

APPENDIX B

Templates & Samples Documents for ADCTS Training

ADCTS MONTHLY USAGE REPORT

ADCTS MONTHLY USAGE REPORT

perio
d dd mmm 'yy - dd
mmm 'yy

COMPLETION INSTRUCTIONS

ACTIVITY SHEET COLUMN	ADCTS MONTHLY USAGE REPORT COMPLETION INSTRUCTIONS												
A	Enter the date of the Training Event. Format example: 12 Oct 2020. A 'Training Event' is defined in para. 6.5.2 of the ADCTS Training Services Contract Appendix X - Statement of Work.												
B	Enter start time of the Training Event. 24 hour time format.												
C	Enter the Training Component(s) included as part of the Training Event. The Training Components' are defined in section 6.5.2 of the ADCTS Training Services Contract Appendix X - Statement of Work.												
D	Enter the mission code (if applicable) found in the Fighter Pilot Training Directive, B-GA-050-000/RQ-G01, Table 5A-2, ADCTS MMA codes.												
E, F	Enter Name and associated organization of trainee(s) or aircrew who were using the TOFT, PTT, or BDS. Multiple names may be associated with a single training event.												
G	<p>Name of Instructor Pilot(s) associated with the training event, and their associated role. Include rank for DND personnel. Eg.: Mr. <i>Izzy Tulowe</i> - brf, dbf, evl; <i>Capt Hugh G. Puller</i> - brf, fly;</p> <p>Role Codes:</p> <table border="0" data-bbox="374 840 1866 1051"> <tr> <td data-bbox="374 840 1108 872">Brief - brf,</td> <td data-bbox="1108 840 1866 872">Post Flight Trainee Evaluation - evl</td> </tr> <tr> <td data-bbox="374 872 1108 904">Trainee Supervision - sup</td> <td data-bbox="1108 872 1866 904">Systems Ground School - grd</td> </tr> <tr> <td data-bbox="374 904 1108 936">Simulated Flight (Console Operation) - ios</td> <td data-bbox="1108 904 1866 936">Tour – tur</td> </tr> <tr> <td data-bbox="374 936 1108 968">Simulated Flight (Lead, Red Air or Wingman) – fly</td> <td data-bbox="1108 936 1866 968">Training DND Personnel how to operate ADCTS – uop</td> </tr> <tr> <td data-bbox="374 968 1108 1000">Development - dev</td> <td data-bbox="1108 968 1866 1000">Training Material</td> </tr> <tr> <td data-bbox="374 1000 1108 1033">Post Flight Debrief -dbf</td> <td></td> </tr> </table>	Brief - brf,	Post Flight Trainee Evaluation - evl	Trainee Supervision - sup	Systems Ground School - grd	Simulated Flight (Console Operation) - ios	Tour – tur	Simulated Flight (Lead, Red Air or Wingman) – fly	Training DND Personnel how to operate ADCTS – uop	Development - dev	Training Material	Post Flight Debrief -dbf	
Brief - brf,	Post Flight Trainee Evaluation - evl												
Trainee Supervision - sup	Systems Ground School - grd												
Simulated Flight (Console Operation) - ios	Tour – tur												
Simulated Flight (Lead, Red Air or Wingman) – fly	Training DND Personnel how to operate ADCTS – uop												
Development - dev	Training Material												
Post Flight Debrief -dbf													
H	State if the training event was “scheduled” or a “walk-in”.												
I	Enter the requested mission length in hours to the first decimal place.												
J	Enter Training Component duration, in hours to the first decimal place, for each Training Component requested.												
K	Enter Cumulative Run time for the TOFTs and or PTTs												
L	Enter ineffective time in the simulator, defined as the portion of time originally allotted for trainees to use the TOFT or PTT, which was rendered ineffective due to a system malfunction, or due to Contractor unpreparedness. This shall be in hours to the first decimal place.												
M	List the reasons for ineffective time specific to the nature of the failed component, software, or personnel problem.												

N	List other simulation systems that were participating in the Training Event, including ADCTS MTCs, and the CGF system used (if applicable).
O	Provide comments on any additional information related to the Training Event.

