

182 (GM STEFNUFASTUR) GIMLI ROYAL CANADIAN AIR CADET SQUADRON



COMMON TERMS & ABBREVIATIONS GUIDE

FORWARD

1. This is a list of recognized abbreviations, abbreviated terms and other terms used or referred to within the Air Cadet Program and expands on Annex B of Cadets and Junior Canadian Rangers Group Order (CJCR Gp O) 1000-1 Writing Guide. This is not a definitive list but intended to provide a quick reference for the most common.
2. In this document, abbreviations are capitalized or all in capitals, while terms are listed in lowercase but are to be capitalized when used in the content of a proper noun, position, title or heading.
3. In a formal document or a document with civilian addressees:
 - a. In the first instance of an abbreviation, it is to be written in full followed by the abbreviation in parenthesis; and
 - b. abbreviated terms are not to be used (i.e. famil, flt, cdt etc)
4. While many of these items in this guide are derived from the Canadian Armed Forces (CAF), their context may have been adapted for the Cadet Program such as in the case of the Air Cadet ranks, where ranks like Corporal (Cpl) and Sergeant (Sgt) are also ranks used in the CAF.
5. In using this guide, individuals should be aware of the common misuses of other abbreviations and terms, including:
 - Using those abbreviations from other countries, such as the American usage of CPT instead of the correct CAF abbreviation of CAPT for the rank of Captain
 - Using common internet acronyms (i.e. LOL) which, while popular, are not recognized for usage by the CAF or the Cadet Program
 - Using those terms associated with commercial usages, such as “Captain of a Ship” or “Aircraft Captain” which, although used on cruise lines and airlines respectively, are not terms used in the Cadet Program, the CAF nor most militaries
6. While some abbreviations may be combined (such as “a/c comd” for aircraft commander), individuals should be aware of the distinction between Ranks and Appointments including:
 - Not Confusing Rank to imply Appointment, such as while the ranks of Captain (Capt(N)) and Commander (Cdr) exist in the Royal Canadian Navy (RCN) neither of these ranks relate to being in command of a naval vessel which is properly referred to as being the Commanding Officer of the ship
 - Not Confusing Appointment to imply Rank, such as an individual assigned as the commander of an aircraft within the Royal Canadian Air Force (RCAF) does not imply, they hold the rank of Commander nor Captain
 - Not Combining Ranks with Position Titles, such as while an individual holding the rank of Captain may be assigned the position of Commanding Officer of an Air Cadet squadron, they are not referred to as the “Squadron Captain”, “Cadet Captain” nor “Commanding Captain”
7. This guide shall be reviewed annually and updated as required. Suggestions for corrections or additions to this guide are to be forwarded through the individual’s chain of command to the Commanding Officer (CO).

A

Al	Acting (refers to temporary rank or appointment)
AlSLt	Acting Sub-Lieutenant (Naval Officer rank – See 2Lt)
AAC	Advanced Aviation Course (summer training)
AC	Air Cadet (cadet rank)
a/c	aircraft
ACR	Annual Ceremonial Review (graduation parade)
activity	an authorized period of training normally scheduled for five hours or more
ADA	Area Directed Activity (training activity for cadets from within an Area)
Adj	Adjutant (cadet parade appointment in a Wing)
Admin	Administration (department)
Admin O	Administration Officer (officer position)
Adult supervisor	An adult staff member of a cadet unit (doesn't include cadets even if 18 years old)
AE	Aero-Engines (training subject)
AIR	Air Elemental Subjects
AKA	Also Know As
AMM	Aircraft Manufacturing & Maintenance (training subject)
appointment	refers to the assignment of a position or a position of command on a parade
Area	a geographical sub-section of a Region defined within the Cadet Program
ARMIC	Air Rifle Marksmanship Instructor Course (summer training)
ASAP	As Soon As Possible
Asst	Assistant (refers to positions)

B

BAC	Basic Aviation Course (summer training)
BATAC	Basic Aviation Technology & Aerospace Course (summer training)

C

C&C	Command and control
CAC	Cadet Advisory Council
cadet Instructor	any CAF member authorized to train, supervise or administer Cadets participating in authorized activities or functions
Cadpat	Canadian Disruptive Pattern (refers to CAF camouflage work uniform)
CAF	Canadian Armed Forces
CANCDTGEN	Canadian Cadet General Order
CAP	Cadet Activity Program (summer training)
Capt	Captain (officer rank) (not used for positions as in "Captain of a ship")

