

52

City of Calgary

Royal Canadian Air Cadet Squadron



Cadet Handbook

Name: _____

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1.0 Introduction

It is the direction of the Commanding Officer and Staff of 52 Squadron that you read through this handbook and use it for a reference throughout your cadet career. This handbook contains information that 52 Squadron has deemed as core learning you need to ensure a solid progression through the program. This handbook has direct quotes from CATO 55-04, the Air Cadet Dress Regulations, this handbook is not intended to replace the CATO, it references common rules and regulations. The CATO should always be referenced for further clarity and will always supersede what's written here.

If you ever have any questions about the content or suggestions for additional content, please approach the Adjutant through the Chain of Command.

In addition to information contained in this handbook, you will find additional information at:

52 Squadron Website:

<http://www.52aircadets.ca>

52 Squadron Facebook page:

<http://www.facebook.com/52aircadets/>

Cadets Canada website:

<http://www.cadets.ca>

Cadet Portal website: (which you will have to create a login for).

<https://portal-portail.cadets.gc.ca>

This site includes the Cadet Administrative and Training Orders as well as other reference material.

2.0 52 Squadron History

52 Calgary Squadron was formed in September of 1941 and received its charter on 3 December 1941. By the following May, 725 cadets were on parade at #2 Wireless School, Calgary. By the end of the Second World War, this number had dropped to 169. A large number of the squadron's original alumni served overseas during this conflict, many never returning home after offering their life in service to their country.

In 1964, the Squadron was operating out of a group of "H" huts located in the Mewata Armories parking lot. Three years later, in 1969, the Squadron was moved into Mewata Armories where it remained until 1977. At that time, due to the growth of the city, it was decided to move into one of the south communities. The Squadron was then moved to Haysboro Elementary School where it remained until 1981. 1977 was also the year that 52 became the first Calgary squadron to obtain a "Parent Sponsoring Committee". In 1981, the fortieth anniversary of the Squadron, the Mayor of the City of Calgary bestowed the honour of the "Keys to the City" to 52 Squadron. This was a Canadian first. It was at this time that the name of the Squadron was officially changed to "City of Calgary". Also during 1981 the Squadron secured a building for its own use. After an almost unimaginable amount of hard work on the part of many fine people, a completely refurbished double wide trailer was located adjacent to Harold Panabaker Junior High School and in September, 1983 this trailer became the new headquarters building for 52 Squadron. From 1983 to present day, 52 Squadron has been utilizing their new headquarters, the facilities at Panabaker Junior High, and, a portion of the Southwood Community Hall.

We are proud to have an affiliation with 403 (Helicopter) Operational Training Squadron, an active Royal Canadian Air Force Squadron that flies the CH-146 Griffon helicopter. 403 Squadron is forward deployed from 1 Wing Kingston to CFB Gagetown, and is the Centre of Excellence for tactical helicopter operations in the RCAF.

3.0 Information About 52 Squadron

3.1 Location of Squadron Offices

Southland Community Centre, 11 Sackville Drive SW

3.2 Location of Tuesday Night Training

Harold Panabaker Jr High School, 23 Sackville Drive SW

3.3 Weekly Call Downs

Every cadet, regardless of rank shall be assigned someone of a higher rank to be a contact for information. That person may be a section commander, a 2nd in command of a flight, a flight commander or higher.

Every week everyone should receive a call on Sunday afternoon/evening passing down information about the next week's activities. If you haven't received a phone call by Sunday at 2000hrs, then you need to call up to find out the information. If you're not getting phone calls, you need to report to your Flight Commander.

3.4 Sick/Absent Parade

If you're going to be absent from cadets, you need to either call the squadron and leave a message before 1800hrs on Tuesdays at 403-255-5922 or email 52air@cadets.gc.ca

3.5 Attendance

Attendance is tracked and is used as a measure of your progress within the program. If you do not meet a minimum attendance throughout the year, you will not pass your level. We also use attendance as a measure towards selection towards activities such as March Break Trips. Your flight commander takes attendance at the beginning of the evening at opening parade. If you're late you must speak with your Flight Commander, speak to the cadet Duty Staff or attend the Administration Office to have yourself marked present.

4.0 The Basics of Drill

4.1 The Need For Drill

The need for drill as a part of actual warfare has long disappeared. Drill's second value however, remains as important as ever, especially in a cadet squadron. There is no better way of developing sharpness and team spirit (esprit de corps) – both important elements of the cadet world.

