R·C·A·F·WOMEN'S DIVISION

FOREWORD

Canada's women are at war. Whether they be women in uniform or in the hundred-and-one civilian war-time activities, they take their rightful place in essential all-out effort. The time has long since passed when there can be any doubt as to the value of women serving their country in uniform. Canadian women now serve in all three Services — the Navy, Army, and Air Force. This booklet tells only of those in the Royal Canadian Air Force Women's Division, serving in Air Force blue — to release men for more strenuous duties.

If you have not found your place in Canada's emergency program, if you are looking for an opportunity to be of service to our Dominion in this crisis, you may find the answer in this booklet. The Women's Division needs more women. It is a chance to "get on with the job." It is an opportunity to serve. **To serve — that men may fly.**

ROYAL CANADIAN AIR FORCE
WOMEN'S DIVISION

Canada's daughters, through the years, have always been eager to share with her sons whatever their country demanded of toil or sacrifice. Now comes a call, to all women throughout the Dominion, to help Canada's war effort to the utmost of their strength. It means sacrifice and hard work, but few women will fail to answer the challenge as they look East and West across the oceans to the suffering peoples who are fighting so grimly for all they hold dear.

The R.C.A.F. needs women in its ranks to work shoulder to shoulder with the men. This offers useful work and an interesting life. If it be not an easy one it is the pride of the Women's Division that they accept the same conditions of service and living as the men. Indeed, service in the R.C.A.F. must fill everyone with a sense of deep satisfaction, knowing, as each one must, that she is playing her part in a supreme effort to bring into being a better and a happier world.

It is my privilege to be Air Commandant of the Women's Division, and as such, I am happy to write this foreword. I have inspected the Depots, seen the conditions under which women work on a station, and have been impressed by the enthusiasm and cheery self-reliance of all ranks. I look forward to seeing the Women's Division growing in numbers and usefulness as part of the Royal Canadian Air Force.

Alice Athlone

HER ROYAL HIGHNESS, PRINCESS ALICE,
COUNTESS OF ATHLONE, AIR COMMANDANT,
R.C.A.F. WOMEN'S DIVISION.

From coast to coast Canadian womanhood rallies to the colours . . . the big adventure lies ahead for these girls who are on their way to the R.C.A.F. Recruiting Centre.

THE FIRST STEP

They're stenographers, housewives, students, debutantes. They have taught school, managed departments, modelled, or taken life easy. They come from every corner of the Dominion. They are rich and poor, single and married — all with one desire — to serve — to get behind the war effort—to enlist in the R.C.A.F. Women's Division.

The Recruiting Centre is where they first go for information — and

Questions and answers—mighty important in fitting each applicant into the proper niche. Friendly recruiting officers make it easy to tackle the forms and questionnaires.

get it. The many and varied questions are answered — without obligation — without anybody trying to "high pressure" them into enlistment.

For the woman who decides to enlist, things begin to happen! In quiet, friendly fashion a Women's Division officer sits down with each applicant to talk it over. What experience has she had; what kind of work would she like to do? Every care is taken to see that the prospective airwoman is going to be happy in her work because that means she will be an enthusiastic worker on the Air Force team. Documents are filled out with the help of the trained interviewing staff . . . a medical officer checks up on health . . . every detail is recorded in the airwoman's personal file.

