**CAO 24-12**

**ON JOB TRAINING (OJT) CENTRES -**

**ROYAL CANADIAN ELECTRICAL MECHANICAL ENGINEERS (RCEME)**

**APPLICABLE TO**

Canadian Army Divisions, Formations, Bases and Units

**REFERENCES**

A. TP Veh Tech (A-P9-002-VTA/RH-B01)

B. TP Wpns Tech (A-P9-002-WP1/PH-B01)

C. TP EO Tech (A-P9-002-EOT/PH-B01)

D. TP Mat Tech (A-P9-002-MTA/PH-B01)

E. CoE Conduct of Trg Manual (CTM)

F. LFCO 24-08 - Individual Training and Education Policies and Procedures

G. A-P9-050-000/PT-004, Manual of Individual Training and Education, Volume 4, Design of Instructional Programmes

H. Financial Administration Act

I. CF Procurement Administration Manual

J. Army Op Plan FY 15/16

K. CAF Mil Pers Inst 02/07, Authority and Management Framework – Military Employment Structure (MES)

L. 3350-1 (CA G4 Ops) Canadian Army Equipment Readiness Directive FY 14-15, 03 June 2014

**AIM**

1. The aim of this CAO is to direct the management and operation of RCEME OJT Centres within the CA.

**PURPOSE**

1. Purpose of OJT. OJT provides continued instruction that focuses on the practical application of knowledge and theory in a contemporary work environment.
2. Purpose of OJT Centres. To provide centrally managed locations within the Army for the conduct of RCEME technician training in the most efficient and effective manner possible. Furthermore, it permits the centralization of standardized training aids, enabling increased effectiveness and timely completion of student OJT programs.

**ABBREVIATIONS**

1. This CAO contains the following abbreviations:

| **ABBREVIATION** | **COMPLETE WORD OR PHRASE** |
| --- | --- |
| AIT | Army Individual Training |
| AITA | Army Individual Training Authority |
| ATA | Army Training Authority |
| BTL | Basic Training List |
| CA | Canadian Army |
| CADTC | Canadian Army Doctrine and Training Centre |
| CAF | Canadian Armed Forces |
| CAFC | Canadian Armed Forces Council |
| CAO | Canadian Army Order |
| CCA | Commander Canadian Army |
| CRCAF | Commander Royal Canadian Air Force |
| CRCN | Commander Royal Canadian Navy |
| CTC | Combat Training Centre |
| CDSB | Canadian Division Support Base |
| CMP | Chief of Military Personnel |
| DP | Developmental Period |
| DRMIS | Defence Resource Management Information System |
| DTA | Designated Training Authority |
| FCoE | Functional Centre of Excellence |
| IT&E | Individual Training and Education |
| MES | Military Employment Structure |
| MITE | Military Individual Training and Education |
| MMO | Military Manning Overhead |
| Mod | Module  |
| NCM | Non-Commissioned Member |
| OFP | Operationally Functional Point |
| OJT | On Job Training |
| PIP | Program Instruction Packages |
| PY | Personnel Year |
| QS | Qualification Standard |
| RCEME | Royal Canadian Electrical Mechanical Engineers |
| SAV | Staff Assistance Visit |
| SCA | Supply Customer Account  |
| SOA | Standing Offer Agreement |
| STI | Senior Technical Instructor |
| SUTL | Subsidised University Training List |
| TA | Training Authority |
| TE | Training Establishment |
| TES | Trained Effective Strength |
| TOR | Terms of Reference |
| TP | Training Plan |