This guide will give you the basics of drill you'll need to stand on parade. You'll learn all of the complicated drill movements as time goes on. If you want to learn more and more about drill you can:

- Stay in cadets and actively participate in drill classes;
- Join the Squadron Drill Team;
- Read the Canadian Forces Manual of Drill and Ceremonial A-PD-201-000/PT-000

4.2 The Standard Pause

Some drill movements require a standard pause to be observed. This means that while performing a drill movement you will hold your position for a precise period of time without moving. This pause allows you to perform movements precisely. The standard pause is calculated from the quick march cadence (which is .60 paces per minute). It is the equivalent to two paces or 1.5 seconds. You will learn to recognize the length of the standard pause by listening to the beat of the base drum of your your instructors as they call out the time.

4.3 Position of Attention

The position of attention is one of readiness in expectation of a word of command.

Exactness in this position is important as the position is adopted by officers and cadets when addressing a superior.

The position of attention is as follows:

1. Heels together in line;
2. Feet turned out to form an angle of 30 degrees;
3. Body balanced and the weight evenly distributed on both feet;
4. Shoulders level, square to the front;
5. Arms hanging as straight as their natural bend will allow, with elbows and wrists touching the body;
6. Wrists straight, the back of the hand held outwards;
7. The fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers; and
8. Head held erect, neck touching the back of the collar, eyes straight to the front.

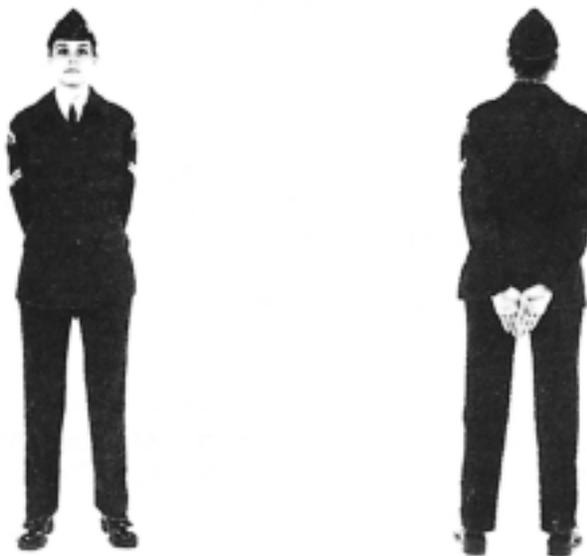
NO part of your body shall be strained when in the position of attention. Try to relax; muscles should not be tense, merely held in position.

DO NOT move, fidget, look around when you're at the position of attention. To keep the blood flowing in your lower body, wiggle your toes in your boots and gently bend your knees. If you lock up the muscles in your legs, it will prevent blood flowing and you will eventually feel sick and pass out.



4.4 Position of Stand At Ease

The stand at ease is an intermediate position between attention and stand easy. **It allows no movement**, but can be maintained, without strain, for a longer time than the position of attention.



4.5 Stand At Ease From Attention

On the command “STAND AT – EASE” you shall:

- Bend your left knee, carry your left foot to the left, straightening it in double time, and smartly place your foot flat on the ground, with the insides of your heels 25cm (10in) apart;
- At the same time, with a quick motion, bring your arms behind your back, stretched to their full extent, and place the back of your right hand in the palm of your left, with thumbs crossed right over left, the fingers together and extended; and
- Balance your body with your weight evenly distributed on both feet.

4.6 Bending The Knee

You will notice the term “bend the left (right) knee” is used throughout drill manuals. The term means to bend your knee so your foot will hang at its natural angle with the toe pointed downwards 15cm (6in) off the ground and directly underneath the knee.



4.7 Stand Easy

This position of stand easy is ordered when it is time for the squad to relax. This command is only given when the squad is in the position of Stand At Ease.

On the command of “STAND – EASY”, you shall:

- Close your hands and bring your arms to the position of attention;
- Observe a standard pause; and
- Relax

When standing easy, you may adjust clothing and equipment briefly, but you **SHALL NOT move your feet or talk, or play with your cell phone!**



4.8 Stand At Ease From Stand Easy

On the command, “SQUAD”, “FLIGHT”, “SQUADRON”, etc..., you shall assume the position of stand at ease.

4.9 Attention From Stand At Ease

On the command, “ATTEN – TION”, you will:

- Bend your left knee and straighten your left leg in double time, placing your left foot smartly beside the right, in the position of attention, toe touching first, followed by the heel, and with heels aligned; and
- At the same time, with a quick motion, bring your arms and hands to the position of attention.