CATO	Cadet Administrative and Training Order
CCO	Canadian Cadet Organization
Cdr	Commander (Naval officer rank) (See LCol)
cdt	cadet
CES	Cadet Expedition Site (Army Cadets)
CF	Canadian Forces (see CAF)
CFS	Cadet Flying Site (gliding)
CI	Civilian Instructor (paid civilian staff member)
CIC	Cadet Instructor Cadre (a Reserve Force Officer Branch of the CAF)
Cit	Citizenship (training subject)
CV	Civilian Volunteer (adult volunteer)
CJCR	Cadet & Junior Canadian Rangers
Comd	Commander (refers to a position as in Flight Commander)
CNS	Cadet Nautical Site (Sea Cadets)
CO	Commanding Officer (officer position)
CoC	Chain of Command
COATS	Cadet Organizations Administrative and Training Service
Comms	Communications (training subject)
Coord	Coordinator
Corps	Sea or Army cadet unit (See Sqn)
COS	Chief of Staff
Cpl	Corporal (cadet rank)
CTC	Cadet Training Centre (summer training)
CTS	Cadet Training Site (See CFS, CNS and CES)
CWO	Chief Warrant Officer (CAF NCM rank)

D

DAOD	Defence Administrative Orders and Directives
DCIC (or DCI)	Drill and Ceremonial Instructor Course (summer training)
DCO	Deputy Commanding Officer (officer position)
DCOS	Deputy Chief of Staff (National officer position)
Dep	Deputy (refers to positions)
DComd	Deputy Commander (National officer position)
Dep Flt Comd	Deputy Flight Commander (cadet parade appointment) (see Flt Sgt)
Dep Sqn Comd	Deputy Squadron Commander (cadet parade appointment)
department	refers to personal conduct

Dep WComd	Dep Wing Commander (cadet parade appointment in a Wing)
DEU	Dress Environmental Uniform (CAF dress uniform)
Div	Division (a group of Sea Cadets on parade) (See Flt)
DND	Department of National Defence
dress	refers to clothing or type of clothing (ie civilian, summer, ceremonial etc)
Drill	Techniques of marching (training subject)
Drum Maj	Drum Major (cadet parade appointment)
Duty O	Duty Officer (special officer appointment)

E

ES	Effective Speaking (training subject)
ETA	Estimated time of arrival
EO	Enabling Objective (instructional topic)
Env O	Environmental Officer (See Env Rep)
Env Rep	Environmental Representative (officer appointment)
Ex	Exercise (see FTX)

F

famil	Familiarization (refers an introductory standard of instruction)
FCpl	Flight Corporal (cadet rank)
flt	flight (group of Air Cadets on parade)
Flt Comd	Flight Commander (cadet parade appointment)
Flt Sgt	Flight Sergeant (cadet parade appointment) (See Dep Flt Comd)
FSgt	Flight Sergeant (cadet rank)
FP Comd	Flag Party Commander (cadet parade appointment)
formation	Two or more units or groups organized together under a commander
Fortress	National Cadet Database
FSIC (or FSI)	Fitness and Sports Instructor
FTU	Field Training Uniform (cadet training uniform)
FTX	Field Training Exercise (includes outdoor Aircrew Survival training)
function	any authorized Cadet session or activity

G

GCK	General Cadet Knowledge
GMT	Greenwich Mean Time
Gp	Group (CAF formation)
Gp Inst	Group Instruction
Gp O	Group Order
GPTC	Glider Pilot Training Course
GSO	General Safety Officer (See GS Rep)
GS Rep	General Safety Representative (officer appointment)

H

Hgr	Hangar
HQ	Headquarters
H (or Hrs)	hours – 24 hour clock reference (eg 1400hrs or 2pm)

I

IACE (or ICE)	International Air Cadet Exchange (summer training)
IAW	In Accordance With
IMP	Individual Meal Packet (see MRE)
inst	instruction
instr	instructor (position or appointment)

J

JCRs	Junior Canadian Rangers (a partner organization for remote communities)
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K**L**

LAC	Leading Air Cadet (cadet rank)
LCdr	Lieutenant-Commander (Naval officer rank)(see Maj)
LCol	Lieutenant-Colonel (officer rank)LDA
Ldsp	Leadership (training subject)
level	Air Cadet standard of achievement normally based on years attended
LHQ	Local Headquarters (local cadet offices)
Limited	Cadet Activity or Function with a limit on number of participants
LDA	Locally Directed Activity (training coordinated by the LHQ)
Lt	Lieutenant (officer rank)
Lt(N)	Lieutenant (Naval officer rank)(See Capt)

M

M&C	Map & Compass (training subject)
mandatory	refers to training required for cadets to complete their training Level
maint	maintenance
Maj	Major (officer rank)
MB-AMC	Military Band - Advanced Musician Course (summer training)
MB-BMC	Military Band - Basic Musician Course (summer training)
MB-IMC	Military Band - Intermediate Musician Course (summer training)
Met	Meteorology (training subject)
MIR	Medical Inspection Room (medial clinic)
Mov O	Movements Officer or Order
MRE	Meal Ready to Eat (full meal in a bag, boil-in-the-foil entrée)
MRO	Monthly Routine Orders
MWO	Master Warrant Officer (CAF NCM rank)

N

Nav	Navigation (training subject)
NCD	Naval Combat Dress (RCN work uniform)
NCM	Non-Commissioned Member (cadet ranks of Cpl and above)
NCO	Non-Commissioned Officer (replaced with NCM)
NDA	National Directed Activity
NDHQ	National Defence Headquarters
NES	Non-effective Strength
NLT	No Later Than
Non-Required	refers to training not required by cadets to complete their Level
NOTAL	Not All Addressees (not generally available to everyone)
NW	Northwest (regional term for the Prairie Provinces and the Territories)

