

# New Recruit Quick Reference Guide



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## C1A CEREMONIAL DRESS

Worn during ceremonial occasions, such as Annual Ceremonial Review, CO Parades and other formal occasions.

### Uniform Parts Worn:

- Wedge
- Dress Pants
- Silver Belt
- Nametag
- Medals
- Dress shirt
- Necktie
- Parade Boots
- Grey socks
- Blue Tunic
- Pins



## C2 MESS DRESS

Worn solely for the occasion of an official Mess Dinner.

### Uniform Parts Worn:

- **NO WEDGE**
- **NO NAMETAG**
- Dress Pants
- Silver Belt
- Bow Tie **OR** Necktie
- Blue **OR** White Dress Shirt
- Ribbons
- Parade Boots
- Grey Socks
- Blue Tunic
- Pins

## C3 SERVICE DRESS (RIBBONS)

Worn during occasions when ceremonial dress is not appropriate. Such as Fundraisers and Informal Parades.

### Uniform Parts Worn:

- Wedge
- Dress Pants
- Silver Belt
- Nametag
- Ribbons
- Dress shirt
- Necktie
- Parade Boots
- Grey socks
- Blue Tunic
- Pins



## C3B SERVICE DRESS (SHORT SLEEVE)

Worn during SUMMER occasions when ceremonial dress is not appropriate.

### Uniform Parts Worn:

- Wedge
- Dress Pants
- Silver Belt
- Nametag
- Dress shirt with rank slip-ons
- Grey socks
- Pins
- Parade Boots
- Ribbons

## **C3C SERVICE DRESS (NO TIE)**

Worn during occasions when ceremonial dress is not appropriate and is considered a more comfortable attire.

### Uniform Parts Worn:

- Wedge
- Dress Pants
- Silver Belt
- Nametag
- Ribbons
- Parade Boots
- Grey socks
- Blue Tunic
- Pins
- Dress shirt



## **C3D SERVICE DRESS (CREWNECK)**

Worn during occasions when ceremonial dress is not appropriate and is often worn by Admin/Office senior cadets

### Uniform Parts Worn:

- Wedge
- Dress Pants
- Dress Shirt
- Crewneck with rank slip-ons
- Grey socks
- Parade Boots
- Silver Belt

## C3E SERVICE DRESS (TRAVEL)

Worn during occasions when you are traveling. Such as transport to summer camp and Squadron trips abroad.

### Uniform Parts Worn:

- Wedge
- Dress Pants
- Silver Belt
- Nametag
- Ribbons
- Blue Elemental T-Shirt
- Parade Boots
- Grey socks
- Blue Tunic
- Pins



## C3F SERVICE DRESS (ELEMENTAL)

A rare dress order worn during SUMMER occasions at the discretion of the CO.

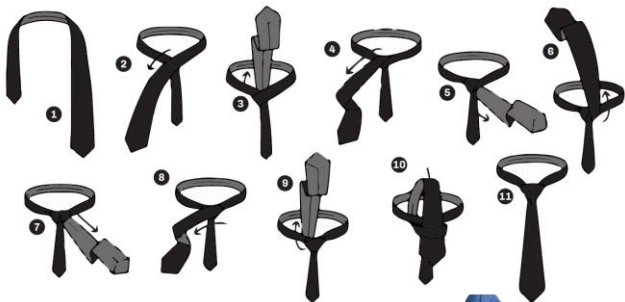
### Uniform Parts Worn:

- Wedge
- Dress Pants
- Silver Belt
- Ironed Elemental T-Shirt
- Grey socks
- Parade Boots

## HOW TO WEAR & MAINTAIN UNIFORM PARTS

### Necktie:

The necktie shall be worn in **Dress Orders C1A & C3**. It is knotted neatly using a Windsor knot, (see instructions below) and shall be kept tight. Conservative tie-pins or clips may be worn.



### Wedge Cap:

The Wedge Cap is worn as the primary headdress for Air Cadet's in **All Blue Orders of Dress**. Worn on the right side of the head, centred front and back, with the front edge of the cap 2.5 cm (1 in. or two fingers) above the right eyebrow.





