

**892 SNOWY OWL
ROYAL CANADIAN AIR CADET SQUADRON**



892 SQUADRON LATE JOINER INFORMATION GUIDE

ISSUE DATE: 20 Nov 24
REVISED: 20 Nov 24 (v1.0)
ISSUING AUTHORITY: Capt Tanya Couch – Commanding Officer, 892 Snowy Owl RCAC Squadron

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Preface

Welcome to the world of the Royal Canadian Air Cadets! Whether you're joining us at the start of the training year or stepping in a little later, we're thrilled to have you as part of our Squadron. This booklet is designed especially for you, to fill you in on what you missed.

The Air Cadet Program is more than just an opportunity to learn about aviation and leadership; it's a chance to grow, make lifelong friendships, and challenge yourself in ways you may never have imagined. As you explore the pages ahead, you'll discover the various activities, values, and skills that will not only enhance your cadet experience but also enrich your life beyond the program.

Embracing the spirit of camaraderie and teamwork, you'll find that every cadet—regardless of when they joined—brings something special to our ranks. Your fresh outlook and diverse background are invaluable assets that will help shape our program for the better.

So, as you flip through this booklet, keep an open mind and remember: every journey begins with a single step. We're excited to support you as you take that step and soar to new heights. Welcome to Snowy Owl!

Tanya Couch

Captain

Commanding Officer

892 Snowy Owl Squadron Royal Canadian Air Cadet Squadron (RCACS)



Chain of Command

What is the chain of command?

The chain of command refers to the hierarchy system used in the cadet program in order to maintain structure and respect between officers and cadets.

Cadet Ranks



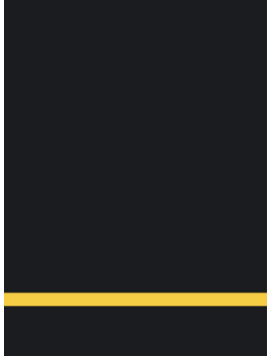
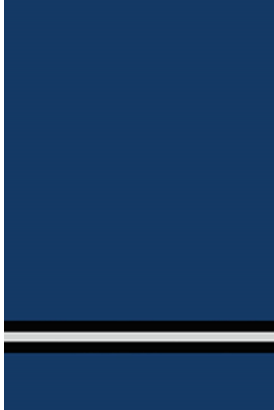





In the Cadet program everyone is given a rank and each rank has specific duties and responsibilities. Below is a diagram of the cadet ranks for each element in order from lowest rank to highest. You will mostly have to focus on the ranks in the far right column but it is useful to know the other two elements in case you attend an inter-element event or a summer camp with other elements. When speaking with fellow cadets it is important to address them by their ranks. Additionally, when speaking to a Warrant Officer second and first class (and their elemental equivalent) using “Sir/Ma’am” is also acceptable.






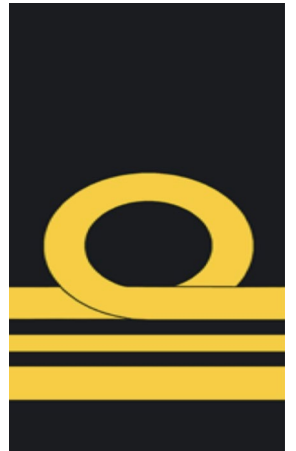



PRIVATE (Pte) 	ABLE SEAMAN (AB) 	LEADING AIR CADET (LAC) 
CORPORAL (Cpl) 	LEADING SEAMAN (LS) 	CORPORAL (Cpl) 
MASTER CORPORAL (MCpl) 	MASTER SEAMAN (MS) 	FLIGHT CORPORAL (FCpl) 
SERGEANT (Sgt) 	PETTY OFFICER SECOND CLASS (PO2) 	SERGEANT (Sgt) 
WARRANT OFFICER (WO) 	PETTY OFFICER FIRST CLASS (PO1) 	FLIGHT SERGEANT (FSgt) 
MASTER WARRANT OFFICER (MWO) 	CHIEF PETTY OFFICER SECOND CLASS (CPO2) 	WARRANT OFFICER SECOND CLASS (WO2) 
CHIEF WARRANT OFFICER (CWO) 	CHIEF PETTY OFFICER FIRST CLASS (CPO1) 	WARRANT OFFICER FIRST CLASS (WO1) 

Note: A cadet with no rank given should be addressed as “Cadet”

Officer Ranks

In our squadron we have many talented officers both in and out of uniform who, without their help, nothing would get done. Each officer has a rank and will be addressed by either their rank or Sir/ Ma'am. In the cadet program there are two different types of officers: commissioned and non-commissioned or civilians. Both types deserve your utmost respect however, you only salute commissioned officers.

Rank	Epaulette / Badge Air Force	Epaulette / Badge Army	Epaulette / Badge Navy
Air Force/ Army: Officer Cadet / OCDT Navy: Naval Cadet / NCdt			
Air Force/ Army: Second Lieutenant / 2 Lt Navy: Acting Sub- Lieutenant / A/SLt			
Air Force/ Army: Lieutenant / Lt Navy: Sub-Lieutenant / SLt			

<p>Air Force/ Army: Captain / Capt</p> <p>Navy: Lieutenant(N) / Lt(N)</p>			
<p>Air Force/ Army: Major / Maj</p> <p>Navy: Lieutenant- Commander / LCdr</p>			
<p>Air Force/ Army: Lieutenant Colonel / LCol</p> <p>Navy: Commander / Cdr</p>			

Drill

What is drill?