MTC ATTENDANCE SHEET

◀ December ~ January 2021 ~ February ▶						
Sund ay	Mon day	Tuesday	wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	First, Last Name: hours worked					
	John, Smith: 10hrs					
	Joe, Doe: 6hrs					
	First, Last Name: hours worked					
	First, Last Name: hours worked					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	NOTES.			

rev. orig

ADCTS MONTHLY USAGE REPORT

period

ADCTS FAULT REPORT

ADCTS Fault Report

Date of fault:

Time of fault:

Person reporting the fault:

CF Aircrew involved:
(if applicable)

Major item(s) involved:
(ACE #, IOS#, BDS# etc)

Description of Fault:
(include state of system at the time, attempted actions, error codes given etc)

A copy of this report shall be provided to the ADCTS Maintenance contractor within 5 minutes of the fault occurrence.

A copy of this report shall be provided to the ADCTS TA.

EXAMPLE PROGRESS CARD

	STUDENT: Lt Cone	DATE: 4 Feb 2020			S		BELOW AVERAGE BFM 2					
	INSTRUCTOR: Maj Legend	MISSION: BFM 2			++		<p>This is an example of how to write a progress card, including some guidance on grading, DPCOs, DNCOs and course time. Progress cards are written for the next IP, not the student, so don't put teaching points on them. Put a short comment on overall performance in this paragraph. Use this format for all your cards (indents, fonts, text size, colours, etc).</p> <p>6 A/A Weapon Switchology - Any event that requires amplifying comments on performance shall be highlighted in blue as shown on the left. Include in the comments any errors, points to fix, bad trends etc. Good comments should not go here, to avoid cluttering the card, but rather in the initial narrative.</p> <p>30 Checks and Airmanship - Any events flown below the required level shall be written in red and highlighted in red on the left. If there is even a possibility of any red tick, Marginal or Unsat on the mission, this must be discussed with the S Stds O (or D/Stds O) before the debrief. A red tick must be signed by the S Stds O or D/Stds O before being passed to the student.</p> <p>The QS definition of grades and levels can be found by putting the cursor over the grade or level to read the imbedded comments. Sortie time is takeoff to touchdown +5 mins (MRS time). Course time should equal sortie time in most cases but can be reduced (for long transits, weather, etc). If course time does not equal sortie time, the overall comments at the top must state why course time was reduced. Bottom line: if the sortie time was longer than the planned mission time for reasons other than the student's performance, then reduce it. If it was extended due to poor performance (extra sets required, etc.), then course time should equal sortie time. The extra 0.2 added for taxi is only entered in the logbook.</p> <p>DNCO- write a card but do not allocate a UMAS grade. Also ensure you annotate 0 course time. Don't assign levels, or it becomes a DPCO.</p> <p>DPCO- adjust course time accordingly. Do not assign a UMAS grade but assign a level for events completed. Any events missed should be clearly annotated by comments and/or an 'X' in the column to the left on Level 1 for that event.</p> <p>See page 2</p>					
T					+							
A					A							
S	TAIL 937				- X							
K	SORTIE TIME: 1.2				M							
#	COURSE TIME: 1.1	LEVEL S:	1	2	3	4	5					
1	GROUND HANDLING					X						
2	DEPARTURE/ENROUTE					X						
3	WPNS/ACM CHECKS					X						
4	DOUBLE ATTACK					X						
5	WEAPON EMPLOYMENT				X							
6	AIR-AIR WEAPON SWITCHOLOGY			X								
7	GX WEAVE DRILL #1			X								
8	GX WEAVE DRILL #2			X								
9	GUNS TRACKEX			X								
10	LEAD TURN EX											
11	GUNS DEFENCE EX/ FLOOR GUNS DEFENCE EX											
12	AIRCRAFT HANDLING- ENERGY MANAGEMENT			X								
13	AIRCRAFT HANDLING- SLOW SPEED &/OR HIGH AOA			X								
14	HIGH AOA BARREL OVER											
15	OFF BFM- 6K SET			X								
16	OFF BFM- 9K SET			X								
17	OFF BFM- 3K SET			X								
18	CORRECT USE OF LIFT VECTOR (LEAD/LAG/PURE)			X								
19	DEF BFM- 6K SET											
20	DEF BFM- 9K SET											
21	DEF BFM- 3K SET											
22	FLAT SCISSORS											
23	ROLLING SCISSORS											
24	LOOPING SCISSORS											
25	DECK TRANSITIONS			X								
26	EXPENDABLE USE											
27	NUETRAL BFM- 2 CIRCLE GAMEPLAN EXECUTION											
28	NUETRAL BFM- 1 CIRCLE GAMEPLAN EXECUTION											

STUDENT: Lt Cone

INSTRUCTOR: Maj Legend

29	RTB/ LANDING					X	
30	CHECKS AND AIRMANSHIP				X		
31	EMERGENCIES					X	
32	OTHER (SPECIFY IN NARRATIVE)						
33							
34							
35							

In the event you need to draw a diagram to illustrate, insert a text box and draw it in after printing the card.

