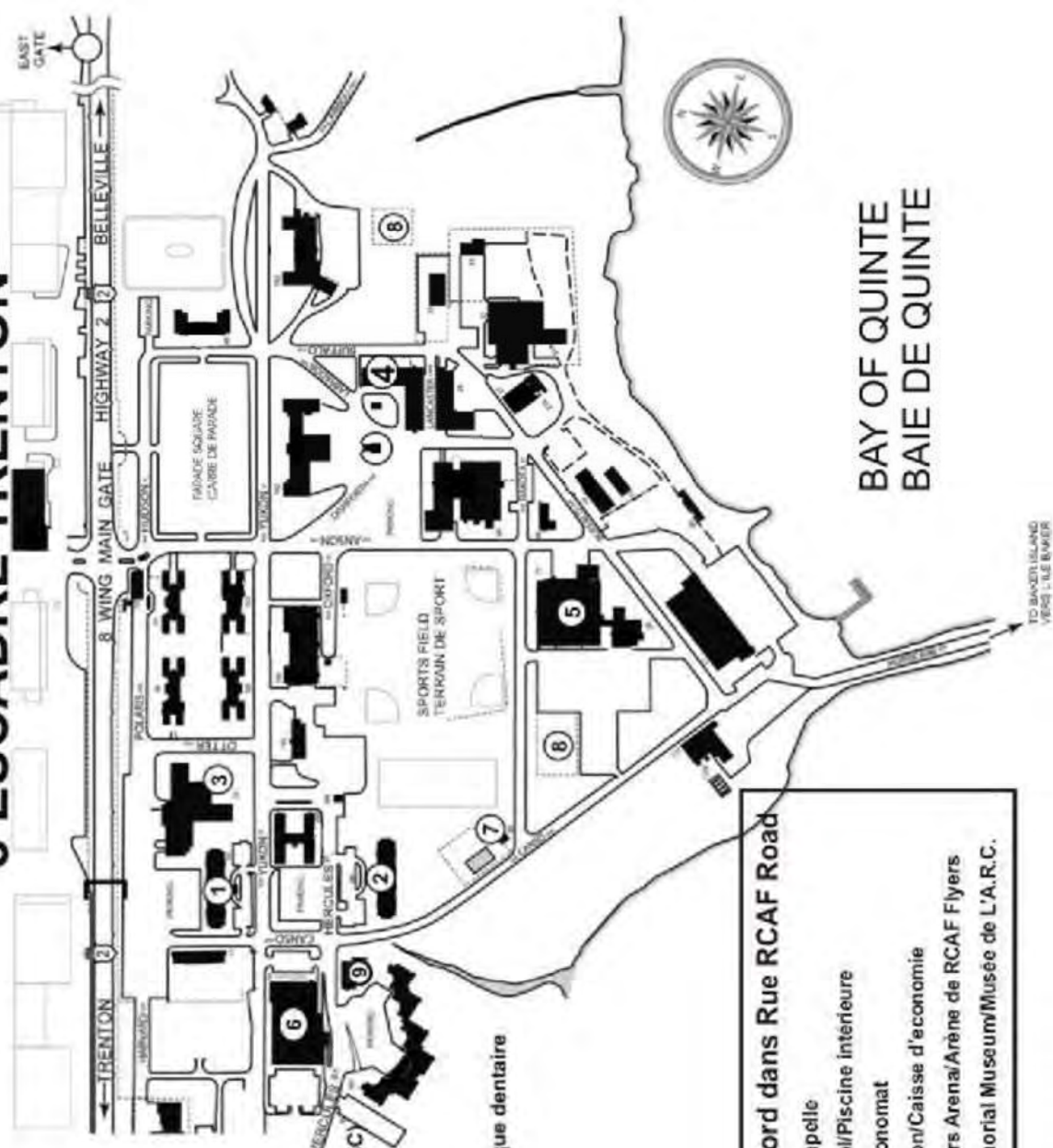
CFASC Orderly Room: 613-392-2811 ext 7401 [Monday-Friday / 0800-1500hrs]

\*Emergency\* –Duty Phone: 343-645-6950 [After-hours]

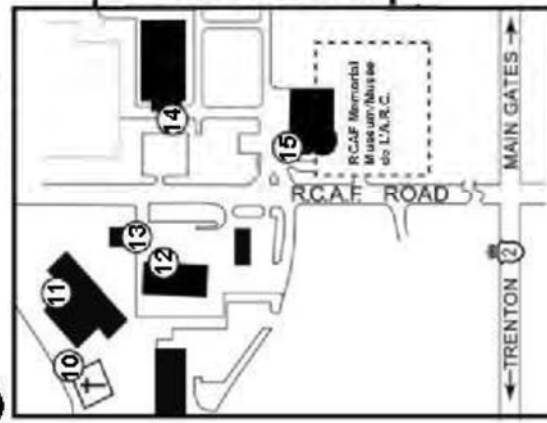
# 8 WING TRENTON 8<sup>e</sup> ESCADRE TRENTON

## LEGEND/LEGENDE

- ① Accommodations Office/Bureau des logements  
(Yukon Lodge 65 Rue Yukon St)
- ② Yukon Lodge 185 Rue Hercules St
- ③ All Ranks Dining Facility  
/Réfectoire pour tous les rangs  
(Yukon Galley)
- ④ Canadian Forces Aircrew Selection Centre (CFASC)  
/Centre de sélection du personnel navigant  
des Forces canadiennes (CSPNFC)
- ⑤ Recreation Centre/Centre récréatif
- ⑥ Wing Hospital/Dental / Hôpital de l'escadron/ Clinique dentaire
- ⑦ Outdoor Pool/Piscine extérieure
- ⑧ Tennis Courts/Cour de tennis
- ⑨ CANEX South/Economat Sud



- North on/Nord dans Rue RCAF Road
- ⑩ Chapel/Chapelle
  - ⑪ Indoor Pool/Piscine intérieure
  - ⑫ CANEX/Economat
  - ⑬ Credit Union/Caisse d'économie
  - ⑭ RCAF Flyers Arena/Arène de RCAF Flyers
  - ⑮ RCAF Memorial Museum/Musée de L.A.R.C.



BAY OF QUINTE  
BAIE DE QUINTE

TO BAKER ISLAND  
VERS L'ILE BAKER