Drill can be defined as a form of self-discipline where an individual or group of cadets perform specific movements in a sharp, professional and timely manner. Each movement has a specific timing, kind of like a dance move, these timings will help make sure you are performing the move correctly and in unison with your fellow cadets. (Note: Most drill movements require a pause when performing. These pauses are indicated by a timing of "2-3".) Throughout the next few pages, you will learn some of the basic drill movements in order to blend in with the unit and improve your self-discipline.

Important things to know

Here are some important terms to familiarize yourself with before you read the next section.

Flight: a group of cadets on the parade square.

Check pace: half of a regular pace

Marker: the cadet on the right-hand side of the flight in the front rank

Rank: a file in the flight.

Flight commander (IC-In command): the senior cadet who was appointed to lead the flight.

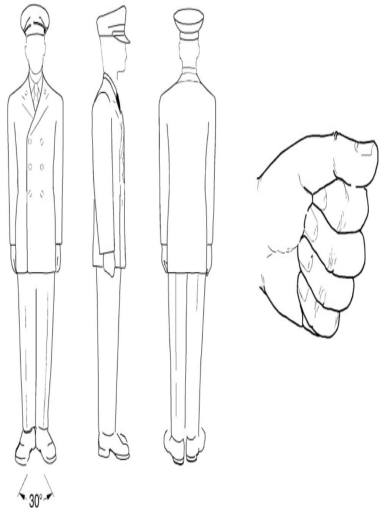
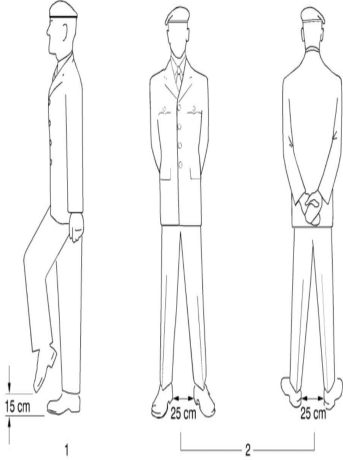
Second in command (2 IC): this cadet is appointed by the CO (commanding officer of the squadron) who stands at the rear of the flight.

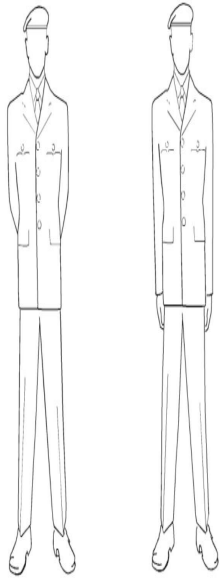
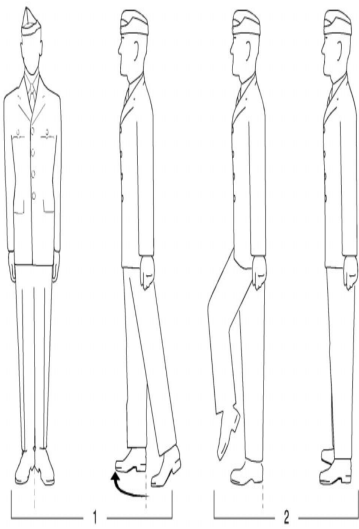
Parade commander/ Parade Marshall: Person in charge of the Parade

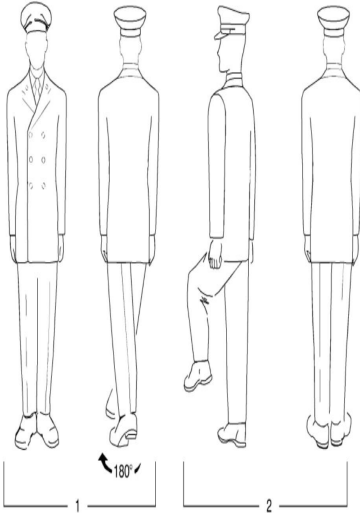
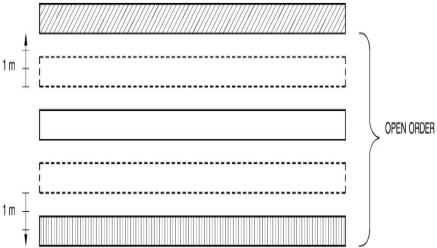
Squadron commander: Cadet in charge of the squadron on parade

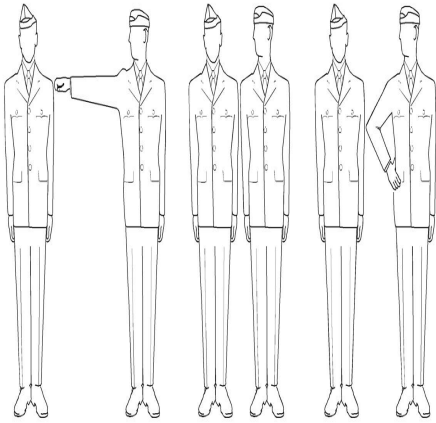
Cadence: The speed or timing of the march