STUDENT: Lt Cone

INSTRUCTOR: Maj Legend

IP GUIDE TO MISSION PROGRESS FLOW (TRAINER EVALUATION GUIDE)

IP Guide to Mission Progress Flow**Mission Assessments****Performance Levels****SUPERIOR (S)**

The student easily attained the overall objective of the mission and exceeded the minimum required performance levels in numerous mission tasks. He or she may not have demonstrated sub-standard performance in any task.

SATISFACTORY

The student met the objectives of the mission but may have had one task rated below the minimum required, except on the last mission of a phase.

-ABOVE AVERAGE (A++)

Student easily met the overall objectives of the mission and exceeded the minimum required performance levels in several mission tasks.

-HIGH AVERAGE (A+)

Student attained the overall objective of the trip as defined in the CTP and exceeded required levels in some of the tasks specified for the trip.

-AVERAGE (A)

Student met the overall objectives of the mission.

-BELOW AVERAGE (A-)

Student experienced some difficulty meeting the objectives of the mission.

MARGINAL (MA)

The student had significant difficulty meeting the objectives of the mission. This rating may result from a maximum of two tasks rated one performance level below the minimum required, excepted on the on the last mission of a phase.
Next mission must be at least SA.

UNACCEPTABLE (UN)

The student failed to attain the overall objectives of the msn as defined in the CTS and MBG. The following general guidelines normally apply to grade UNSAT msns, however failure or marginal ratings of a critical msn objective (upon discussion with the STDS O)

LEVEL 1

The student demonstrated major difficulties accomplishing the task. He or she required verbal and/or physical assistance to avoid making critical errors, and is not qualified to practice the task solo.

LEVEL 2

may render a msn UNSAT.

- three or more tasks rated one level below the minimum required
- one task rated two levels below the minimum required
- a subsequent rating less than the minimum required in the same task on a consecutive mission
- one or more tasks rated below the required level on the last mission
- a mission grading of less than SA on the last mission of a phase

The course member demonstrated a basic knowledge of the mechanics, techniques and procedures of the tasks to be performed; however, he or she made errors of commission or omission and required verbal assistance to avoid making critical errors.

LEVEL 3

The course member demonstrated a detailed knowledge of the mechanics, techniques and procedures of the tasks to be performed. He or she performed each task with no critical errors and required only minimal verbal assistance. He or she can analyze errors and is qualified to practice the tasks solo.

LEVEL 4

The student demonstrated a detailed knowledge of the mechanics, techniques and procedures of the task to be performed. He or she consistently performed the task without assistance and with only minor errors.

LEVEL 5

The student's performance reflected an unusually high degree of ability. His or her knowledge, understanding and performance were thorough and complete.

EMBEDDED CONTRACTOR LETTER OF ACKNOWLEDGEMENT

Dear (printed name of embedded contractor) _____;

1. Under contract _____ (*contract number*) _____, you have been identified by the Canadian Department of National Defence (DND) as an “embedded contractor” with a need to examine controlled goods and/or access controlled technical data as defined in DAOD 3003-0, Controlled Goods. “Embedded contractors” are specifically identified individuals under contract to DND who work under the day- to-day direction and control of the DND, within a DND establishment.

2. In accordance with DAOD 3003-1, Management, Security and Access Requirements Relating to Controlled Goods, “embedded contractors” are permitted to have access to controlled goods and/or controlled technical data on the same basis as DND personnel if certain criteria are met. Your initials are required next to each of the following items to confirm that you, as an individual, meet these criteria:

_____ a. You, or your parent company, is registered, or exempt from registration, with the Controlled Goods Directorate at Public Works and Government Services Canada (PWGSC –CGD);

i) Company Name: _____

ii) Registration #: _____

iii) Expiry Date: _____

_____ b. You are a Canadian Citizen, or are a non-Canadian who has obtained a waiver from the CTAT Office (indicate country of citizenship and attach waiver); AND

_____ c. You maintain a Level II (Secret) clearance issued by the Government of Canada.

3. By receiving this permission to access controlled materiel within DND when such access is required, you are under obligation to comply with all elements of DAOD 3003-1 with respect to the handling and safeguarding of controlled goods. You are also required to complete applicable training on controlled goods.