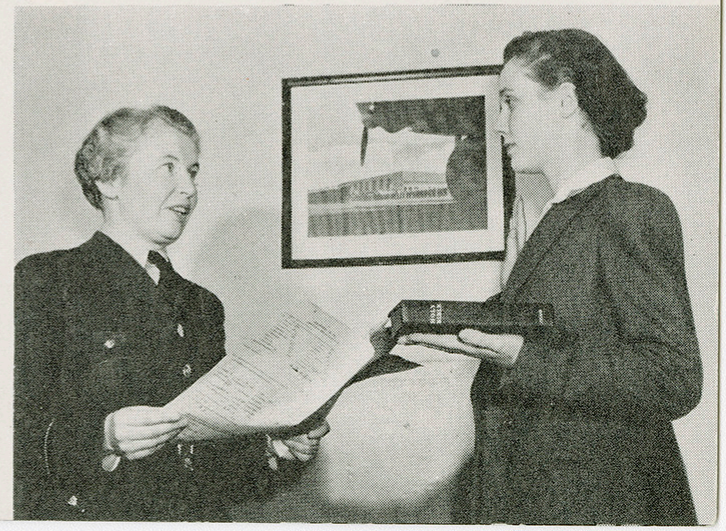
It is really very simple, and for those accepted there follows the taking of the Oath of Allegiance (her promise of faithful service for the duration) and a new world opens up — a new, exciting, useful world — she is now an airwoman. Her farewell to the Recruiting Centre comes with her first "posting notice" . . . which tells her at which Manning Depot to report . . . and when!

A few tips and a word of greeting! The girls are thrilled to find that the Recruiting Centre is a friendly, helpful place.

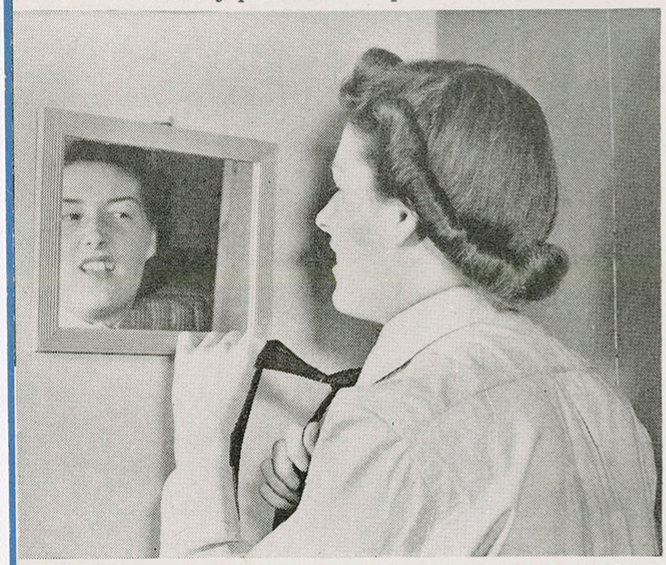
"What would you like to do in the R.C.A.F. Women's Division?" The applicant has a choice of more than forty trades.

Say Ah-h-h! Just like the family doctor back home, and with just as much friendly concern for her welfare.

The oath of allegiance! It's the first of many big moments in the life of an airwoman.

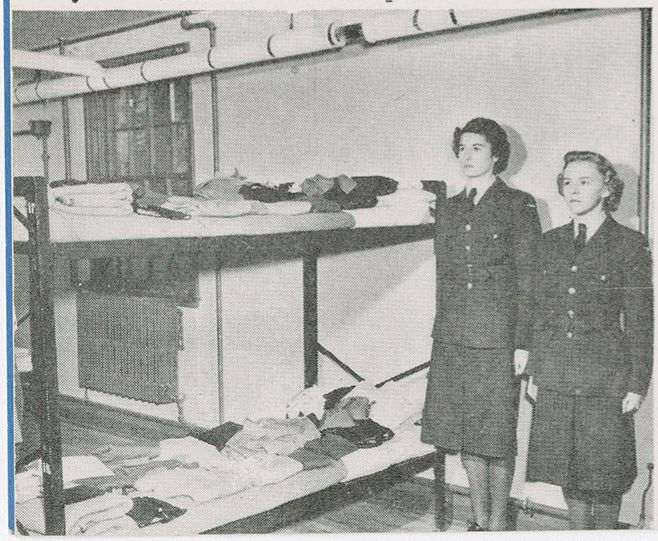


Air Force blue is the thing to wear! Civilian clothes are carefully packed for shipment back home.



That neat, tight knot must be tied "just so." With practice she'll soon be able to do it without a glance at the mirror.