## CADET HAIR STANDARDS

- Hair on the head shall be **neatly groomed** and **conservatively styled**. The length, bulk or style of hair shall not detract from a positive appearance or preclude the proper wear of cadet headdress.
- Style and colour **shall not** present a bizarre, exaggerated, or unusual appearance.
- Hair must be **secured or styled back** to reveal the face, and any accessories used to secure or control hair styles shall be as unobtrusive as possible.

## FEMALE STANDARDS

### Hair Basics:

Hair **shall not** extend below the lower edge of the shirt collar. Exaggerated styles, including those with excessive fullness or extreme height, are not authorized.

### Ponytail: (Only for C5, C5B, C5E Training Dress)

Shall be **styled conservatively** and tied tightly by a knot or a small unadorned fastener. A ponytail shall be worn in the **center of the back**.

## Braids: (Not appropriate for C1A Ceremonial Dress)

- **Single braid** shall be worn in the center of the back.
- **Double braids** shall be worn behind the shoulders.
- **Multiple braids (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.
- Hair shall be a maximum length when gathered behind the head and braided which **does not extend below the top of the armpit.**

## Indigenous:

Indigenous cadets whose spirituality embraces the **wearing of braids**, and who formally state their intention to grow their hair in a **traditional manner** with identification of the group or nation they belong to, shall be granted permission to grow their hair.

## Jewelry:

Cadets may wear a **wristwatch**, a **Medical Alert identifier** and a *maximum* of **two rings** which are not of a costume jewelry nature.

## Piercings:

Cadets in uniform may wear a **single pair** of plain gold, silver stud, white diamond, or pearl earrings in pierced ears. Other conservative piercings are permitted to be worn during cadet activities in **civilian clothing**. Otherwise, piercings must be clear in colour and discreet.

## Bun Standards: (Appropriate for C1A Ceremonial Dress)



## MALE STANDARDS

- The male hair appearance shall not extend lower than 2.5cm (about 0.98 in) above the shirt cuff.
- Furthermore, the male hair shall not touch the ears or be greater than a length of an inch on top. (Unless gelled back)
- Males shall always be cleanly shaved, unless the permission of the CO has been granted to grow out facial hair.



# FACIAL HAIR

## PERSONAL APPEARANCE BEARD



FRONT VIEW



SIDE VIEW

## CONVENTIONAL STYLE



MOUSTACHE



HANDLEBAR STYLE

## BLUE TUNIC JACKET

- When sewing on buttons and badges use the appropriate matching blue thread.
- **DO NOT** glue, or attempt to iron on your badges. This will result in the destruction of uniform parts.
- Ensure that your name is written on ALL uniform pieces including your blue tunic jacket.



- Tuck the excess tunic jacket under the belt creating a "duck tail" look from behind.



- The tunic jacket belt buckle must be centered at all times.
- Ensure that the remaining entirety of the belt is tucked.

# BADGE PLACEMENT

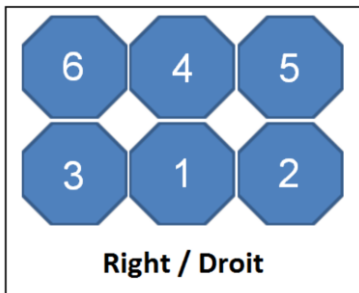
## Right Sleeve



No Gap in  
between Badges

Right Sleeve:

Summer Course Qualification



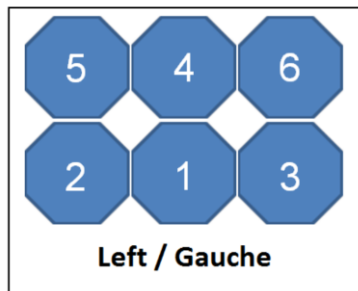
## Left Sleeve



No Gap in  
between Badges

Left Sleeve:

Achievement & Certification\*



Rank Badge shall be placed halfway between shoulder and elbow



2 cm





## MEDAL / PINS / NAME PLACEMENT



1 cm between Medals & Nametag

No Gap between Seam & Nametag

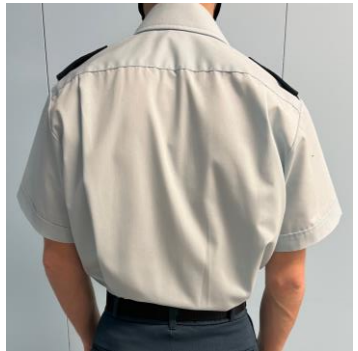
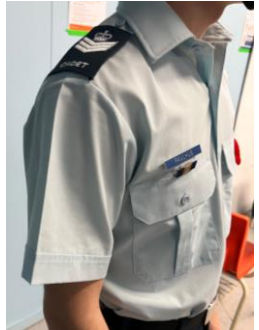


Pins shall always be centered. **Maximum of two pins** allowed on each pocket

## HOW TO MAINTAIN UNIFORM PARTS

### Blue Dress Shirt:

- Wash after each use
- Worn free of wrinkles, stains or debris
- Creases worn on both sleeves; in line with center of epaulettes
- Iron all surfaces for a crisp collar, flat epaulettes, sleeve creases and no wrinkles; iron with medium heat on a steam setting



### Blue Elemental Shirt:

- Wash after each use
- It is not necessary to iron your elemental shirt unless you are in **Dress Order C3F**

## HOW TO MAINTAIN UNIFORM PARTS

### All Items:

- Write your name and initials on the labels of all the 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 seams 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 and iron to protect the pants from burning and becoming shiny.



## 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.

**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.





**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

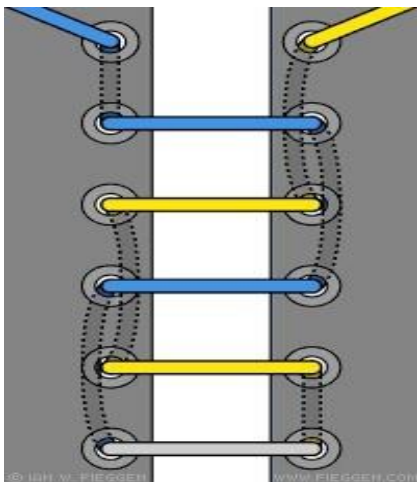
1. The lace runs straight across the bottom (grey section) and the ends are fed into both bottom eyelets.

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.



## 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)

## AUTHORIZED ACCOUTREMENTS

### Lanyards, Gaiters and Cotton Gloves:

- These items may be authorized by the corps / squadron / CTC CO to be worn in ceremonial parades, drill / band competitions or as identifiers for operational positions during training.
- Gaiters and cotton gloves must be white in colour. Lanyards are worn on the left-hand side, must measure 72 to 78 cm in length and be of conservative pattern for army and air cadets.



### Swords / Cutlass:

- Authorized by the sqn / CTC CO, cutlasses or swords shall be worn only during annual ceremonial review, CTC parades / ceremonies and during training or parade / ceremony practice. Cutlasses or swords must be used IAW the procedures detailed in the CAF Manual of Drill and Ceremonial, and where appropriate resources reside but are not be procured at public expense.

## Name tags:

- Name tags shall be worn by cadets as an item of dress, and these must be obtained locally.
- Name tags may be worn with ceremonial and service orders of dress.



## White Webbing:

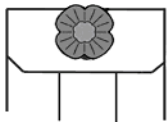


- White plastic / nylon ceremonial belt. Authorized for wear by cadets holding command positions while on parade and by members of the guard and band. A brass buckle must anchor the belt.



## BLUES POPPY PLACEMENTS

The Remembrance Day poppy is authorized to be worn on all uniforms from the last Friday of October until Remembrance Day (November 11th). The poppy is to be worn on the left pocket flap of the shirt and left chest of the jacket and all-season coat.



Shirt or Tunic



Jacket or Parka



## C5 TRAINING DRESS (FTUs)

Worn during routine day to day training and, and other occasions as ordered.

### Uniform Parts Worn:

- Air Cadet Ball Cap
- Field Training Jacket
- Blue t shirt
- Field Training Trousers
- Belt
- General Purpose Boots



## AUTHORIZED ACCOUTREMENTS

- Air Cadet Beret



- FTU Parka



### Sleeves Rolled



### Canteen Belt / Canteen



### Air Cadet Beret

Worn level on the head, with the sweatband above the eyebrows, the badge centered over the left eye, and the crown pulled downward to the right



### Ball Cap

Worn square on the head with the sweatband 2.5 cm (1 in.) above the eyebrows.