4.10 Saluting With The Hand

The salute is given with the **RIGHT** hand. When a cadet is unable to salute, due to carrying of articles, compliments will be paid by turning the head and eyes to the left or right or standing at attention, as appropriate.

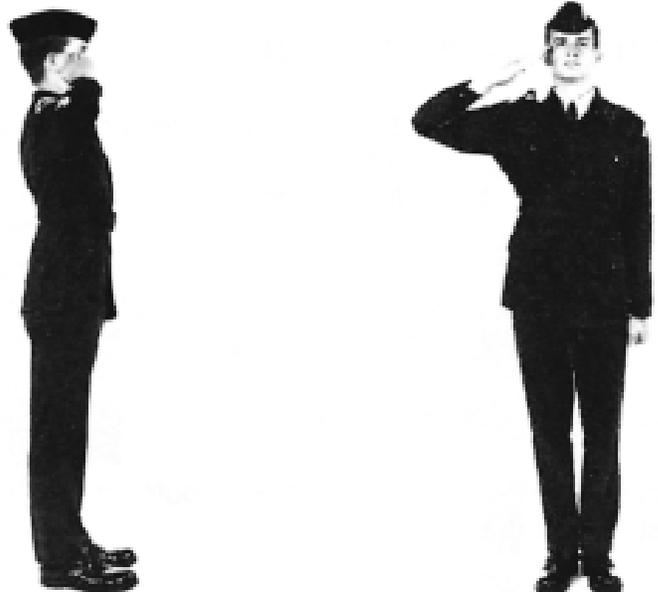
4.11 Saluting In A Formed Group

When walking with a group of cadets and you approach an officer, all cadets will salute the officer. If you're marching in a formed group, the leader of the formed group will take the salute on behalf of all of the cadets marching. If the officer is a senior officer (Major or Lieutenant Commander and up), the cadet in charge of the group will call an eyes right and salute.

To salute you shall:

- Bend your right elbow and open the palm of your right hand; and
- Force your right hand by its shortest route to the outside edge of the eyebrow so that:
 - The palm of the hand is facing down;
 - The thumb and fingers are fully extended and close together;
 - The tip of the second finger is touching the outside of your right eyebrow
 - The hand, wrist and forearm are in a straight line;
 - The elbow is in line with the shoulders; and
 - The upper arm is parallel to the ground.

These steps complete the upward movement of the salute. Then salute is held for the standard pause or until a salute is returned by an officer. The downward movement is then executed by bringing your hand sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below the shoulder level.



4.12 Feeling Ill/Sick On Parade

If you start to feel sick or ill on parade, you will kneel on one knee and remove your headdress. This will signal a senior cadet or officer to come help you. Do not be embarrassed, if you wait too long you could fall down and hurt yourself.

5.0 Paying of Compliments

We usually think of a compliment as a pleasing comment. In the military, compliments are somewhat similar. The reason for saluting is, in one word, respect. The air cadets salute because they have respect for the organization in which they serve.

5.1 When To Salute

1. The rules governing saluting by air cadets include the following:
 - Cadets shall salute all commissioned officers, **including those not in uniform.**
 - Warrant officers or Officer Cadets shall NOT be saluted
 - When a cadet addresses or is addressed by a commissioned officer, the cadet shall salute. The cadet shall salute again when the conversation has ended.
 - Cadets do not salute cadets at any time.
2. When our National Anthem or a foreign national anthem plays:
 - An officer or cadet in uniform and wearing head-dress will come to attention and salute when not in a formed body.
 - With head-dress removed, all ranks will stand at attention.
 - On parade, officers and cadets in certain positions of responsibility will salute, all others will stand at attention.
 - In civilian clothes, all ranks will stand at attention.
3. When the Canadian Flag is being lowered or raised, cadets shall halt, face the flag, stand at attention & salute.
4. Cadets shall salute the quarter-deck when boarding and upon leaving any of Her Majesty's ships or those of a foreign service.

5. Officers or cadets shall not ordinarily pay compliments in buildings except in the following circumstances:
 - The playing of our National Anthem;
 - When addressing or being addressed by an officer entitled to a salute: and
 - When requesting permission to enter an officer's office or when leaving an officer's office.

