

ARMY JUNIOR OFFICER STAFF QUALIFICATION JADM.00.20.SE
UNIT COMMANDING OFFICERS
RESPONSIBILITIES

GENERAL

1. In keeping with Canadian Forces (CF) Policy, Army Transformation and the way ahead, the Land Force Doctrine and Training System (LFDTS) has implemented changes to the Army Officer Development Period 2 (DP 2) Training Model. The new DP 2 Training Model came into effect for the Primary Reserve on 1 Sept 06 and the Regular Force on 1 Jan 07. This new model incorporates the Army Junior Officer Staff Qualification (AJOSQ), the Army Tactical Operations Course (ATOC) and the Army Operations Course (AOC). Officers are required to complete the AJOSQ prior to attending the ATOC, and to complete the ATOC prior to attending the AOC. Officers enter the DP 2 period as soon as they are military occupation (MOSID) qualified. At this point, they can commence the AJOSQ. Once the AJOSQ requirements are completed, officers will be eligible for loading on the ATOC.

AIM

2. The aim of this document is to provide unit COs with the procedures that apply to the unit supported curriculum.

PROCEDURES

3. **AJOSQ.** The AJOSQ is a Self-study Army professional development programme, consisting of five Performance Objectives (PO) and three Education Objectives (Ed O), as follows:

- a. PO 201 – Lead Subordinates;
- b. PO 202 – Apply Military Law;
- c. PO 203 – Apply the Defence Management System;
- d. PO 204 – Conduct Unit Training;
- e. PO 205 – Manage Financial Resources;
- f. Ed O 201 – Impact of Technology on Land Operations;
- g. Ed O 202 – Garrison Staff Duties; and
- h. Ed O 203 – Army Organizations.

4. The following table describes the requirements and time that should be spent for each PO or EdO, for Regular Force & Primary Reserve Officers:

| REQUIREMENTS | | | | |
|----------------------------|--|-------------|---|-------------|
| | Regular Force | Time | Primary Reserve | Time |
| PO 201 – Lead Subordinates | <ul style="list-style-type: none"> • OPME PSE 402 – Leadership & Ethics | 135 hrs | <ul style="list-style-type: none"> • CLFCSC Self-Study Package and • Formal Assessment* <p>or</p> | 5.5 days |

| REQUIREMENTS | | | | |
|---|---|-------------|---|-------------|
| | Regular Force | Time | Primary Reserve | Time |
| | | | <ul style="list-style-type: none"> OPME PSE 402 – Leadership & Ethics | |
| PO 202 – Apply Military Law | <ul style="list-style-type: none"> OPME DCE 002 – Introduction to Military Law | 35 hrs | <ul style="list-style-type: none"> OPME DCE 002 – Introduction to Military Law | 2.5 days |
| PO 203 – Apply the Defence Management System | <ul style="list-style-type: none"> OPME DCE 001 – Introduction to Defence Management | 35 hrs | <ul style="list-style-type: none"> OPME DCE 001 – Introduction to Defence Management* (*not mandatory) | 2.5 days |
| PO 204 – Conduct Unit Training | <ul style="list-style-type: none"> CLFCSC Self-Study Package, On-line exam and Subunit Training Plan* (see marking guide) | 36 hrs | <ul style="list-style-type: none"> CLFCSC Self-Study Package, On-line exam and Subunit Training Plan* (see marking guide) | 5 days |
| PO 205 – Manage Financial Resources | <ul style="list-style-type: none"> CLFCSC Self-Study Package and On-line exam | 15 hrs | <ul style="list-style-type: none"> CLFCSC Self-Study Package and On-line exam | 2 days |
| EDO 201 – Impact of Technology on Land Operations | <ul style="list-style-type: none"> CLFCSC Self-Study Package and On-line exam or <ul style="list-style-type: none"> OPME HIE 275 – Survey of Technology, Society and Warfare | 68 hrs | <ul style="list-style-type: none"> CLFCSC Self-Study Package and On-line exam or <ul style="list-style-type: none"> OPME HIE 275 – Survey of Technology, Society and Warfare | 8.5 days |
| EDO 202 – Garrison Staff Duties | <ul style="list-style-type: none"> CLFCSC Self-Study Package and Military Writing Assessment* (see Marking Guide) | 23 hrs | <ul style="list-style-type: none"> CLFCSC Self-Study Package and Military Writing Assessment* (see Marking Guide) | 3 days |
| EDO 203 – Army Organizations | <ul style="list-style-type: none"> CLFCSC Self-Study Package and On-line exam | 31 hrs | <ul style="list-style-type: none"> CLFCSC Self-Study Package and On-line exam | 2 days |

