



# New Recruit Quick Reference Guide



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## C-1 CEREMONIAL

Worn during ceremonial occasions, such as Annual inspection, formal parades and other formal occasions.

Consists of the following uniform items:

- Wedge
- Tie
- Pants
- Boots
- Belt
- Grey socks
- Tunic with name tag and medals (if awarded)
- Dress shirt with rank slip-ons



## C-2 ROUTINE DRESS (WINTER DRESS)

Worn during "Winter Dress" period for regular training and other activities that require the wearing of the uniform.

Consists of the following uniform items:

- Wedge
- Tie
- Pants
- Boots
- Belt
- Grey socks
- Tunic with name tag and ribbons (if awarded)
- Dress shirt with rank slip-ons

## MESS DINNER DRESS

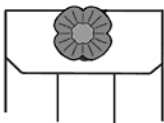
Worn during mess dinners.

Consists of the following uniform items:

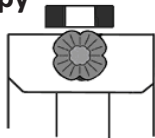
- Wedge
- Tunic **NO NAME TAG** and medals (if awarded)
- White Dress shirt
- Black Bow Tie
- Pants
- Belt
- Grey socks
- Boots



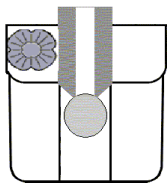
### Wearing the Poppy



Shirt or Tunic



Shirt or Tunic  
with Ribbon(s)



Shirt or Tunic  
with Medal(s)



Jacket or Parka

## C-2B ROUTINE DRESS (SUMMER DRESS)

Worn during "Summer Dress" period for regular training and other activities that require the wearing of the uniform.

Consists of the following uniform items:

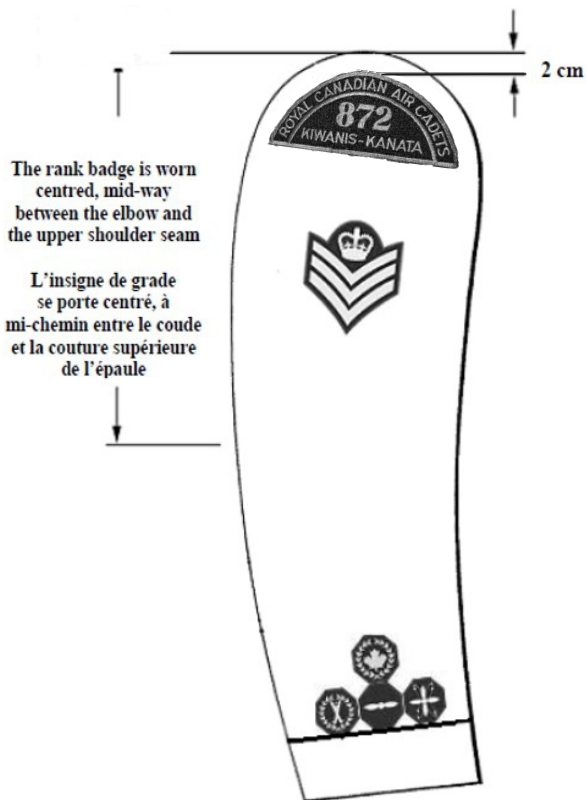
- Wedge
- Dress shirt with rank slip-ons, name tag and ribbons (if awarded)
- Pants
- Belt
- Grey socks
- Boots



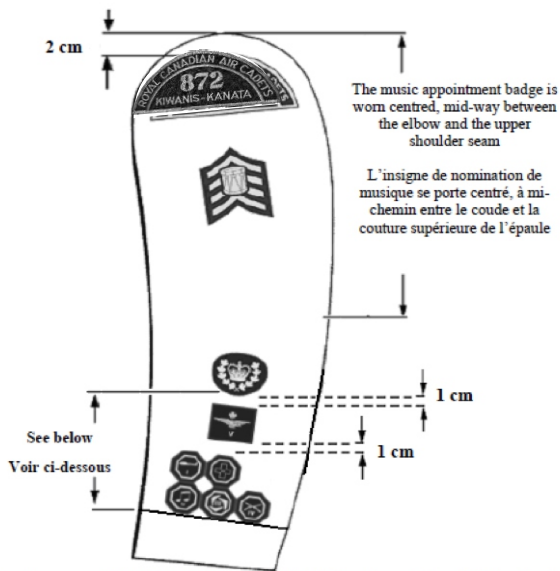
For more information on Dress Regulations please refer to:

<http://www.872-squadron-rcac.ca/admin/dress-department/>

## BADGE PLACEMENT (RIGHT SLEEVE)



## BADGE PLACEMENT (LEFT SLEEVE)



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.

L'insigne de grade se porte centré avec le bas de l'insigne 9 cm au-dessus du parement de la manche ou si une deuxième rangée d'insignes des accomplissements et certification est portée, 1 cm au-dessus de l'insigne de la deuxième rangée. Dans tous les cas, les insignes de grades des deux manches seront à la même hauteur.