Warm clothes for winter . . . cool outfits for summer . . . all supplied by the Service, with a cash allowance for personal accessories.

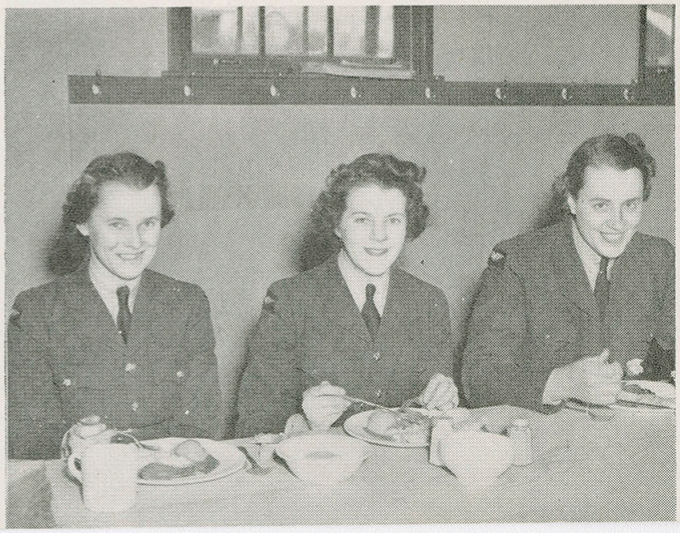


FIRST DAYS

Fond farewells, and last-minute reminders, and the new Recruit boards the train for the Manning Depot where she will spend the next four weeks. Other recruits, also in civilian clothes, are aboard; friendships are made — and all have the thrill of anticipated excitement and usefulness ahead.

At the Depot she finds a different, exciting life. She may be among strangers, but soon they're friends though they come from every corner of Canada, and Newfoundland, too. Like her, they learn the comradeship of barrack life with its long dormitories, neat lockers, double decker beds, its wholesome food served generously in shining mess halls. Together they drill, and soon their straggling files become a smart-stepping squadron. They line up for inoculations that safeguard their health. They learn that discipline — the right way to do the right thing — is important. They are outfitted from head to toe with a brand new Air Force wardrobe; uniforms for every kind of weather, and there's a cash allowance for underwear and such things.

They've done a good day's work on drill square and in lecture room . . . see them smiling with all that good food before them.

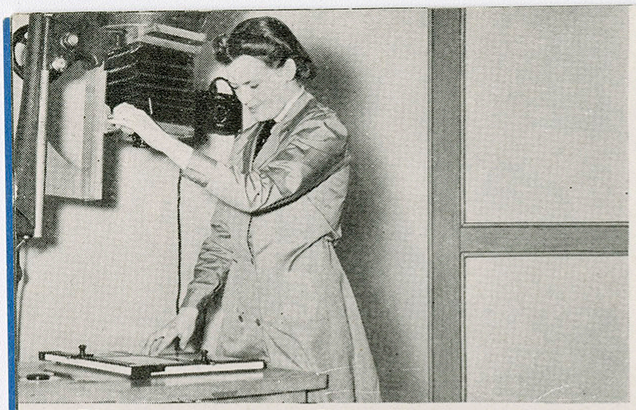


Left! Right! Left! From civilian to airwoman in an amazingly short time. Experienced drill instructors make drill something to look forward to.

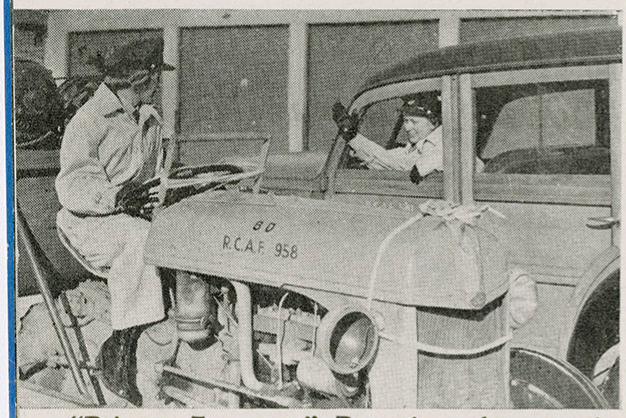
Rise and shine! Every badge and button glitters from careful polishing. Airwomen are proud of their insignia—proud to keep them bright.