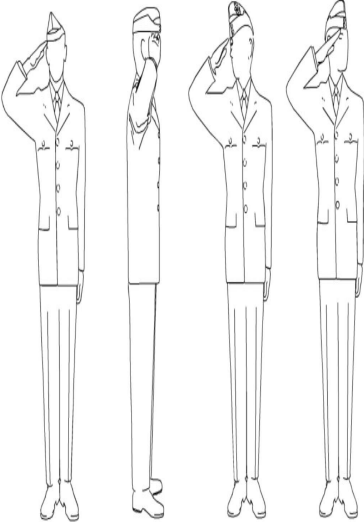
Drill at the halt

Command	Description	Timing	Visual Aid
Attention	<p>This is called when cadets are standing at ease. This movement is executed by bringing your foot out in front of you, about 6 inches off the floor and then back down creating a “v” with your feet. Additionally, your arms go from being behind your back to at your side, your hand should be in the shape of a fist with your thumbs covering your “donut holes” whilst running down the seam of your pants.</p>	<p>The timing for this movement is “up-down” or “one”</p>	
Stand at ease	<p>This is called when cadets are standing at attention. This movement is executed by bringing your foot out in front of you, about 6 inches off the floor and then back down so that your feet are shoulder width apart. Additionally, your arms go from being at your side to behind your back forming a triangle like shape.</p>	<p>The timing for this movement is “up-down” or “one”</p>	

<p>Stand easy</p>	<p>This is called once cadets are standing at ease. It is executed by bringing one's arms to their side similar to standing at attention.</p>	<p>The timing for this movement is "one"</p>	
<p>Left/Right turn</p>	<p>This is called in order to move cadets to face a desired direction. This movement is executed by pivoting on the balls of your feet to the desired direction, taking a "2-3" pause then bringing the opposite foot of the direction you turn 6 inches off the floor then back down assuming the position of attention. (if you turn right bring up your left foot and vice versa)</p>	<p>The timing for this movement is "Turn 2,3-Bang" or "1,2-3,1"</p>	

<p>About turn</p>	<p>This is called in order to orientate a group of cadets 180 degrees. This movement is executed in the same way as a left and right turn.</p>	<p>The timing for this movement is “Turn 2,3-Bang” or “1,2-3,1”</p>	
<p>Open order march</p>	<p>This is called in order to expand the space between ranks, typically for inspection purposes. This movement is executed by the first and third rank (although if the flight only has two ranks then the second rank moves. The command is called by the flight commander and once it is called the appropriate ranks take 3 paces (without moving their arms) in the appropriate directions (front rank moves forward and rear rank moves back)</p>	<p>The timing for this command is “step, step, step, bang” or “1,1,1,1”</p>	
<p>Close order march</p>	<p>Similar to the open order except now the front rank moves back and the rear rank moves forward.</p>	<p>The timing for this command is “step, step, step, bang” or “1,1,1,1”</p>	

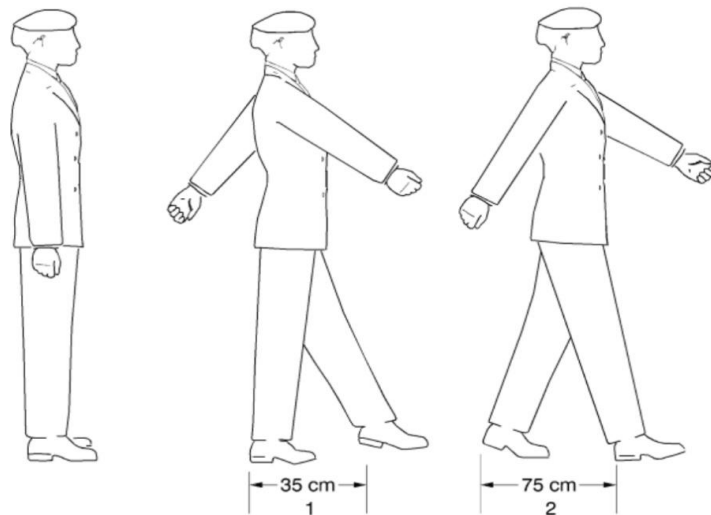
<p>Right Dress</p>	<p>This is called in order to organize a flight of cadets so that they are perfectly aligned with each other. This movement is executed when every cadet in the flight (except the right markers) take a check pace forward, turn their heads to the right then shuffle so that they are in line with the cadet to their right and in front of them. Additionally, the cadets in the front rank (except the right marker) raise and extend their right arm so that their arm is parallel to the ground and their fists against the arm of the cadet to their right. (if “elbow dressing” is called, cadets in the front rank are to put their right hand on their hip and their elbows against the arm of the cadet to their right. Once eyes front is called, cadets are to turn their heads to the front and arms back down to their sides.</p>	<p>The timing for this movement is “1, 2-3, 1, 2-3, 1,2-3” Or “Check Bang, 2-3, Arms, 2-3, Move 2-3.</p> <p>A right dress will always be followed by an “eyes- front” The timing for this movement is “one”</p>	 <p>The diagram shows three stages of the 'Right Dress' movement. Stage 1, labeled 'ARM INTERLACED', shows a cadet with their right arm extended horizontally to the right. Stage 2, labeled 'SHOULDER', shows two cadets standing side-by-side, with the right arm of the cadet on the left resting on the left shoulder of the cadet on the right. Stage 3, labeled 'ELBOW', shows two cadets standing side-by-side, with the right arm of the cadet on the left resting on the left elbow of the cadet on the right.</p>
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<p>Salute</p>	<p>A salute performed before and after speaking to a commissioned officer, walking by an officer (when in a saluting zone). It should only be performed when the cadet is in uniform even if the officer is not in uniform. This is performed by standing at attention, bringing your right hand up to your temple then back down to your side. Note: you can only lower your salute once the officer your saluting lowers theirs, at this point you may begin speaking.</p> <p>Note: In non- saluting zones or at times when you don't have your headdress on, "checking your arms" is an appropriate way of showing respect. This is done by standing or walking at attention and saying "sir/ ma'am" as you walk by.</p>	<p>The timing for this movement is "Up, 2-3, down" or "1,2-3,1"</p>	
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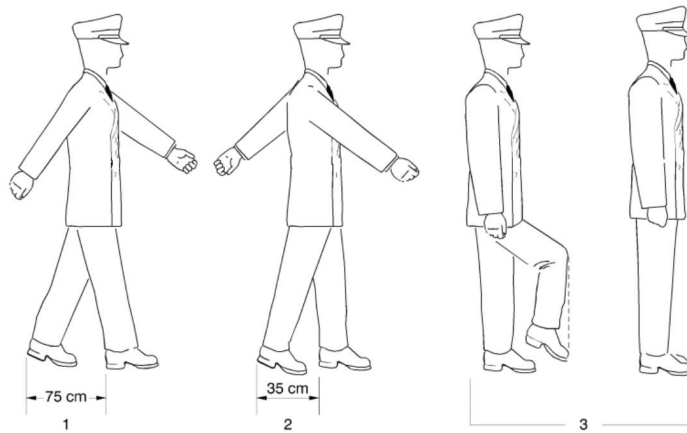
Marching