Left sleeve (WO1 and WO2)  
Manche gauche (Adj 1 et Adj 2)



## CADET RANKS

### JUNIOR CADETS



Air Cadet (AC)



Leading Air Cadet (LAC)



Corporal (Cpl)



Flight Corporal (FCpl)

### SENIOR CADETS



Sergeant (Sgt)



Flight Sergeant (FSgt)



Warrant Officer 2nd Class (WO2)



Warrant Officer 1st Class (WO1)

## OFFICER RANKS

### SUBORDINATE OFFICERS

Subordinate Officers are not commissioned officers and, as such, do not have to be saluted.



Officer Cadet (OCdt)

### JUNIOR OFFICERS



2nd Lieutenant (2Lt)



Lieutenant (Lt)



Captain (Capt)

### SENIOR OFFICERS



Major (Maj)



Lieutenant Colonel (LCol)



Colonel (Col)

## HOW TO MAINTAIN UNIFORM PARTS (PANTS)

### ALL ITEMS

- Write your name and initials on the labels of all parts of the uniform once issued. If there is already a name present line it out with a black permanent marker.

### PANTS

- When ironing, avoid putting two creases side by side in the legs; these are known as “train tracks”.
- Hang pants after wearing, to keep them wrinkle free. Put the seems together to keep the creases sharp.
- Be careful with your iron temperature setting, too hot and the pants can melt.
- Put a light piece of fabric between the iron and the pant leg to protect the pants from burning and becoming shiny.

## HOW TO MAINTAIN UNIFORM PARTS (TUNIC)

### TUNIC

- Do not glue, or attempt to iron on the badges. The glue will destroy the uniform for future use by leaving a residue.
- When sewing on buttons and badges, use appropriate matching thread. When purchasing thread from a store take the badge with you for a color match.
- Wash the tunic when it is dirty.
- Hang the tunic on a hanger after you wear it to keep it wrinkle free.
- If you need to iron the tunic, remember it is polyester and will melt if you use a high temperature. It is best to have a barrier between the tunic and the iron, for example, a cotton cloth to absorb the excess heat. Use a polyester setting on the iron.
- Put your name in the tunic so you can tell which is yours when you remove it.

## HOW TO MAINTAIN UNIFORM PARTS (OTHER)

### SHIRT

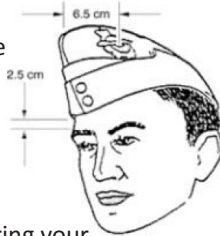
- Wash your shirt or t-shirt after every wearing.
- Use a pre-wash on the collar and under arms to prevent stains (makeup and sweat is difficult to get out if not washed regularly and pre-treated).
- Iron your shirt before wearing.

### TIE

- Wash and iron when required using cold water.
- You will be taught how to tie your tie by a senior cadet if you do not know how. Windsor or four-in-hand knots are authorized.

### WEDGE

- Keep your wedge lint and dirt free (try to keep it away from pet hair)
- Wash your wedge when it gets dirty, gently in cold water, and let it lie flat to dry.



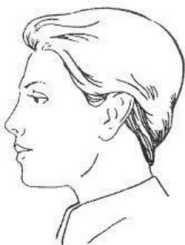
Wearing your  
Wedge

CAP - WEDGE

## APPEARANCE - FEMALE

### HAIR and EARINGS

- Female hair must not extend past the lower edge of the shirt collar and must be of a natural colour.
- A single stud earring may be worn centered in each ear. No other piercings are permitted.

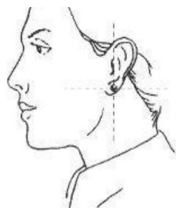


SHORT HAIR STYLE  
CHEVEUX COURTS

### Wearing of the hijab



### Earrings



ONE STUD EAR-RING MAY BE WORN  
CENTRED IN EACH EAR LOBE  
LE PERSONNEL FEMMIN PEUT PORTER  
UN BOUTON D'OREILLE AU  
CENTRE DE CHACUN DES LOBES



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## APPEARANCE FEMALE

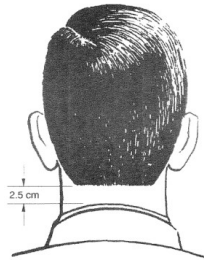
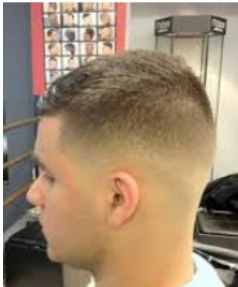
Hairstyles NOT to be worn during  
COs parades (Ceremonial dress)



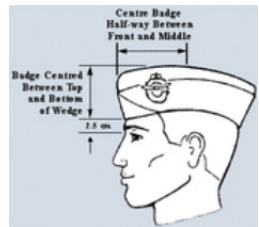
# APPEARANCE - MALE

## HAIR

- Hair must be taper trimmed at the back, sides and above the ears with no hair touching the ears.