At the Manning Depot East meets West—and new friendships begin. These airwomen will soon release men for air crew duties!

THEY SERVE IN THAT MEN



Photographic expert! Her skill helps the Navigator, the Bomber, and many others to do their jobs.



"Drivers—Transport." Fast trips or heavy towing jobs . . . it's all the same to them.

Parachutes! These riggers fold and pack them with expert care.

Everything from shoelaces to aircraft parts. Equipment Assistants handle them all.

Special "Trades" need special training and the Women's Division is equipped for that purpose. Starting with only a few types of trades, such as office work, typing, cooking and transport driving, Canada's women quickly proved able to take over more and more of the essential ground staff duty that keeps bombers and fighters in the air.

On these and following pages are shown some of the many ways in which Canada's airwomen work from dawn to dusk, in Air Force Stations all across our country. The types of work they do have been carefully selected as those in which their natural talents and skills would most readily find expression. Willingness and a keen desire to learn have made it necessary to add constantly to the list of women's trades and those who have not had previous specialized experience are now placed in a special category.

To fit recruits with no previous trade qualifications into their proper place, the group "Standard Tradeswomen" has been formed. It is the right spot for young women who are quick to learn. All through basic training their individual interests and abilities are studied, and they are finally selected by a special board of officers for duty in a specific trade

Messwomen see that airmen and airwomen are fed without delay. Three times a day it's "service with a smile."

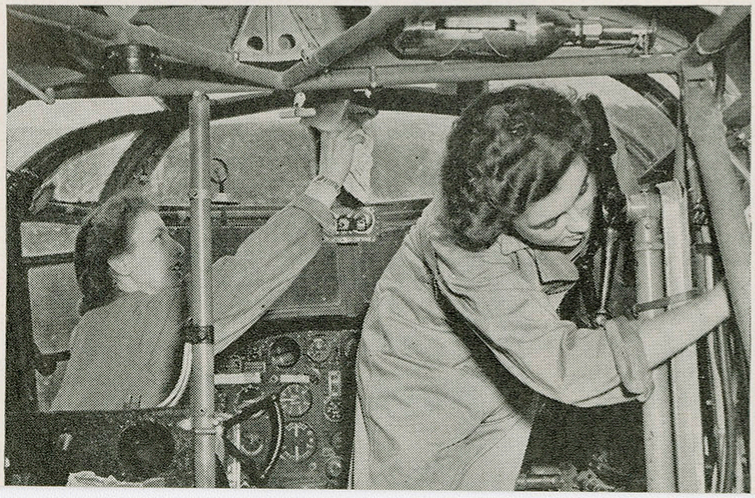
MANY WAYS.... MAY FLY

—including some of the most interesting and important the Women's Division has to offer. They may become "clerks operations" — airwomen who chart and record the secret movements of Canada's fighting aircraft. Some may train for the work of meteorological observer, learning to map out weather conditions for the guidance of men who fly. Equipment assistants, who check and catalogue the Service's supplies; clerks general, who do office work; administrative workers—all enter as Standard Tradeswomen. The list is still growing!

Some courses are short, some long — all are interesting. Standard Tradeswomen are not the only group who take special training on leaving a Manning Depot. Cooks, for instance, learn their art in the bright, modern classrooms of a top-flight home economics school. Wireless operators (ground) graduate from a course at a wireless school, then proudly wear the coveted "sparks" badge on their shoulders.

Airwomen study at R.C.A.F. Schools in various places, with a variety of subjects, and duties in mind. But on one point all agree. "Grand courses," they say. "We're equipped to do a real job. And the training's going to be useful not only for the duration, but afterward!"

Aircraft need housecleaning, too! It's a thrill for these careful workers to see dials and windscreens sparkle.

