## EO C107.01 – MAINTAIN THE AIR CADET UNIFORM

1. **Performance:** Maintain the Air Cadet Uniform

2. **Conditions:**

   a. Given:

      (1) Air cadet uniform;

      (2) Scissors;

      (3) Ironing board;

      (4) Iron;

      (5) Black boot polish;

      (6) Polish cloth;

      (7) Old toothbrush;

      (8) Hair elastics;

      (9) Bobby pins;

      (10) Hair nets;

      (11) Hair spray;

      (12) Supervision; and

      (13) Assistance as required.

   b. Denied: Nil.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard:** IAW CATO 55-04 *Air Cadet Dress Instructions*, the cadet shall maintain the air cadet uniform, to include:

   a. ensuring the uniform is clean;

   b. ensuring the footwear is clean and shone; and

   c. ensuring the uniform is pressed.

4. **Teaching Points:**

| TP | Description | Method | Time | Refs |
|---|---|---|---|---|
| TP1 | Explain the pressing cloth, to include:<br>a. using a pressing cloth; and<br>b. examples of items that can be used as a pressing cloth. | Interactive Lecture | 5 min | |



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| TP | Description | Method | Time | Refs |
|---|---|---|---|---|
| TP2 | Demonstrate the correct method of care for the trousers, to include:<br>a. should be well pressed and free of dirt and lint at all times;<br>b. a crease will extend down the centre of each leg in the front and the back; and<br>c. each crease shall extend from the top of the leg to the bottom. | Demonstration | 5 min | A3-006 (pp. 12-13) |
| TP3 | Demonstrate the correct method of care for the short sleeve shirt, to include:<br>a. should be kept clean and pressed;<br>b. the only crease to be in the shirt is to be down the centre of each sleeve starting at the centre of each epaulette; and<br>c. the collar may be starched to prevent it from becoming limp. | Demonstration | 5 min | A3-006 (pp. 5 and 10-13) |
| TP4 | Demonstrate the correct method for care of the jacket, to include:<br>a. the sleeves will be roll-pressed with no creases;<br>b. the belt should be even with no twists;<br>c. the buckle is to be centred in front; and<br>d. contents of the pockets should not bulge. | Demonstration | 5 min | A3-006 (pp. 5 and 10-13) |
| TP5 | Demonstrate general guidelines for the care for the boots, to include:<br>a. polishing the boots, to include:<br>1. using a polish cloth wrapped around the index finger;<br>2. applying a moderate amount of polish to the cloth;<br>3. applying the polish in a circular motion to the area being polished;<br>4. starting with large circles to cover the area with polish;<br>5. using smaller circles as the polish gets worked into the boot; and<br>6. continuing to work in a circular motion until circles formed by the polish are no longer visible. The whole boot is to be polished, not just the toe; and | Demonstration | 5 min | A3-006 (p.13) |



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| TP | Description | Method | Time | Refs |
|---|---|---|---|---|
| | b. lacing the boots, to include:<br>1. lacing straight across;<br>2. tucking the laces inside the boots; and<br>3. boots should not be tied too tightly. | | | |
| TP6 | Demonstrate the correct method for wearing the hair, to include:<br>a. the hair shall be neatly groomed and conservatively styled;<br>b. the length, bulk and style of hair should not preclude the wearing of the wedge;<br>c. style and colour shall not be bizarre, exaggerated or of unusual appearance;<br>d. hair must be secured or styled back to reveal the face. Any accessories used to secure or control hairstyles shall be unobtrusive;<br>e. male cadets' hair shall be taper trimmed at the back, sides, and above the ears to blend with the hairstyle;<br>f. hair shall not touch the ears or fall below the top of the eyebrows when the wedge is removed;<br>g. sideburns shall not extend below a line horizontally bisecting the ear, and shall be squared off horizontally at the bottom edge and taper trimmed to conform to the overall hairstyle;<br>h. female cadets' hair shall not extend below the lower edge of the shirt collar;<br>i. braids shall be styled conservatively, tied tightly, and secured at the end by a knot or a small unadorned fastener;<br>j. a single braid shall be worn in the centre of the back; and<br>k. double braids shall be worn behind the shoulders. | Demonstration | 5 min | A3-006 (pp. 7 and 13-17)<br>A0-001 |
| TP7 | Supervise and advise cadets as they practise maintaining the uniform, to include:<br>a. trousers;<br>b. short sleeved shirt;<br>c. jacket; and<br>d. boots.<br>Cadets will demonstrate, and practise when possible, correct wear of the hair. | In-Class Activity | 25 min | |



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5. **Time:**

| | | |
|---|---|---|
| a. | Introduction / Conclusion: | 5 min |
| b. | Interactive Lecture: | 5 min |
| c. | Demonstration: | 25 min |
| d. | In-Class Activity: | 25 min |
| e. | Total: | 60 min |

6. **Substantiation:**

a. An interactive lecture was chosen for TP 1 as it allows the instructor to present the material.

b. A demonstration was chosen for TPs 2 – 6 as a practical way for the instructor to demonstrate the skills and care in maintaining the air cadet uniform.

c. An-class activity was chosen for TP 7 to allow the cadets to practice the skills under supervision in a safe and controlled environment.

7. **References:**

a. A3-006 Cadets Canada. (2011). *CATO 55-04: Royal Canadian Air Cadet Dress Instructions*. In Cadet Administrative and Training Orders (Vol. 5). Ottawa. ON.

b. A0-001 A-AD-265-000/AG-001 DHH 3-2. (2001). *Canadian Forces Dress Instructions*. Ottawa, ON.

8. **Training Aids:**

a. Air cadet uniform;

b. Scissors;

c. Ironing board;

d. Iron;

e. Black boot polish;

f. Polish cloth;

g. Old toothbrush;

h. Hair elastics;

i. Bobby pins;

j. Hair nets;

k. Hair spray;

l. Pictures of braids;

m. Pictures of appropriate female hairstyles; and

n. Pictures of male hairstyles.



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9. **Learning Aids:**

    a. Air cadet uniform;

    b. Scissors;

    c. Ironing board;

    d. Iron;

    e. Black boot polish;

    f. Polish cloth;

    g. Old toothbrush;

    h. Hair elastics;

    i. Bobby pins;

    j. Hair nets;

    k. Hair spray;

    l. Pictures of braids;

    m. Pictures of appropriate female hairstyles; and

    n. Pictures of male hairstyles.

10. **Test Details:** Nil.

11. **Remarks:**

    a. This EO should be conducted once the cadets have been issued their uniform.

    b. This EO should be conducted after M107.05 (Wear the Air Cadet Uniform) has been delivered.

    c. Assistant instructors will be required for this lesson.



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