**DEFINITIONS**

1. Terminology used in this CAO is defined in the following table:

| **In this CAO …** | **is defined as…** |
| --- | --- |
| Army Training Authority  | TA functions have been delegated to Comd CADTC who is responsible to the Army Commander for the overall development and management of the Army training system to ensure its relevance, effectiveness and efficiency in responding to evolving needs. |
| Army Individual Training Authority  | AITA commands assigned Army schools, including the CTC Gagetown and is responsible to Comd ATA to coordinate, prioritize, and rationalize Army national individual training. |
| Corps DirectorsBranch Advisors | Designated POCs who have represented the major functional groupings, i.e., Corps/Branches and occupations since unification. These individuals, appointed by CMP on the advice of the Career Field and Occupation Authorities, will provide inputs on the professional development of all personnel of the Corps/Branch. Ref: *CF Mil Pers Inst 02/07,* Authority and Management Framework – Military Employment Structure (MES) |
| Occupation Authority  | The Force Generators (designated by CAFC as CRCN, CCA, CRCAF and Asst CMP) of occupations, who serve as the delegated authorities for informing CMP staff of Horizon 2 and 3 issues, such as evolving capability requirements, and/or role/mission/doctrine equipment and Total Force issues, that will impact the MES; and informing the TA/DTA of the related IT&E quality and quantity requirements together with the projected production and throughput requirements (ref K).  |
| Occupational Advisors | These are the Occupation Authorities’ delegated POCs for occupations or families of occupations who possess a current and broad knowledge of the work being performed in the CAF and/or Occupation and will provide advice/inputs spanning Horizon 1 and 2 timeframes to CMP staff (ref K).  |
| Functional Centre of Excellence  | Institutional organization that is assigned the authority and responsibility to lead, coordinate and maintain the intellectual foundation, skill oriented proficiency and authoritative body of knowledge necessary for input to capability development, doctrine, training development and Lessons Learned processes related to its assigned area of expertise. |
| Designated Training Authority  | An authority other than a TA who, due to functional, environmental or special accountabilities, has designated responsibility for the management of IT&E for a specific career field, occupation, sub-occupation or specialty specification. DTAs perform the same IT&E management responsibilities for assigned specifications as do TAs, without the broad scope of responsibility for environmental or CAF-wide IT&E assigned to the TAs (ref K, annex B).  |
| Developmental Period  | A DP is a timeframe in a career during which an individual is trained, employed and given the opportunity to develop specific occupational or professional skills and knowledge. DPs are distinguished by a progressive increase in the levels of accountability, responsibility, authority, competency, military leadership ability and the knowledge of operations and war. (DAOD 5031-8) |
| Military Employment Structure  | The MES is the arrangement of CAF Jobs into structural elements consisting of occupations and sub-occupations that collectively provide the necessary management framework and employment specifications for the Personnel Management Cycle of Activities across all components of the CAF, and throughout the spectrum of conflict. Ref*: Annex B to CF Mil Pers Inst 02/07,* Authority and Management Framework – Military Employment Structure (MES) |
| Qualification Standard  | A quality control document that describes, in operational performance terms, the tasks that require training, the conditions under which they must be performed, and standards to which they must be performed to ensure success on the job. |
| Operationally Functional Point  | The point at which a member has achieved the qualification requirements for first employment in an occupation (and is posted off the BTL or SUTL to a TES position.) |
| Training Authority  | Commands that perform IT&E management for qualifications resulting from assigned general, environmental, career field, occupation, sub-occupation and specialty specifications.  |
| Training Establishment  | A unit with primary responsibilities for the conduct of Individual Training. TEs can also have secondary responsibilities for leading and/or coordinating courseware development activities.  |
| Training Plan  | A quality control document that identifies the strategy and methods to achieve and assess the required training that will enable the learner to achieve, at optimum cost, the performance objectives defined in the QS. |