4. As an “embedded contractor” in DND you are not permitted to disclose controlled goods or technical data to anyone other than authorized DND personnel who have a need to know, are Canadian citizens, and have a minimum SECRET level clearance. This includes other individuals who have been identified as embedded contractors. You MUST NOT disclose or transfer controlled materials to any outside third parties, including the company employing you or contracting for your services, unless otherwise so authorized.

5. Non-compliance with the terms of DAOD 3003-1 and this letter may result in the denial to access controlled goods/technical data and/or may be considered a default under your current contract.

6. By signing below, you acknowledge your obligations and responsibilities as an embedded contractor in DND with respect to controlled goods.

CO/MANAGER NAME (signature) _____

CO/MANAGER NAME (print) _____

UNIT _____ DATE _____

I, the undersigned, hereby agree to abide by the terms of this letter and DAOD 3003.

CONTRACTOR NAME (signature) _____

CONTRACTOR NAME (print) _____

DATE _____

STAFFING PLAN TEMPLATE

**ADVANCED DISTRIBUTED COMBAT TRAINING SYSTEM (ADCTS) MISSION
TRAINING CENTRE
CONTRACTOR STAFFING PLAN**

List of Amendments

Identification of Amendment		Issue Date	Signature
Amendment No.	Change Desc.		
Original			
Change 1			
Change 2			
Change 3			
Change 4			
Change 5			
Change 6			

1.0 ADCTS MTC STAFF LIST

Instructions: Provide the names of Contractor staff that will be manning the Bagotville and Cold Lake MTCs, as well as associated details as required, or additional details as required.

Note 1: The column requiring MTC contact information is not required for the submission with the proposal

Note 2: The number of rows provided in the tables below is arbitrary, and can be reduced or increased to match the number of personnel that will be staffing the MTCs.)

Note 2: PTL* attained column is the Pilot Tactical Leadership Level or equivalent designation

1.1 Bagotville MTC

Bagotville Instructor Pilot Staff

	Instructor Pilot Name (Last, First)	PTLL* attained	MTC Contact No. (phone / email)	Fluent Language	
				English (Y/N)	French (Y/N)
1					
2					
3					
4					
5					

Name of Instructor Pilot designated as the Training Manager: (Instructor Pilot Name)

Bagotville Console Operator Staff

	Console Operator Name (Last, First)	PTLL* attained	MTC Contact No. (phone / email)	Fluent Language	
				English (Y/N)	French (Y/N)
1					
2					
3					
4					
5					

Bagotville Additional Staff Positions

	Name (Last, First)	Designation / Function	MTC Contact No. (phone / email)	Fluent Language	
				English (Y/N)	French (Y/N)
1					
2					
3					
4					
5					

1.2 Cold Lake MTC Staff

Cold Lake Instructor Pilot Staff

	Instructor Pilot Name (Last, First)	PTLL* attained	MTC Contact No. (phone / email)	Fluent Language	
				English (Y/N)	French (Y/N)
1					
2					
3					
4					
5					
6					
7					

Name of Instructor Pilot designated as the Training Manager: (Instructor Pilot Name)

Cold Lake Console Operator Staff

	Console Operator Name (Last, First)	PTLL* attained	MTC Contact No. (phone / email)	Fluent Language	
				English (Y/N)	French (Y/N)
1					
2					
3					
4					
5					
6					

Cold Lake Additional Staff Positions

	Name (Last, First)	Designation / Function	MTC Contact No. (phone / email)	Fluent Language	
				English (Y/N)	French (Y/N)
1					
2					
3					
4					
5					

2.0 Staffing Absence Contingency Plan

Instructions: Provide the plan to maintain the required staffing levels in the event that staff are absent or unable to conduct their work.

3.0 Staff Schedules

Provide a staffing schedule for both MTCs, which will indicate if there will be any staff rotation throughout the work week, or part time personnel.

4.0 Staff Miscellaneous Functions

Provide descriptions as to how and whom various duties, such as common staff administrative functions, access control, and scheduler are distributed.