6. The procedure for saluting when entering and exiting an officer's office is as follows:
 - Halt just outside of the officer's office doorway.
 - Salute and ask permission to enter
 - Hold the salute until the officer gives you permission to enter
 - When the business is complete, before walking out of the office, stand in the doorway facing the officer, come to attention, salute and ask permission to carry on. Hold the salute until the officer gives you permission to carry on. Then turn right and leave the office.

7. When you are not wearing your head-dress, or when not in uniform, you SHALL NOT salute. In such a case you should use an eyes left or right or come to attention.

8. At 52 Squadron, you will salute:
 - Outside;
 - In the gymnasium (parade square);
 - Entering the:
 - Commanding Officer's Office,

9. At 52 Squadron, you will come to attention and ask permission to enter at the following locations:
 - Training Officer's Office;
 - Administration Officer's Office; and
 - Supply Officer's Office.

6.0 Ranks Of The Cadet Program

To assist you in understanding our rank system used in cadets, please look at the table below:

SEA CADET RANKS	ARMY CADET RANKS	AIR CADET RANKS
ORDINARY SEAMAN (OS) (NO BADGE)	CADET (NO BADGE)	AIR CADET (AC) (NO BADGE)
ABLE SEAMAN (AB) 	PRIVATE (Pte) 	LEADING AIR CADET (LAC) 
LEADING SEAMAN (LS) 	CORPORAL (Cpl) 	CORPORAL (Cpl) 
MASTER SEAMAN (MS) 	MASTER CORPORAL (MCpl) 	FLIGHT CORPORAL (FCpl) 
PETTY OFFICER SECOND CLASS (PO2) 	SERGEANT (Sgt) 	SERGEANT (Sgt) 
PETTY OFFICER FIRST CLASS (PO1) 	WARRANT OFFICER (WO) 	FLIGHT SERGEANT (FSgt) 
CHIEF PETTY OFFICER SECOND CLASS (CPO2) 	MASTER WARRANT OFFICER (MWO) 	WARRANT OFFICER SECOND CLASS (WO2) 
CHIEF PETTY OFFICER FIRST CLASS (CPO1) 	CHIEF WARRANT OFFICER (CWO) 	WARRANT OFFICER FIRST CLASS (WO1) 

7.0 Ranks of the Royal Canadian Air Force

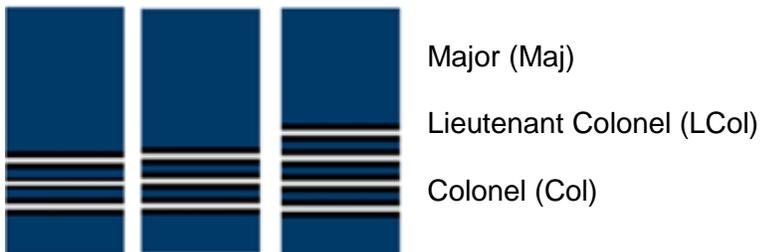
It is important to understand the ranks of the people who administer the air cadet program. The table below will assist you in learning the ranks.

7.1 Royal Canadian Air Force Officers (from left to right):

Junior Officers



Senior Officers:



Flag Officers



7.2 Royal Canadian Air Force Non-Commissioned Members (from left to right)

Junior Non-Commissioned Members



Senior Non-Commissioned Officers and Warrant Officers



Senior Appointments



8.0 Dress Regulations

Cadet Administrative and Training Order 55-04 is what governs the dress instructions for the Air Cadet Program.

Your uniform is loaned to you and you are expected to take care of it as it was your own. If your uniform becomes damaged or if you out-grow it (and this will happen!), you may come to Supply to exchange pieces that you need.

It is expected that your uniform will look immaculate every time you put it on.

Cadets shall wear the uniform when:

- a. attending training or proceeding to or from a place of training unless the sqn CO gives directives to the contrary;
- b. proceeding to or from a CSTC; and
- c. attending ceremonies or functions at which the wearing of uniform is appropriate and authorized by the sqn or CSTC CO.

8.1 Wearing / Care Instructions

8.1a Wedge Cap

Worn on the right side of your head with the front buttons centered on your nose. The bird on the cap badge should always look towards the sky. The wedge is to be 2.5cm above your right eye-brow (measured with 2 fingers). Keep the wedge clean and free of lint.

8.1b Tunic

Wash the tunic regularly to keep it clean. Keep all of the pockets buttoned at all times. The tunic should be well pressed, do NOT apply an iron directly to the material, use a damp cloth to prevent it from shining. The sleeves are NOT to be creased.