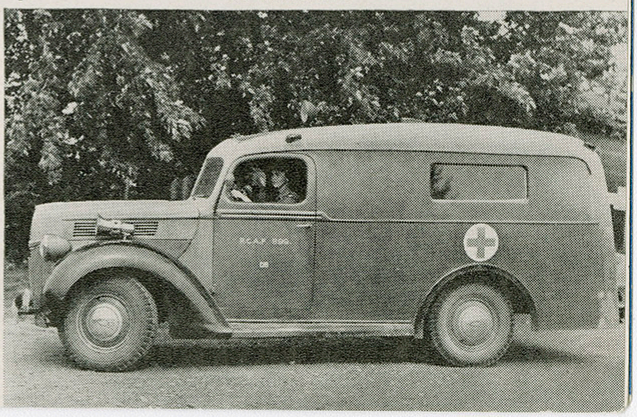


Clerks (Operations Room)! They plot and record the movement of Canada's air squadrons.

A trained fabric worker. Her skilful fingers repair fuselage, aileron and tail coverings.

Careful training qualifies her as an expert wireless operator in the signals room or control tower.

Cool, efficient, and on the job! That is what makes the driver of this Service ambulance so valuable.



This airwoman gets a kick out of watching hungry people enjoy her cooking. It's a pleasure to work in the well-equipped kitchens.

Telephone calls are handled with despatch and crisp efficiency. In routine work or emergencies the switchboard operator is a key member of the unit.

In the laboratory where prescriptions are dispensed . . . this trained worker is quite at home.

Temperature — pulse — respiration — Hospital Assistants of the Women's Division do practical nursing in the hospital wards.

Pay rolls and ledgers . . . all very mysterious, except to this airwoman and her colleagues. More men fly because they do these jobs.

On the Station! Training completed and now a job to do—they release men for air crew duty and play a part in keeping the aircraft flying.

ON ACTIVE SERVICE

The airwoman's arrival "on station" is another exciting moment. Trained, drilled, eager to begin working, airwomen go out in detachments of a hundred or more, to serve in the schools of the Air Training Plan.

On stations, they have their own barrack blocks, their own recreation centre, their own hospital accommodation. At mealtimes, they have their own places in mess halls with airmen of equal rank. Otherwise, they share the discipline, the rules and privileges of the airmen. They also share the educational opportunities offered by the Auxiliary Services. They join in the church parades too, and the chaplain is always interested in their welfare.

All around them, and in the skies above, the work of the R.C.A.F. goes on. They are part of it—trained workers who are serving in answer to Canada's call.

Fire escapes can be fun . . . even though it's a bit outside regulations! They look like twins . . . and they are!

On the station there's a time to dance! All work and no play would never do!

Dressing the Drill Hall for a party! Spare time gives these amateur artists a chance to show their skill.

A two-day week-end leave is something indulged in by all ranks . . . a reward for a job well done.

Pay-parade may not be recreation, but it's a lot of fun just the same.

Books must have a guardian . . . the station librarian. It's an important job in keeping people happy.

"When good fellows get together!" There's always someone who can play a few songs and lots who would like to sing.

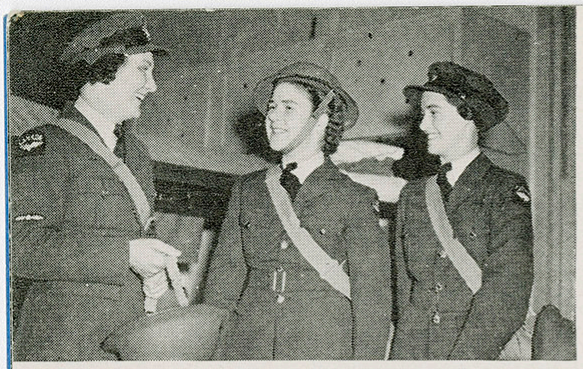
It's grand to relax in the pleasant surroundings of the airwomen's lounge.