Oftentimes during the cadet program, you will find yourself having to march, mostly during a parade while in your flight. It is important that you stay in step with the rest of the cadets in the flight in order to avoid injury and maintain uniformity. There are two different speeds or cadence at which we usually march but you will only have to worry about “quick march”. This is performed at the pace of 120 BPM. Every beat equals a step. (if you are wondering how fast that is you can either use a metronome or think of the beat in the song “counting stars” by OneRepublic. A march will either be called by the squadron commander, parade commander or flight commander, it all depends on the parade.

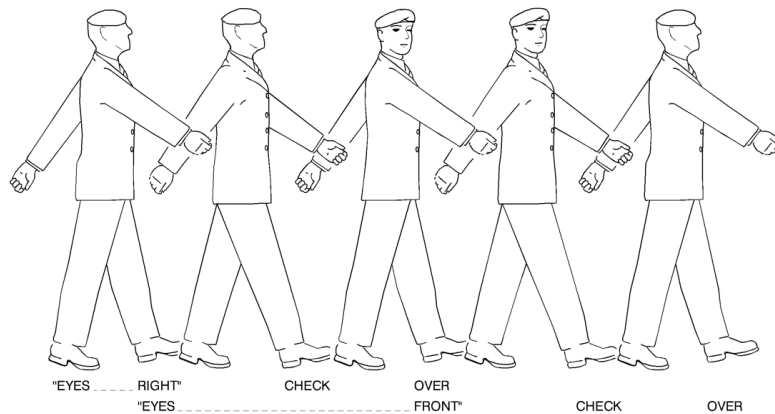
When starting to march you always start off with your left foot at the same time bring your right arm forward and left arm backwards while making a fist with both hands. Your arm should be straight and raised up to your chest pocket. A tip to make sure your arm stays straight is to point your thumbs down.



Eventually you will have to stop. This is called a halt. The command will be called by the person in charge of the parade, and it will be called on the left foot. Once it is called you take one step with your right foot, another with your left and then you bring your right foot up six inches off the floor and then back down assuming the “attention” position.

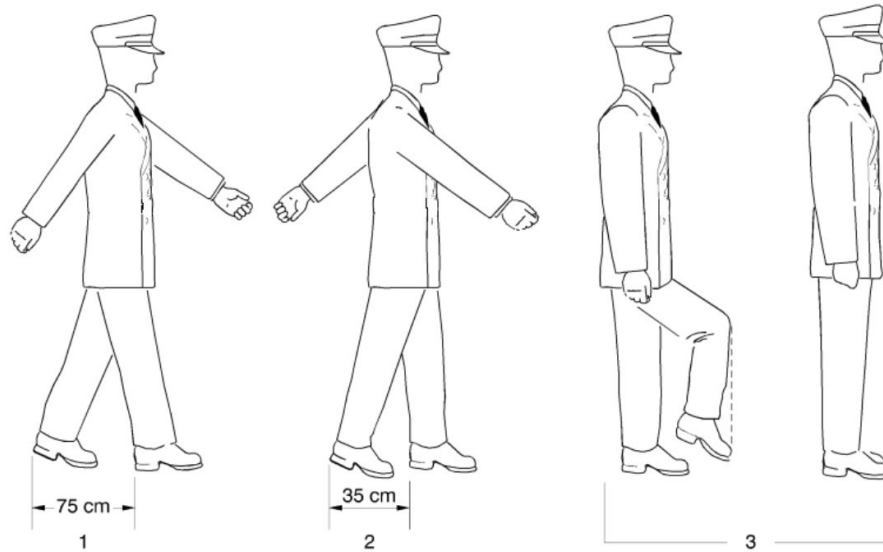


Sometimes during a march, the command “eyes right” will be called. This is a way of paying respects on a parade. The command will be given by your flight commander, and it will be called on the left foot, at which you will take a check pace with your right foot and then on the next step with your left you will turn your head to the right whilst still marching forward. Once the flight has passed the person who is receiving the compliment the flight commander will call an eyes front. This is performed the same way except you will turn your head forward.