TAPER TRIM HAIRCUT - STRAIGHT BACK APPEARANCE  
COUPE DE CHEVEUX AMINCIE AVEC APPARENCE D'UNE COUPE DROITE





# APPEARANCE - MALE Facial HAIR

## PERSONAL APPEARANCE

### BEARD



FRONT VIEW



SIDE VIEW

## CONVENTIONAL STYLE

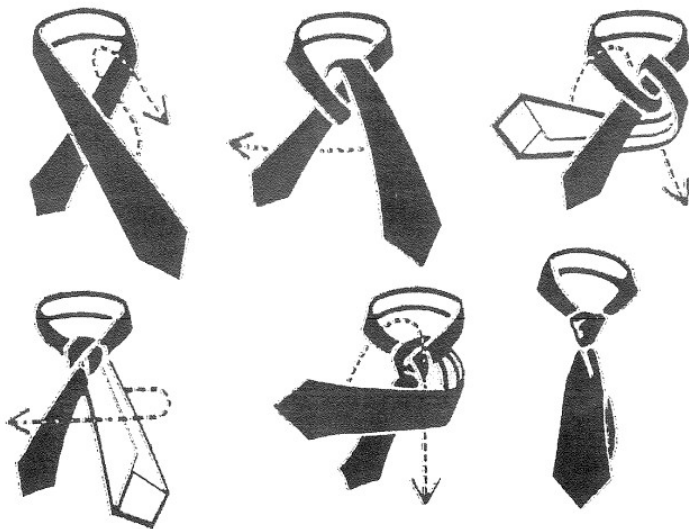


MOUSTACHE



HANDLEBAR STYLE

## HOW TO TIE A TIE



WINDSOR KNOT  
NCEUD WINDSOR

## HOW TO SHINE YOUR BOOTS



**Step 1** - Lay down newspaper or a cloth on the surface where you will be polishing. Polish is a nightmare to clean!



**Step 2** - Wrap the kiwi polishing cloth tightly around your index finger making sure that there are no folds on the face of the finger.

## HOW TO SHINE YOUR BOOTS

**Step 3** - Circle your finger in the tin Kiwi polish twice and this should give you enough polish to initially work with.



**Step 4** - Rub your finger in tight circular motions over the leather until you feel an increased level of friction between your finger and the polish on the boot.



## HOW TO SHINE YOUR BOOTS



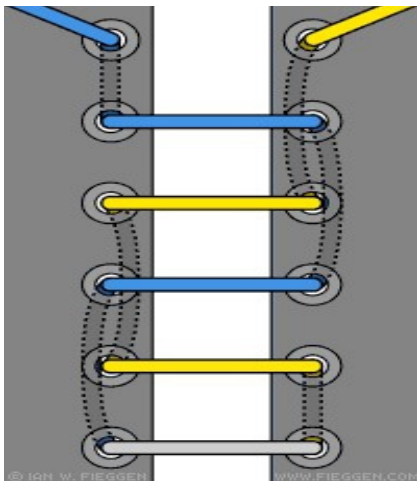
**Step 5** - Next, dab your finger in the water and continue the circular motion on you boot. (Water helps the polish to stay on the boot).

**Step 6** - Continue with the circular motions until the “fog” is no longer on the boot.



## HOW TO LACE YOUR BOOTS

1. The lace runs straight across the bottom (grey section) and the ends are fed into both bottom eyelets.
2. One end of the lace (yellow end) runs straight up the right side, emerges and runs straight across the second set of eyelets.
3. Both ends now run straight up the left side, each skipping one eyelet before emerging two eyelets higher up.
4. Continue running both ends across the shoe, then straight up two eyelets at a time, until one end reaches the top.
5. The other end then runs straight across the second last set of eyelets, then straight up to the top.





## CONTACT INFORMATION

**E-Mail:** [info@872-squadron-rcac.ca](mailto:info@872-squadron-rcac.ca)

**Commanding Officer:** [CO@872-squadron-rcac.ca](mailto:CO@872-squadron-rcac.ca)

**Training Officer:** [Training@872-squadron-rcac.ca](mailto:Training@872-squadron-rcac.ca)

**Admin Officer:** [Admin@872-squadron-rcac.ca](mailto:Admin@872-squadron-rcac.ca)

**Supply Officer:** [Supply@872-squadron-rcac.ca](mailto:Supply@872-squadron-rcac.ca)

**Operations Officer:** [Ops@872-squadron-rcac.ca](mailto:Ops@872-squadron-rcac.ca)

**Facebook:** <https://www.facebook.com/groups/872Squadron/>

**Website:** <http://www.872-squadron-rcac.ca/>

**Training Location: AY Jackson High School**

150 Abbeyhill Dr  
Kanata, ON  
Regular Training Night  
Wednesdays from 6:30 to  
9:30 pm Sept to June  
Check the website for details.



**\*\*Cadets can only be excused from a  
training night by  
reporting it to the following address:**

<http://www.872-squadron-rcac.ca/absence-notification/>