8.1c Pants

Your pants should be washed frequently to keep clean. Your pants should be pressed and the creases should be sharp. Same as for the tunic, use a damp pressing cloth to ensure your pants aren't shiny or burn. The crease in the pants should be in the centre of each leg from the top of the pant all the way to the bottom. Rear creases extend up the centre of the pant leg and meet in the back at the waistband, forming a "V". If the

length of your pants is higher than the 3rd bootlace measured up from the bottom, it's time to go to Supply and get a new pair of pants, you're growing!

8.1d Navy Blue T-Shirt

Your t-shirt should be washed frequently and ironed.

8.1e Light Blue Dress Shirt

Your shirt should be washed frequently, with particular emphasis along the collar. Use stain remover if necessary to keep the collar area clean. The shirt needs to be ironed crisply. There needs to be a crease down the centre of each of your sleeves which begins at the centre of each epaulette down to the bottom of the sleeve. Light starch may be used to keep the shirt crisp and looking sharp. Your rank slip-ons must be on your shirt. You will wear the appropriate wings, medals and pins that you have been awarded or presented in accordance with CATO 55-04. A name tag shall always be worn on your outer most garment (shirt or tunic).

8.1f Necktie

Your necktie should be ironed and tidy. The following diagram shows you how to tie your tie in the Windsor Knot.



WINDSOR KNOT

8.1f Boots

Your boots need to be laced in the following way:

You need to keep your boots clean and highly polished. To get a good shine on your boots:

- Purchase a polish cloth and a can of kiwi polish
- Remove dust and dirt from the boot by either using a soft damp cloth (different than your polishing cloth), or running your boots under cold water.
- Use an old toothbrush to remove dirt from the welts, use a small amount of polish to get the welts black (Welts are the laces that run along the top of the sole of your boot)
- Apply a moderate amount of polish to the area of the boot you will polish first. Use a polish cloth wrapped tightly around your index finger and dampened with cool water. You should work one section of the boot at a time. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works into the boot. Continue with the circular motion until you can no longer see the circles formed by the polish. You will have to continue applying coats of polish in this way until the boots have a high gloss. Considerable patience is required with new or un-polished boots. Boots must be cleaned and polished weekly to achieve a good shine, it takes time and effort.

ANKLE BOOTS



STRAIGHT-ACROSS METHOD

8.2 Orders of Dress

- C-1 Full uniform, dress shirt and tie, full medals, name tag
- C-2 Full uniform, dress shirt and tie, medal ribbons
- C-2B No tunic, dress shirt, open collar, no tie
- C-4 Full uniform, navy blue t-shirt, medal ribbons
- C-4A No tunic, navy blue t-shirt
- C-8 Mess dress, tunic, white dress shirt (purchased on your own), black bow-tie (purchased on your own)

8.3 Deportment

Chewing gum, slouching, sauntering, placing hands in pockets, smoking or eating on the street, walking hand in hand, and similar deportment which detracts from a proud and orderly appearance in the eyes of the public is unacceptable for cadets in uniform. The object of this guideline is to project an image of a disciplined and self-controlled group. Thus, as one example, physical displays of affection between uniformed cadets shall be avoided.

8.4 General Appearance

The standard of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Air Cadet Organization. The regulations are not intended to be too restrictive. Their intent is to ensure a high standard of grooming consistent with that expected of cadets while also recognizing the standards of Canadian society.

Cadets in uniform shall be well groomed with footwear cleaned and shone. Their uniform shall be clean and properly pressed at all times. In particular, buttons, fasteners and zippers shall be kept closed. Pockets shall not be bulged; items such as glasses, sun-glasses, glasses cases, pens, pencils, key-rings or paper shall not be visibly extended nor protrude from pockets or be suspended from waist belts or pockets. Headsets from a radio receiver, tape/CD player or other personal entertainment device shall not be worn.

8.5 Make Up / Jewellery

Female cadets are authorized to wear a minimal amount of make-up. When in uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up.