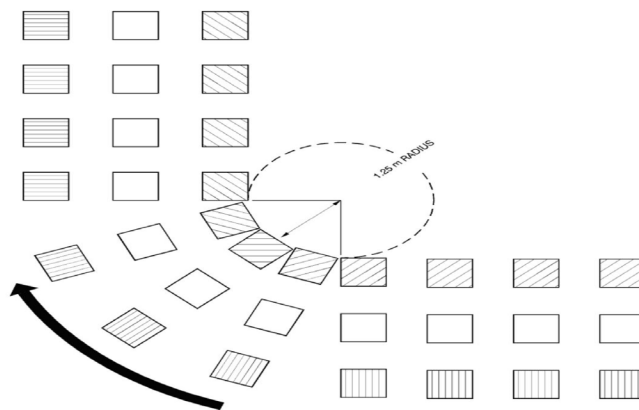


Sometimes while marching you may come across an obstacle, or the marching will have to pause for a brief moment before continuing. When this happens, the person in charge will give the command “Mark-time”. This movement is basically just marching on the spot. The command will be called in the right foot at which point you will take a half step with your left foot, glide your right foot so that it is beside your left foot (similar to the position of attention) then bring your left foot up so that your foot is about six inches off the floor then back down bringing your right foot up at that point. From here you will either halt or continue moving forward once instructed to do so. A halt is completed the same

way as if you were marching. However, if the command “forward” is given it will be called on the right foot at which point on the next step for your left foot you will start marching forward.



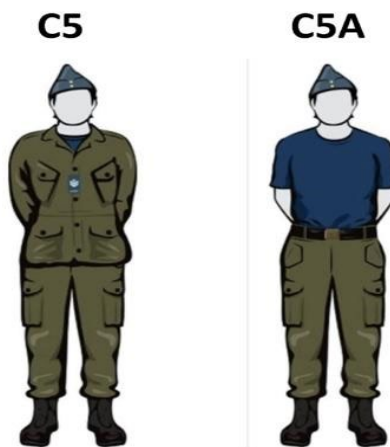
Parades will have a specific route and oftentimes require turning. This is where wheels come in handy. A wheel is one of the easiest drill movements but can easily be done wrong. Wheels aren't called on a specific footing, when they are called the innermost cadets (left file is innermost for a left wheel and vice versa) will take half paces, the center file will step regularly, and the outermost file will step slightly longer than usual. It is very important that the innermost file steps short as this will reduce “fishtailing” and will keep the flight organized and in step.



Dress

As a member of 892 you will want to look your best, whether you are in or out of uniform. Here at 892 Snowy Owl, we wear either our FTU'S (Field Training Uniform), DU'S (service dress), or if you haven't been issued a uniform yet, you will be wearing civilian clothing. While it is not mandatory, we recommend that cadets without a uniform wear a white dress shirt, black pants, black non-marking shoes and a black tie.

The uniform worn most often will be your FTU's. This uniform consists of: A beret, a rank slip, blue PT shirt, olive drab tunic, belt, olive drab pants, wool socks and combat boots, this is referred to as "C5". Sometimes in warmer weather the CO will request that you wear "C5A" which consists of everything mentioned above except the olive drab tunic. Below is a picture of both uniforms, however, the headdress shown is a wedge.



Wearing this uniform is quite simple. The main things you ensure is that your PT-shirt is tucked into your pants, your pants are bloused, and your boots are clean and blackened.

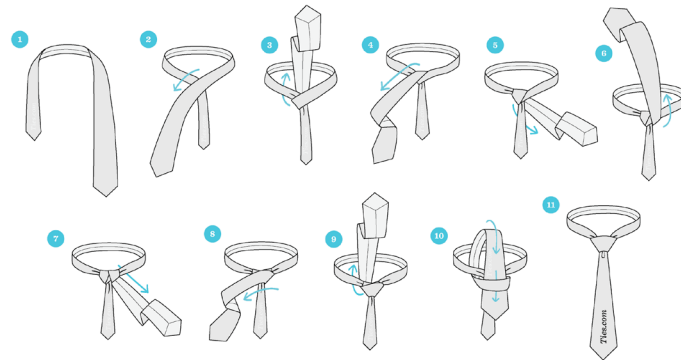
Typically, at 892 Snowy Owl, you will only wear your DU's for special occasions like a CO's parade or the Annual ceremonial review. A CO's parade occurs at the beginning of every month. It is important that your uniform and appearance is the best it can be. The DU consists of: a wedge, blue dress shirt, black tie, blue tunic, belt, pants, wool socks, and parade boots. This is referred to as "C1." For cadets with medals and ribbons, medals are to be worn for this dress order. If medals are not required and instead ribbons are preferred this is to be referred to as "C3." When the weather gets warmer the

CO might request that you wear "C3B", this consists of everything mentioned above except the tunic and tie.