**GENERAL**

1. Requirement. NCM DP 1 training for all four RCEME trades (Weapons Technician, Vehicle Technician, Electronic-Optronic Technician and Materials Technician) consists of two parts: A RCEME School delivered portion of the course and a follow-on 440 day OJT portion (annotated as DP1 Mod 1 and DP 1 Mod 2 respectively in the official training documentation, in both official languages). The DP1 Mod 2 (OJT) is a critical period in the development of RCEME technicians. It enables DP1 students from all four RCEME trades to continue to develop/increase proficiency and technical knowledge in a controlled and supervised practical environment. Proficiency is gained through the performance of prescribed repair tasks on state of the art training aids which directly represent the Army’s current suite of land technical equipment, and on actual Army equipment during controlled rotations through first and second line units within the geographical area of the respective RCEME OJT Centres.
2. Qualification. Successful completion of DP1 Mod 2 (OJT) qualifies DP1 students in the performance of a broad range of technical tasks associated with their trade in accordance with the respective Qualification Standards. DP1 Mod 2 qualified technicians will be able to perform at a level of proficiency consistent with the requirement for the RCEME Corps to provide the land equipment management support necessary to enable success in CAF operations across the full spectrum of conflict. DP1 Mod 2 qualified technicians are capable of working independently and correctly under normal supervision.
3. Primary References. References A to D are the primary authoritative documents governing the conduct of OJT for RCEME technicians.
4. Authority. The following authorities are in place:
	1. Authority to Operate RCEME OJT Centres. All RCEME OJT is conducted within the four established RCEME OJT Centres within the Army. The Army Op Plan in conjunction with this CAO directs Comds 2 Cdn Div, 3 Cdn Div, 4 Cdn Div, and 5 Cdn Div, to operate RCEME OJT Centres. The OJT Centres will be co-located with and supported by the respective second line maintenance workshops of 1 Svc Bn, 2 Svc Bn, 5 Svc Bn and 5 CDSB, with a start state as per the baseline structure outlined at Annex A; and
	2. Authority to Deliver RCEME DP1 Mod 2 (OJT). Approved RCEME technician Training Plans at references A through D direct the RCEME School to manage the delivery of OJT within the four RCEME OJT Centres. The Training Plans govern the nature and scope of tasks to be successfully achieved by DP1 students. These include common RCEME tasks, as well as tasks which are specific to each of the four technical trades as follows:
		1. Vehicle Technician;
		2. Weapons Technician;
		3. Electronic-Optronic Technician; and
		4. Materials Technician.
5. Funding. Baseline O&M funding will be promulgated as follows:
6. Baseline O&M for the funding of specific training aids such as educational material, air brake boards, hydraulic trainers and other similar devices related to DP 1 Mod 2 (OJT) and the maintenance of these devices. Procurement of training resources will be established for CADTC with program control via the Business Planning process carried out by CTC HQ. These funds will be provided to the RCEME OJT Centres through the RCEME School.
7. Baseline O&M funding for student TD and annually recurring operating costs, such as infrastructure and IT equipment, will be established for Cdn Divs with program control via the Business Planning process carried out within the Cdn Divs. These funds will be provided to the RCEME OJT Centres through the Cdn Divs.

**RESPONSIBILITIES**

1. Cdn Divs.
	1. Cdn Divs will provide suitable infrastructure, Reg F staff and daily administration of RCEME OJT Centre operations; and
	2. through the Business Planning Process, approve changes to in-year and baseline funding in support of student TD and annually recurring operating costs, such as infrastructure and IT equipment in order to ensure effective OJT Centre operations
2. RCEME Branch Staff. Address all RCEME OJT Centre matters that are not within the purview of CTC HQ, RCEME School or individual RCEME OJT Centres to resolve.
3. CTC HQ. CTC HQ responsibilities are:
	1. maintain approved QS and TP documentation as a basis for the construct of RCEME OJT Centre training delivery, to include a standardized list of training aids by trade;
	2. through the Business Planning Process, approve changes to in-year and baseline funding in support of effective OJT Centre management;
	3. approve or request Vote 5 funding in support of procurement and life cycle management of training aids as outlined in references A to D;
	4. review this CAO annually at a minimum and amend as required; and
	5. ensure that RCEME OJT Centres function effectively and efficiently with consideration to Div support, operating budget, establishment, manning and training support/resources.
4. RCEME School (FCoE). RCEME School responsibilities are:
	1. execute training delivery oversight IAW references A to E;
	2. conduct annual SAVs to RCEME OJT Centres for the purpose of ensuring standardization and consistency;
	3. provide direction to OJT Centre staff on the conduct of training delivery and assist where necessary;
	4. execute Life Cycle Management of trade specific and RCEME Common OJT Centre training aids IAW references A to D;
	5. forecast within the annual Business Planning cycle the funding required to support the continual availability of suitable and serviceable training aids IAW provisions of references A to D;
	6. establish and maintain current SOAs and other contract mechanisms as applicable for the purposes of training aid procurement, repair, replacement and servicing on behalf of RCEME OJT Centres;
	7. approve routine and emergency training aid procurement as required;
	8. manage and submit requests to CTC HQ Comptroller for changes to in-year funding and to CTC HQ G8 for baseline funding on behalf of OJT Centres;
	9. NLT 60 days following completion of the SAV, submit in writing to the ATA via CTC HQ a status/mitigation plan for all exceptions and omissions noted in the SAV report; and
	10. review, update and distribute the SAV checklist to OJT Centres annually at least 30 days in advance of the scheduled SAV. Checklist shall include:
		1. control and management of training documentation;
		2. planning and execution of student schedules;
		3. coordination of training aid management;
		4. procurement forecasting/business planning compliance;
		5. budget status including deviations from baseline allocation and any subsequent changes; and
		6. student administration;
	11. input successful completion of DP1 Mod 2 (OJT) into MITE.
5. RCEME OJT Centre. RCEME OJT Centres responsibilities are:
	1. deliver OJT IAW references A to D;
	2. administer DP1 Mod 2 (OJT) IAW RCEME School direction and guidance;
	3. provide input to level 5 Business Plan IAW direction issued by RCEME School for training and maintenance costs including procurement of training resources;
	4. provide input to level 5 Business Plan IAW direction issued by Cdn Div HQ for support of student TD and annually recurring operating costs, such as infrastructure and IT equipment;
	5. maintain training aids IAW RCEME School direction and guidance;
	6. plan, coordinate and execute student DP1 Mod 2 (OJT) IAW references A through E to include rotations at first line units;
	7. notify RCEME School Standards Officer of OJT Center limitations;
	8. provide security and administrative support for the ordering, writing and return of examinations, student record books and all other associated student training documentation;
	9. conduct regular reviews of DP1 Mod 2 (OJT) student progress and advise RCEME School of student performance and conduct issues;
	10. maintain a Supply Customer Account (SCA) in order to provide a means by which training aids and resources can be accounted for and issued to the OJT centres;
	11. utilize SOAs for routine shop equipment/expendable materials;
	12. process training failure administration IAW the Conduct of Training Manual; and
	13. NLT 30 days following completion of the SAV, submit in writing to RCEME School a status/mitigation plan for all exceptions and omissions noted in the SAV report.