5. These requirements are identical for both Regular and Primary Reserve (P Res) Forces. P Res officers will cover these same topics; however, slightly reduced in scope. This is due to a restriction in hours of study and financial reimbursement to the student. It must be noted that there is no restriction posed upon a P Res officer from taking an applicable OPME other than the issue of salary retrieval.

6. In the conduct of the AJOSQ, unit COs will carry out the assessment function on behalf of CLFCSC for:

- a. PO 201 – Lead Subordinates (P Res only);
- b. PO 204 – Conduct Unit Training (JTRG) (Reg F & P Res); and
- c. Ed O 202 - Garrison Staff Duties (JGSD) (Reg F and P Res).

7. Units will be expected to conform to established CLFCSC marking guidelines specific to the subjects being evaluated. These marking guides are available at [CLFCSC On-line Learning Centre \(OLC\)](#) Unit COs are to critically examine all work produced by students. Once students have met the standard, as assessed by their CO, units are to forward an e-mail to the CLFCSC AJOSQ Administrator (joseph.gilker@forces.gc.ca) and CC the OPI (david.jackson3@forces.gc.ca) indicating that the student has successfully completed the requirements for the specific PO/EdO. The following information is required:

| | |
|--|--|
| To... | Gilker JB@CLFCSC@Kingston |
| Cc... | Jackson Maj DM@CLFCSC@Kingston |
| Subject: | AJOSQ / Unit Assessment - SN Rank Last Name & Init |
| <p>Mr. Gilker,</p> <p>1. This email is to confirm that NM, Rank, Last Name & Init has met the following requirements for AJOSQ for the following PO/EdO:</p> <ul style="list-style-type: none"> a. PO 201 - Lead Subordinates (delete if not applicable); b. PO 204 - Conduct Unit Training; and c. EdO 202 - Garrison Staff Duty. <p>2. Please amend his/her OLC file.</p> <p>Unit CO Signature Bloc</p> | |

STUDENT REGISTRATION

8. All candidates are required to register for the AJOSQ through the [CLFCSC OLC website](#) on the Defence Information Network (DIN). Candidates who do not have access to a DIN computer can download the registration form from the [Internet OLC website](#) fax it to CLFCSC (613 540-8308). In order to register, candidates are required to provide either their DND@Forces.gc.ca e-mail address or an Internet e-mail address. Once registered, candidates will receive a return e-mail from CLFCSC with further instructions regarding a login name and a password with which to access the study material.

STUDENT PROGRESS

9. Before contacting CLFCSC Staff in order to know their progress, students must go directly to the OLC Website and click on:
- a. Student Option;
 - b. Login; and
 - c. My marks.

COMPLETION OF AJOSQ

10. When all requirements are met, students have to inform via email Mr. Gilker (joseph.gilker@forces.gc.ca). He will send a request to CTC Gagetown in order to update the student's MPRR with the following MITE Crse Id: **116030**. When data is entered into MITE, students will receive a confirmation from CTC Gagetown.

COURSE COMMENTS

11. At the conclusion of each AJOSQ subject, a link is provided for student comments on the programme. **BOTH STUDENTS AND UNIT COs** can place their comments/feedback at these locations.
12. For additional information, AJOSQ candidates and their COs should contact the CLFCSC OLC through either the DIN or the Internet at <http://armyapp.forces.gc.ca/olc/>