The DU's are simple to wear, however they do take a bit more effort to maintain. First, the wedge or headdress should be placed on your head with the two buttons facing forward in line with your nose. Additionally, two fingers from the bridge of your nose to the bottom of the wedge. There should be four fingers from the top of your left ear to the bottom of the left side of the wedge and three fingers on the right side. Next, your blue dress shirt should be tucked into your pants tightly, buttoned all the way from the bottom button to the top. Your black tie should be in a Windsor knot (see diagram below for instructions), your tunic will be buttoned from the bottom up to the second highest button leaving room for your tie to show. The belt on your tunic should be snug with the buckle centered. Your boots need to be tied by a reef knot with any excess lace tucked into your boots. For regular care and maintenance, you should wash and iron your blue dress shirt along the sleeves so that the crease is clearly visible, as well as ironing the front and back of the shirt so that wrinkles are removed. Your pants should also be ironed by bringing the front most belt loops together creating a crease in the front and rear of the pant leg. (NOTE: the material that the pants are made of burns easily and will end up looking shiny, so we recommend you put a thin, soft pillowcase in between the pants and iron). The parade boots are a very important part of the DU's to maintain. The edges of the soles should be kept clean of any dirt and blackened with black kiwi brand shoe polish. You can achieve this by taking a toothbrush (once you use it on the boot don't brush your teeth with it) dipping it in the polish can and brushing the sides of the sole. The toe and heels of your boot should be polished regularly using a polish cloth, black kiwi brand polish and a little bit of water. Before you start to polish (providing the boots have never been polished before) you will want to put a thin base layer of polish on the desired surface and

let it dry, once this is done you may begin the polishing process. The easiest and most effective way to polish is by taking your index finger and placing the cloth tightly overtop. Dip your finger slightly in the polish then dip that finger in a little bit of water. Next you are going to go over the surface you want to polish in a small clockwise motion till the surface looks like it is matte. At this point hold the boot about 4 inches away from your mouth and breathe hot air on it. Continue these two steps till you start to see results. Remember, you won't be wearing this uniform often so there shouldn't be any reason as to why it isn't in tip top shape.



In the cadet program there is usually a traditional dinner every year where we gather as a unit, it is a great opportunity to get to know one another, listen to some insightful speeches, and have fun thus creating a stronger bond within the squadron. We call this the Mess dinner. This requires a specific dress order from the cadets called "C2." This consists of either a white dress shirt or your regular blue dress shirt (depending on what the CO decides), blue pants, blue tunic, belt, parade boots, and a black bowtie.

C2



Department

As a Cadet, anywhere you go you are representing the unit. This is why you always need to be on your best behaviour and looking your absolute best at any given time. One form of deportment relates to your conduct. Whether you are in or out of uniform at a cadet event, you should always: speak in a respectful manner, refrain from using profanity, and treat anyone you come across with dignity, in the same way you would want to be treated.

Another form of deportment is your physical appearance, mainly your hair, facial hair, and overall uniform. The standards for long hair are as follows: While wearing a wedge (in C1), hair is to be kept out of your face, tightly held back and put into a bun with no loose strands of hair visible. While wearing FTU's the regulations are as follows: a singular braid, two braids or a ponytail are acceptable so long as there are no loose strands or hair blocking your face. The standards for short hair are as follows: hair must not touch your ears, or back of the shirt collar and should not interfere with the ability to wear a headdress properly. When it comes to facial hair, any style is acceptable as long as it is neatly kept. In addition, your uniform is to always be worn properly, clean, ironed and shoes polished. In addition to physical appearance, cadets must also maintain good personal hygiene.

For more information on deportment including placement of badges feel free to follow this link: [Annex H Insignia Placement - Canada.ca](https://www.crest.ca/annex-h-insignia-placement-canada-ca)

Proper Care and Use of Uniform

The standard of personal dress appearance and grooming shall be such as to reflect credit on the individual, the Squadron, the Air Cadet League of Canada, and the Canadian Forces. The dress regulations are not intended to be overly restrictive. Their intent is to ensure the maintenance of a high standard of grooming while also recognizing the standards of society. The regulations set out in this order are reasonable, ensuring a favorable military image and at the same time permitting some individuality. Dress regulations are found in detail in [CJCR Dress Instructions](#) (Air Cadet Dress Instructions).

Cadets are only authorized to wear their uniforms at cadet events. Arrangements for a cadet to wear their uniform at an activity or special event outside of a cadet activity may only be authorized by the Commanding Officer.

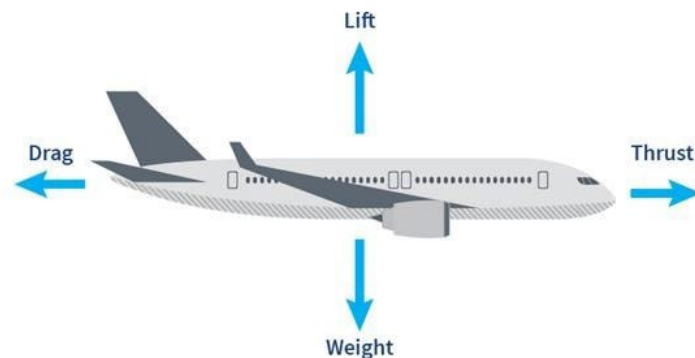
Every Cadet will be issued a uniform. The uniform is issued on loan to the cadet at no cost. It is especially important that the cadet takes great care in keeping track of their uniform pieces so as not to lose any.