O

OC	Officer Commanding (officer position responsible for an Area)
OCdt	Officer Cadet (officer rank)
OIC	Officer-In-Charge (refers to the officer responsible for an activity)
OJT	On-the-Job Training
ops	operations
optional	refers to training not required for cadets to complete their training Level
OPI	Officer of Primary Interest (officer responsible for subject matter)

P

PB-AMC	Pipe Band - Advanced Musician Course (summer training)
PB-BMC	Pipe Band - Basic Musician Course (summer training)
PB-IMC	Pipe Band - Intermediate Musician Course (summer training)
PF (POF)	Principles of Flight (training subject)
PHASE	Promoting Healthy and Safe Experiences (training program)
plt	Platoon (group of Army Cadet on parade) (See Flt)
PMC	Private Motor Car
PMV	Personal Motor Vehicle
PO	Performance Objective (instructional subject)
POC	Point of Contact
position	refers to assigned roles with specific responsibilities and tasks
PP&S	Pens, Pencils and Stuff
PPTC	Power Pilot Training Course (summer training)
Pra	Prairie - as in Prairie Region (term no longer used) (See NW)
PRCIs	Prairie Region Cadet Instructions (term no longer used)
PRes	Primary Reserve (CAF Air, Army & Naval Reserve Forces)
PSRY	Positive Social Relations for Youth (replaced with PHASE)
PT	Physical or fitness Training (training subject)

Q

QR Cadets	Queen's Regulations and Orders for Canadian Cadet Organizations (to be renamed with passing of Queen Elizabeth II)
QR&O	Queen's Regulations and Orders

R

RCACC	Royal Canadian Army Cadet Corps
RCACS	Royal Canadian Air Cadet Squadron or Royal Canadian Air Cadets
RCAirCs	Royal Canadian Air Cadets
RCAF	Royal Canadian Air Force
RCN	Royal Canadian Navy
RCSCC	Royal Canadian Sea Cadet Corps
RCSU	Regional Cadet Support Unit
RDA	Regional Directed Activity (Optional training coordinated regionally)
Required	Training required for cadets to complete their training Level
RegF	Regular Force (Full-time component of the CAF)
region	a geographic section of Canada defined within the Cadet Program

RO	Reviewing Officer (inspecting officer of a formal parade) or Routine Ordesrs (See MRO)
RSO	Range Safety Officer (officer appointment)
RTU	Return(ed) To Unit (refers to an early return from a trip or summer training)

S

SCA	Supply Control Activity (supply listing of unit-issued equipment)
session	an authorized period of training normally scheduled for four hours or less
Sgt	Sergeant (cadet rank)
SIC (or SI)	Survival Instructor Course (summer training)
SLt	Sub-Lieutenant (Naval officer rank)
SME	Subject Matter Expert
SO	Standing Orders
SOS	Struck-Off-Strength (refers to being removed as a cadet)
sp	support
sqd	squad (group of cadets for the purpose of drill instruction)
sqn	squadron (an Air Cadet unit or formation of 2+ flights on parade)
Sqn Comd	Squadron Commander (cadet parade appointment)
SSC	Squadron Sponsoring Committee
Stans O	Standards Officer (officer position)
STU	Sea Training Uniform (Sea Cadet work uniform) (See FTU)
Sup	Supply (department)
Sup O	Supply Officer (officer position)
Supp Res	Supplementary Reserves (Holding reserve for inactive CAF members)
supr	supervisor
Surv	Aircrew Survival (training subject)
svc	service
SWO	Squadron Warrant Officer (cadet parade appointment)

T

2IC	Second-in-command (refers to positions)
2Lt	Second Lieutenant (officer rank)
TCS	Training Counselling Session (performance evaluation)
TOS	Taken on Strength
Trg	Training (department)
Trg O	Training Officer (officer position)
Trg Sp Coord	Training Support Coordinator (Regional position)

U

UCC	Unit Cadet Correspondent (cadet appointment)
UCCMA	Unit Cadet Conflict Management Advisor (officer appointment)
UHRA	Unit Human Rights Advisor (replaced with UCCMA)
unit	(refers to an organizational group within the CAF or Cadet Program)

V

W

WComd	Wing Commander (cadet parade appointment in a Wing)
Wg	Wing (large Air Cadet formation of 2+ squadrons)
Wng O	Warning Order (notice of an up-coming activity)
WO	Warrant Officer (CAF NCM rank)
WO1	Warrant Officer First Class (cadet rank)
WO2	Warrant Officer Second Class (cadet rank)
WRT	With Respect To
WWO	Wing Warrant Officer (cadet parade appointment in a Wing)

X

XO	Executive Officer (Naval officer position) (See DCO)
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Y

Z

Z - Zulu Time	(See GMT)
ZTO	Zone Training Officer (Area officer position)