### Wearing Field Shirt:

The t-shirt shall be worn under the Field Training Uniform (C5 / FTU). To secure the strings once tightened, tie a bow and pull the loops through. Wrap the loops around your finger and slide over the button, proceed to button as normal.



### Blousing Pants (Boot Bands):

The FTU pants shall be worn bloused above the boot by tying the boot strings or wearing a boot band, then fold in the cuff up inside.

### Blackening Combat Boots:

Shall be cross laced and always kept clean. They **must** be blackened with boot polish but shall not be shone.





### Combat Boot Lacing:

The Herring Bone Method is used when lacing the multi-purpose boots. Start with a straight bar through the bottom two loops. Lace your way up in a crisscross pattern, threading the laces from the inside out.

### Name Tape Placement:

Air Cadet name tapes are olive drab with blue lettering, embroidered capital block letters indicating surname only. Name tapes may be worn with training dress.



### FTU Poppy Placement:

The Remembrance Day poppy is authorized to be worn on all uniforms from the last Friday of October until Remembrance Day (November 11th). The poppy is to be worn on the top center of the rank tab of the Field Training Uniform.



## C5B – TRAINING DRESS (FLIGHT SUIT)

Worn by Air Cadet Pilots and Flying Familiarization Crew in a flight environment.

### Uniform Parts Worn:

- Flight suit
- Wedge **OR** Flight Cap
- Blue Elemental T-shirt
- Rank Slip-ons
- Socks
- Combat Boots **OR** Runners



### Headdress Procedures:

- When you are outside and OFF the flight line **OR** driving on an active military base, you **MUST** wear the **Wedge**.
- When you are outside and ON the flight line, you **MUST** wear the **Flight Cap** or any other authorized form of flight headdress.

### Badge Placement:

- Squadron Crest (worn on the right shoulder)
- Aircraft badge (worn on the left shoulder)
- Cloth glider / power pilot badge (worn on the front left side above the zippered pocket)
- Glider pilot instructor course badge (worn on front left side under the zippered pocket)



Squadron Crest



Aircraft Badge

### Name Tape / Wing Placement:

- Name tape only (worn on the front right side above the zippered pocket)
- Issued Glider Pilot / Power Pilot sewn (nylon thread) insignia shall be worn centered directly above the left breast pocket and horizontal on the cadet jacket and flight suit.
- Note: If a cadet successfully completes both Scholarships, only the Power Pilot Wings shall be worn.

## C5E – TRAINING DRESS (SUMMER)

Worn at the discretion of Cadet Summer Training Centers / Squadron CO.

### Uniform Parts Worn:

- Ball cap or wide brimmed tan summer hat (CTC only)
- Blue elemental shirt
- Shorts
- Socks
- Runners
- **No name tag**



### Tan Summer Hat (Tilly)

- Worn by cadets when undergoing training activities for which the regular headdress is unsuitable.
- The lacing shall be wrapped around itself on the back of the head to prevent dangling.



## Authorized Accoutrements

- Appointment or rank brassard.
- Issued Grey Hoodie & Sweatpants
- Yellow “Ducky Suit” Poncho for rain
- **No name tag or tape**

## Footwear

- Comfortable running shoes shall be worn, adequate for sports activities and walking



## CONTACT INFORMATION

E-Mail: [386komox@gmail.com](mailto:386komox@gmail.com)

Website: <https://386komox.com>

Make Sure to Follow us on Facebook & Instagram!

[@386Komox](#)

### Training Location:

386 Komox Squadron Headquarters (HQ) are two buildings located at the 888 Wing Royal Canadian Air Force Association of Canada property. The address is **1298 Military Row, Comox, BC**, and is near Glacier Gardens Arena.

**\*\*Cadets can only be excused from a mandatory training night by reporting it to [386Komox@gmail.com](mailto:386Komox@gmail.com)\*\***