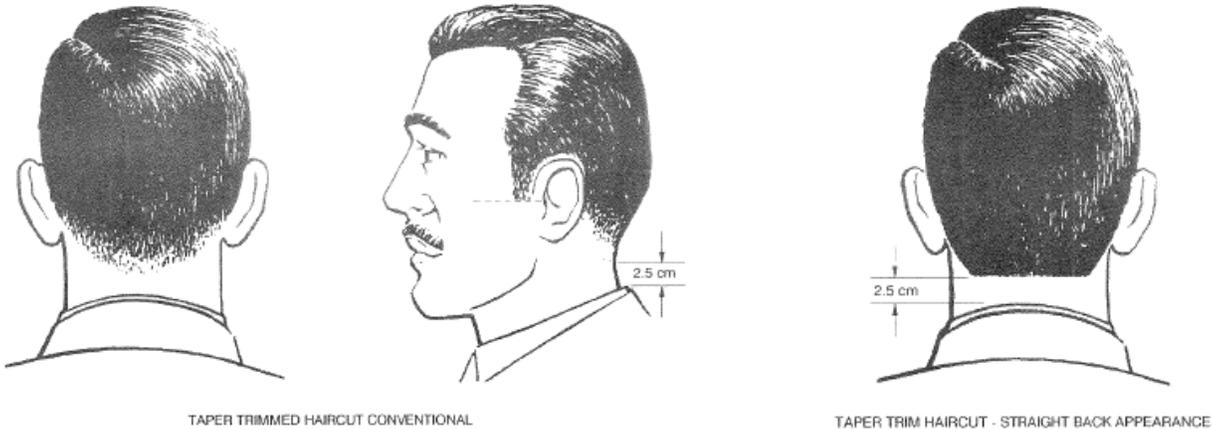
The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet and a maximum of two rings, which are not of a costume jewellery nature. In addition, female cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and not exceed 0.6 cm in diameter. No other type of earring shall be worn except for a gold or silver-healing device of similar shape and size, which may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear lobe, may be worn at a time. Male cadets are not authorized to wear an earring or earrings.

8.6 Hair cuts

8.6a Males

The following additional details apply to male cadets:

a. hair must be taper trimmed at the back, sides, and above the ears to blend with the hairstyle; be no more than 15 cm (6 in.) in length and sufficiently short that, when the hair is groomed and wedge is removed, no hair shall touch the ears or fall below the top of the eyebrows; be no more than 4 cm (1-1/2 in.) in bulk at the top of the head, gradually decreasing to blend with the taper trimmed sides and back; and be kept free from the neck to a distance of 2.5 cm (1 in.) above the shirt collar. Taper trimmed square back styles and shaving of all the hair on the head are permitted;



b. sideburns. Shall not extend below a line horizontally bisecting the ear, and shall be squared off horizontally at the bottom edge and taper trimmed to conform to the overall hairstyle;

c. moustaches. When moustaches are worn alone, the unshaven portion of the face shall not extend outwards beyond the corners of the mouth. Moustaches shall be kept neatly trimmed; not be greater than 2 cm (3/4 in.) in bulk; not extend below the corners of the mouth and not protrude beyond the width of the mouth; and

d. beards. Only cadets adherent of the Sikh religion (see Annex C) or cadets experiencing recognized medical problems preventing them from shaving may wear the beard. In the latter case, a note from a medical practitioner is required.

8.6b Females

The following additional details apply to female cadets. Hair shall not extend below the lower edge of the shirt collar (see exception below). Exaggerated styles, including those with excessive fullness or extreme height, are not authorized. Braids, if worn, shall be styled conservatively and tied tightly; secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. Multiple braids extending below the lower edge of the collar are to be gathered in a bun. With the permission of the sqn CO, a reasonable period may be authorized in order to transition from short to long hairstyles during which time hair may extend below the lower edge of the shirt collar.