THE LIGHTER SIDE OF LIFE

The airwoman's life isn't all work. There is a place for fun and relaxation in every efficient organization, and the R.C.A.F. is no exception.

Airwomen have teams for basketball, softball, and other active sports. There are "off-hour" programmes of various kinds to entertain them after a good day's work.

Books to read, pleasant places in which to sew and write letters—rooms for games—music, practically everything for the pleasure and comfort of these girls in blue who have earned their relaxation.



The thrill of a new hat. This tin helmet means she's in an overseas contingent.

Putting "CANADA" up! These shoulder patches mean she is going overseas.

OVERSEAS

There are countless exciting experiences and memorable occasions for every airwoman in the Women's Division but there is no thrill quite like the thrill of an "Overseas" posting.

Duty outside of Canada entitles the airwoman to put "Canada" on her shoulders. That "Canada" badge means many things to the wearer. It means she has shown a high degree of proficiency in her work in Canada. It means that she has been considered a worthy representative of the R.C.A.F. and, most important, it means that she is one more of the thousands of women who have proven to the world that they have a place in uniform—that they are worthy of the challenge—willing to serve anywhere. They serve that men may fly . . .

Gangway! Here's another Canadian contribution to the forces of freedom . . . smiling, confident, trained to do a job and anxious to get on with it.

TRADES OF THE WOMEN'S DIVISION

Information about the many trades open to Canadian women in the R.C.A.F. Women's Division will be gladly given, without obligation, at any of the Recruiting Centres listed on the back of this booklet. Below are listed some of these trades. If you do not think your particular ability would fit into any of them, enquire from the Recruiting Officer. She will be able to tell you where you can best serve.

Administrative
Bandswoman
Clerk (Accounting)
Clerk (General)
Clerk (General) (Medical)
Clerk (Operations Room)
Clerk (Stenographer)
Clerk (Stenographer) (Medical)
Cook
Dental Assistant
Dispenser
Driver (Transport)
Equipment Assistant
Fabric Worker
Hospital Assistant
Instrument Maker
Laboratory Assistant
Laundrywoman
Meteorological Observer
Operator (Telephone)
Pharmacist
Photographer
Postal Clerk
Radiographer
Standard (General Duties)
Tailoress
Teleprinter Operator
Wireless Operator (Ground)

QUALIFICATIONS

Canadian women over 18 but not yet 41 are eligible for enlistment if they are:

Physically fit.
Have High School entrance or better.
5 feet or over in height.
Able to pass appropriate trade test.

The following documents should be produced:

Evidence of birth.
Proof of education.
National Registration Certificate.

Do not let the absence of documents prevent you from applying, however. The Recruiting Officer will be glad to help you obtain them.

R.C.A.F.
WOMEN'S DIVISION
RECRUITING CENTRES ACROSS CANADA

VANCOUVER, B.C.	Royal Bank Bldg., 675 West Hastings, Vancouver
CALGARY, Alta.	1206-1st Street East, Calgary
EDMONTON, Alta.	Provincial Building, Edmonton
SASKATOON, Sask.	Birks Bldg., 153 Third Ave. S., Saskatoon
REGINA, Sask.	New Regina Trading Co. Bldg., Regina
WINNIPEG, Man.	Grain Exchange Annex, 153 Lombard Ave., Winnipeg
NORTH BAY, Ont.	40 Worthington St., East, North Bay
WINDSOR, Ont.	702 Canada Bldg., Ouellette Ave., Windsor
LONDON, Ont.	7th Floor, Bell Building, 291 Dundas St., London
HAMILTON, Ont.	275 James Street South, Hamilton
TORONTO, Ont.	200 Bay Street, Toronto
OTTAWA, Ont.	132 Queen Street, Ottawa
MONTREAL, Que.	Post Office Bldg., 1254 Bishop Street, Montreal
QUEBEC, Que.	53 Buade Street, Quebec,
MONCTON, N.B.	Dominion Public Building, Moncton
HALIFAX, N.S.	Broadcasting House, 10 Tobin St., Halifax

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