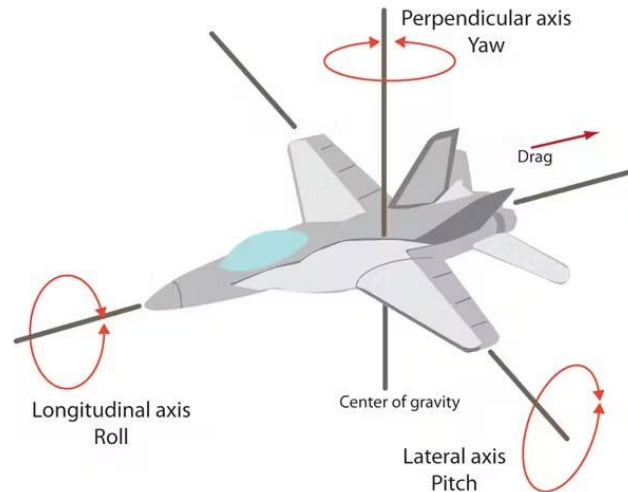
Any cadet willfully defacing, mutilating, damaging, giving away or neglecting any part of their issued uniform or equipment will be disciplined and held responsible for the article(s) of equipment.

Aviation Knowledge

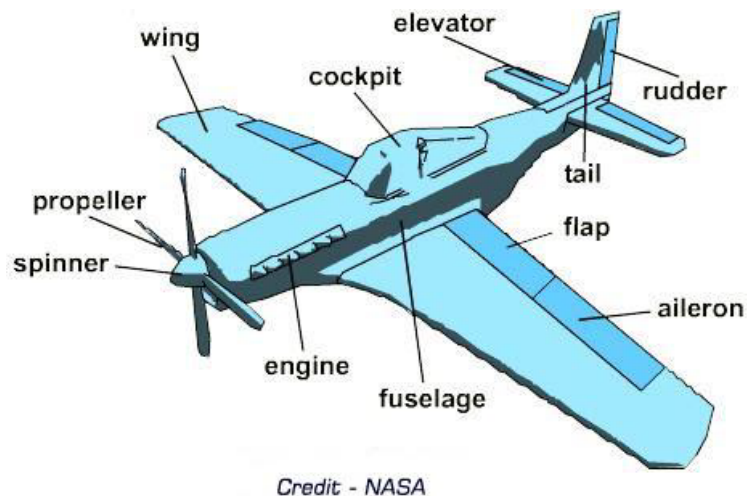
In this section we will discuss the one thing that sets us aside from all other elements... aviation! Whether you are an aviation lover or a newcomer, by the end of this section I hope that you will walk away with something you didn't know before.

Although it may seem like magic, there are many things that go into making an aircraft airborne. These things are also known as the four opposing forces of flight, those being: lift, drag, weight and thrust. Lift is the force that acts perpendicular to the direction of motion through the air. It is created by differences in air pressure. Drag acts opposite to the direction of motion in the air and is caused by friction and differences in air pressure. Weight is the force of gravity upon the aircraft and acts in a downward motion towards Earth. Thrust is the force that propels the aircraft in the direction of motion. This is caused by the engine. aircrafts move on all axes; we classify these as pitch (up and down), roll (rotation), and yaw(side to side) .





There are many parts of an aircraft that make flight possible. Most fixed wing (an aircraft with wings that do not move) have a vertical stabilizer, horizontal stabilizer, and wings. Located on a horizontal stabilizer there is a part which moves up and down, this is called the elevator, and it helps produce lift or “pitch”. The vertical stabilizer has a part called the rudder and this assists in turning the aircraft left and right or “yaw”. Lastly, we have the wings, on the wings there are a few moving parts but the ones that help with moving are the ailerons. Like the rudder, these also help the aircraft turn but in a rotating fashion or “roll”. When all three are used simultaneously, the aircraft can complete a coordinated turn.

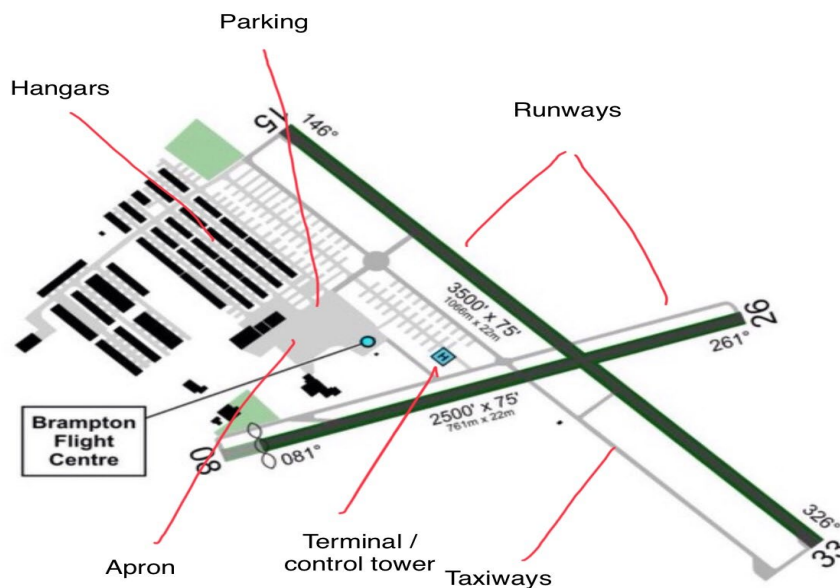


Credit - NASA

Other parts of an aircraft are the cockpit or flight deck, fuselage, engine, flap, landing gear, and empennage. The cockpit/ flight deck is where the pilot will sit, in here you can find all the flight instruments that give the pilot all the information needed to operate the aircraft. The fuselage is the main body of the aircraft. The engine is the power cell of the aircraft, and it helps with producing thrust. Flaps are used to assist in both

takeoff and landing as they help manipulate airflow to increase either drag or lift. The landing gear is what helps the aircraft maneuver while on the ground. The empennage is just a fancy way of saying the tail of the aircraft; here is wherever you find your horizontal and vertical stabilizers.