SHORT HAIR STYLE



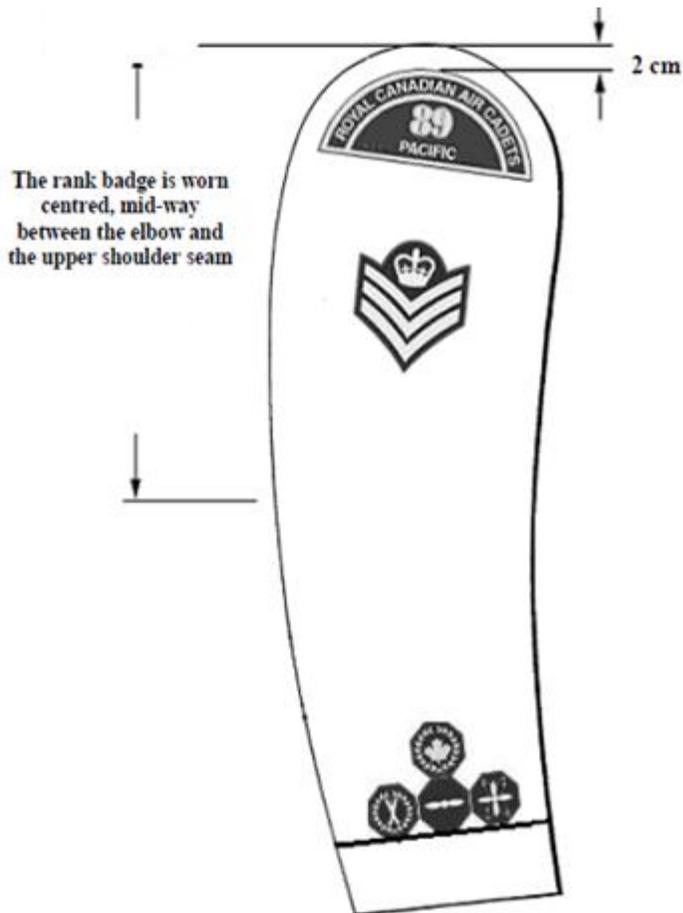
STRAIGHT HAIR STYLE WITH BUN



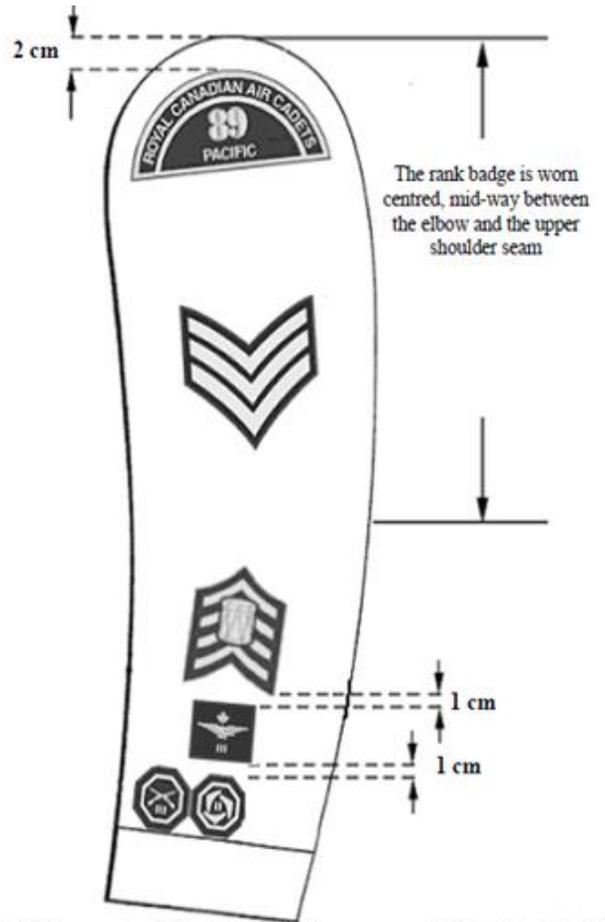
8.7 Location of Badges

8.7a Tunic Arm Sleeves (other than WO2 or WO1)

Right Sleeve (other than WO2 or WO1)



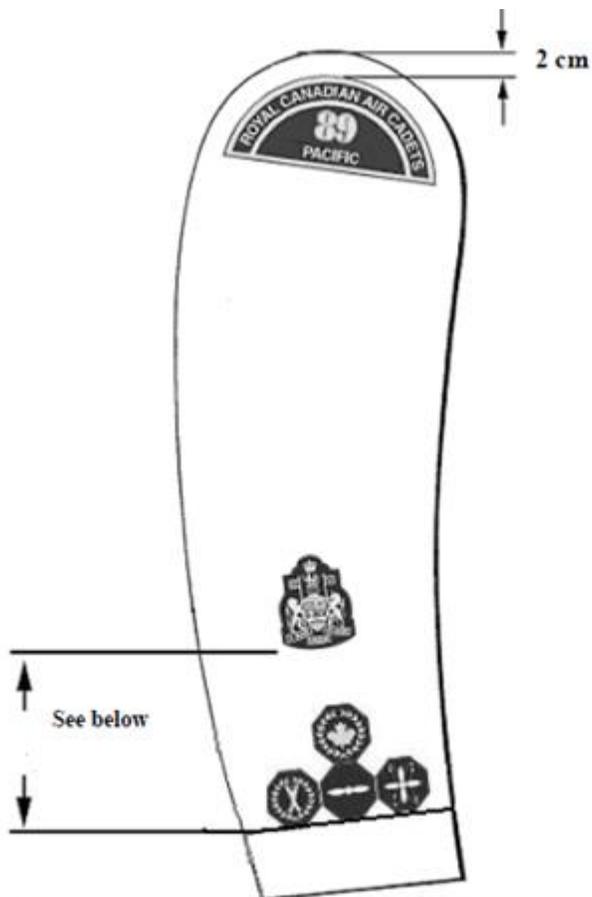
Left Sleeve (other than WO2 or WO1)