**OJT CENTRE STRUCTURE**

1. General Structure. The baseline RCEME OJT Centre structure is standardized across the Army. Accordingly, RCEME OJT Centres will function as sub-sub units within 1 Svc Bn, 2 Svc Bn, 5 Svc Bn and 5 CDSB Maint Coy respectively. The baseline structure of each OJT Centre will have the flexibility to expand, based on their individual requirements and as deemed necessary by OJT Centre Staff and their respective Unit to fulfil their objectives.

**PERSONNEL MANAGEMENT**

1. Management of OJT Centre Staff. Personnel management of staff employed within RCEME OJT Centres will remain the responsibility of the respective Units under which they are associated.
2. Management of Students. Students will be managed IAW the following guidelines:
	1. OJT Centres will play a key role in force generation. DP1 Mod 2 (OJT) students are posted to one of the OJT Centres for the duration of their respective OJT program. Upon completion of DP1 Mod 2 (OJT), pers shall be posted based on CAF requirements, CAF priorities and personal preferences (to be managed by respective ETQMS through Career Managers);
	2. students may contribute to the overall productivity of the respective maintenance workshops in which they are undergoing DP1 Mod 2 (OJT). Student productive time shall be accounted for within DRMIS. Unit DRMIS administrators are responsible to allocate students IAW rotation schedule; and
	3. student training administration is the responsibility of the OJT Centre staff IAW references A through E.
3. Student Employment. DP1 students posted to RCEME OJT Centres are there for the purpose of learning the practical application of their complex technical trades and are expected to do so IAW the timelines established in the TPs. In addition to RCEME OJT Centre training, where possible host units are encouraged to employ OJT students in Individual and Collective training events. This training must be conducted under appropriate supervision and falls within the scope of their respective technical trades where conditions conducive to learning trade related tasks are the primary focus. RCEME OJT Centre students are not to be considered as a General Duty resource.
4. Measure of Effectiveness. Thrust four of the Canadian Army Equipment Readiness Strategy (Reference L), “*Optimize and enable the throughput of maintenance technician training establishments including on-the-job training center*”, remains extant. In accordance with Annex B of Ref L, the target success rate is to have less than 5% of RCEME Technicians undergoing DP 1 Mod 2 (OJT) require more than 24 months to complete their this training. OJT Centers are accountable to achieve that throughput.

**ANNEX**

Annex A – RCEME OJT Centre Baseline Structure

**OPI: CTC HQ**

**Date of Issue: Nov 2015**

ANNEX A

RCEME OJT CENTRE BASELINE STRUCTURE