An aerodrome can be defined as a location where flight operations take place, whether private or public, if an aircraft can move about, take off and land, it is an aerodrome. Most aerodromes consist of runways, taxiways, aprons, hangars, terminal buildings, parking areas, control towers and lighting systems. A runway is a strip of land that is used for landing and taking off. A taxiway is a route of which an aircraft follows to move to or from a runway. Aprons are designated areas where aircrafts may park, are loaded/ unloaded, and maintained. Hangars are used for storing aircrafts. Terminal buildings are where passengers may board and depart aircrafts as well as go through security and purchase tickets. Control towers are used to direct traffic and maintain order within the aerodrome. Lighting systems are used to illuminate areas of the aerodrome. These lights have specific colours for the areas they are located in. For example, taxiway lights are always blue, apron lights are amber, and runway lights are white.



Attendance

Attendance is a very important part of a cadet's career, and it is considered an indication of their interest in, and dedication to, the benefits and rewards of the Air Cadet program. Attendance is one of the criteria used when selecting cadets for promotions, CTC, special activities, and awards.

Every cadet is expected to attend all mandatory training including:

- i. Monday training nights;
- ii. Field Training Exercises;
- iii. The Remembrance Day service;
- iv. Poppy Campaign;
- v. Fundraising events including but not limited to tagging.

Cadets are encouraged to participate in optional training and teams to fulfill their training level requirements and get the most out of the cadet program.

If a cadet cannot attend a function, they shall request leave by emailing the Squadron at 892Air@cadets.gc.ca. If a cadet is absent without notifying the Squadron, their absence will be considered "unexcused."

Cadets requesting an extended leave of absence (3 weeks or more) must send a written request stating the reason and the length of leave requested to 892Air@cadets.gc.ca.

Cadets who are **absent more than 60 days**, without an approved extended leave, will be Struck off Strength from the squadron membership list.

Knowledge check

1. What is the main purpose of the Chain of Command in the cadet program?

- A) To promote competition between cadets
 - B) To maintain structure and respect between officers and cadets
 - C) To allow cadets to have equal power
 - D) To assign cadets to different training activities
-

2. Which of the following ranks corresponds to a cadet with no rank?

- A) Cadet First Class
 - B) Officer Cadet
 - C) Cadet
 - D) Warrant Officer
-

3. When addressing a Warrant Officer Second Class or First Class, which of the following is acceptable?

- A) By their rank only
 - B) Sir/Ma'am
 - C) By their first name
 - D) Both A and B
-

4. What is the purpose of a "Right Dress" in drill?

- A) To prepare for a salute
 - B) To organize a flight of cadets so that they are perfectly aligned with each other
 - C) To change the direction of the march
 - D) To execute a wheel turn
-

5. Which of the following is a key feature of the "C5" uniform worn by cadets?

- A) Blue dress shirt and black tie
 - B) Olive drab tunic and combat boots
 - C) White dress shirt and black pants
 - D) Blue pants and parade boots
-

6. What is the definition of "lift" in aviation?

- A) The force acting opposite to the direction of motion
 - B) The force that pulls an aircraft toward the ground
 - C) The force that acts perpendicular to the direction of motion and is created by differences in air pressure
 - D) The force that propels an aircraft forward
-

7. What is an aerodrome?

- A) A type of aircraft
 - B) A location where flight operations take place, including takeoff and landing
 - C) A type of aircraft engine
 - D) A type of runway lighting system
-

8. What must a cadet do if they are absent from a mandatory event?

- A) Inform their parents
 - B) Send an email to the Squadron at 892Air@cadets.gc.ca requesting leave
 - C) Attend without informing anyone
 - D) Nothing, as it is not mandatory to attend
-

9. In what situation will a cadet be Struck off Strength from the squadron membership list?

- A) If they attend every event on time
 - B) If they are absent for more than 60 days without an approved extended leave
 - C) If they attend optional training events
 - D) If they receive a promotion
-

10. Which movement is performed when cadets are required to stop marching?

- A) Left Turn
 - B) About Turn
 - C) Halt
 - D) Marching on the spot
-

Answer Key:

1. B) To maintain structure and respect between officers and cadets
 2. C) Cadet
 3. D) Both A and B
 4. B) To organize a flight of cadets so that they are perfectly aligned with each other
 5. B) Olive drab tunic and combat boots
 6. C) The force that acts perpendicular to the direction of motion and is created by differences in air pressure
 7. B) A location where flight operations take place, including takeoff and landing
 8. B) Send an email to the Squadron at 892Air@cadets.gc.ca requesting leave
 9. B) If they are absent for more than 60 days without an approved extended leave
 10. C) Halt
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