Note: If no Cadet Achievement and Certification Badges are worn, the Squadron Proficiency Level badge is worn immediately above the cuff

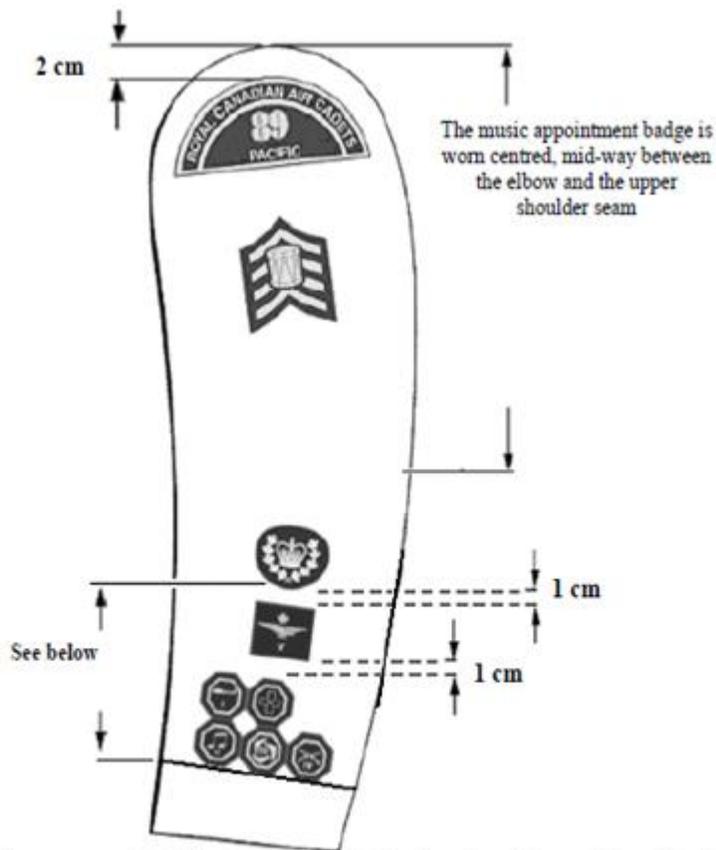
8.7b Tunic Arm Sleeves (WO2 or WO1)

Right Sleeve (WO2 or WO1)



The rank badge is worn centred with the bottom of the badge 9 cm above the top of the cuff or if a third row of Summer Courses Qualification Badges is worn, 1 cm above the third row badge. In all cases, the rank badges shall be at the same height on both sleeves.

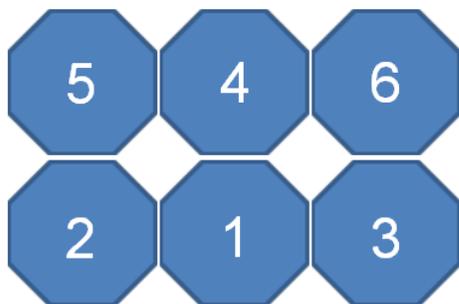
Left Sleeve (WO2 or WO1)



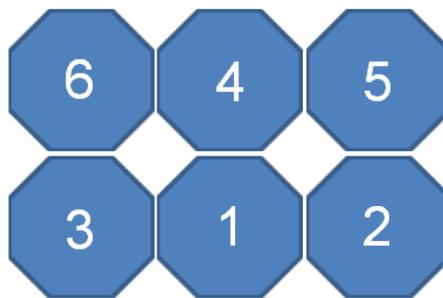
The rank badge is worn centred with the bottom of the badge 9 cm above the top of the cuff or if a second row of Achievement and Certification Badges is worn, 1 cm above the second row badge. In all cases, the rank badges shall be at the same height on both sleeves.

8.7c Order of Badges on Sleeve:

- Achievement and Certification badges will be worn above the left cuff.
- Summer Courses Qualification badges will be worn above the right cuff.
- Badges are sewn to the tunic in the following order: centre (1), front(2), rear(3), centre(4), front(5), rear(6)



Right



Left

