ROYAL CANADIAN AIR CADETS

PROFICIENCY LEVEL ONE

INSTRUCTIONAL GUIDE

SECTION 5

EO M107.05 – WEAR THE AIR CADET UNIFORM

Total Time: 60 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-801/PG-001, *Proficiency Level One Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An interactive lecture was chosen for this lesson as it allows the instructor to present the material to the cadets.

INTRODUCTION

REVIEW

Nil.

OBJECTIVES

By the end of this lesson the cadet shall have worn the air cadet uniform.

IMPORTANCE

The cadet uniform is highly recognizable and the standard of personal dress, appearance and grooming shall be such as to reflect credit on the individual and the Canadian Cadet Organization (CCO).

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Teaching point 1 **Explain the correct manner in which to wear headdress.**

Time: 5 min Method: Interactive Lecture



As each piece of uniform is being presented, the instructor should explain and show the proper wear and care (where applicable) of the piece using a senior cadet as a demonstrator.

WEDGE

The wedge shall be worn on the right side of the head with the lower point of the front crease in the centre of the forehead and with the front edge of the cap 2.5 cm above the right eyebrow. Two air force buttons must be attached in pre-cut holes at the front.

WEDGE INSIGNIA

The wedge insignia is to be worn on the left side of the wedge with the centre of the badge positioned mid-way between the front and mid-point of the wedge.



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Figure 1 Placement of Wedge Insignia

WIDE BRIMMED TAN SUMMER HAT

The wide brimmed tan summer hat may be worn during summer activities for which the wedge is unsuitable.

TOQUE

The toque may be worn outside when weather conditions dictate.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS:

Q1. On what side of the wedge is the insignia worn?

Q2. Where are the two air force buttons placed on the wedge?

Q3. When and where can the toque be worn?

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ANTICIPATED ANSWERS:

A1. Left side.

A2. In pre-cut holes on the front of the wedge.

A3. Outside when weather conditions dictate.

Teaching point 2 **Explain the correct manner to wear and care for clothing articles on the upper body.**

Time: 10 min Method: Interactive Lecture



As each piece of uniform is being presented, the instructor should explain and show the proper wear and care (where applicable) of the piece using a senior cadet as a demonstrator.

SHORT SLEEVE SHIRT

The short sleeve shirt may be worn with or without the tie. It can also be worn with or without the jacket. It shall be kept clean and pressed. The only crease is to be down the centre of each sleeve starting at the centre of each epaulette. The shirt shall be tucked into the pants and the top button shall remain open when not wearing the tie.

NECKTIE

The necktie shall be knotted neatly using a Windsor or four in hand knot and shall be kept tight. Plain gold colour tie clips or pins may be used. When the jacket is removed the tie shall not be tucked into the shirt except for safety reasons.



WINDSOR KNOT

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Figure 2 Method for Tying a Windsor Knot

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FOUR-IN-HAND KNOT

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Figure 3 Method for Tying a Four in Hand Knot



The instructor can briefly show the class the two methods for tying the tie. This information is also found in the handbook for reference purposes when the cadets are practicing on their own time.

DARK BLUE COTTON T-SHIRT

The dark blue cotton t-shirt may be worn with the appropriate orders of dress. It shall be wrinkle free at all times.

TURTLENECK SWEATER

The turtleneck sweater may be worn with or without the jacket but the jacket must be worn when proceeding to and from the squadron's location. Sleeves shall not be rolled or taken up.

JACKET AND JACKET BELT

The cadet jacket with cloth belt shall be worn fully buttoned with the exception of the top button. Jackets may be removed in buildings and offices when authorized. The jacket shall be kept clean and pressed. The sleeves of the jacket shall be roll pressed with no creases. The jacket belt shall be worn so as the excess of the belt, once attached, is on the left side of the buckle. The buckle shall be adjusted so that the excess of the belt on the left side is not more than 8 cm.

ALL-SEASON JACKET

The all-season jacket may be worn year round when weather conditions dictate. The liner and the exterior jacket may be worn separately or as a set. Rank slip-ons shall be worn on both.

RANK SLIP-ONS

Rank slip-ons shall be worn on both shoulders with the short-sleeve shirt, the all-season jacket, with the CF flying suit at the flying site for authorized cadets and with CF combat clothing during squadron survival exercises when authorized by the squadron CO.

GREY SPORTS T-SHIRT

The grey sports t-shirt shall be worn as directed by the squadron or CSTC CO.

BLACK GLOVES AND MITTS

Plain black civilian pattern gloves and mitts may be worn with the overcoat, parka, or all-season jacket when weather conditions dictate.

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NAMETAG

The nametag shall be made of blue and white laminated plastic plate 6.3 cm in length and 1.2 cm in height. It shall be inscribed with white lettering 0.6 cm high and shall indicate only the surname of the cadet. The nametag is worn over the right breast pocket and should be detachable.

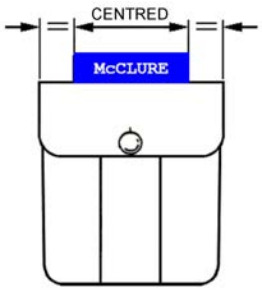

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Figure 4 Right Breast Pocket with Nametag

CONFIRMATION OF TEACHING POINT 2

QUESTIONS:

Q1. What are the two methods for tying the tie?

Q2. Where are the creases in the short sleeve shirt placed?

Q3. How are the sleeves of the jacket pressed?

ANTICIPATED ANSWERS:

A1. Windsor and four in hand knots.

A2. The only crease to be in the shirt is to be down the centre of each sleeve starting at the centre of each epaulette.

A3. The sleeves of the jacket shall be roll pressed with no creases.

Teaching point 3 **Explain the correct manner to wear and care for the trousers and shorts.**

Time: 5 min Method: Interactive Lecture



As each piece of uniform is being presented, the instructor should explain and show the proper wear and care (where applicable) of the piece using a senior cadet as a demonstrator.

TROUSERS

The trousers shall be stream pressed without starch so as to have creases down the centre of each leg in the front and the back. Creases shall extend from the top of the leg to the bottom and shall not be sewn or glued.

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BLACK BELT

The black belt shall be worn with the trousers such that the buckle is centred and the ends are “brass on brass”. Brass on brass is when the end of the belt meets the brass buckle, and when the belt is done up, there is no black showing between the two pieces of brass. The belt may need to be adjusted in order for this to occur.

GREY SPORTS SHORTS

The grey sports shorts shall be worn as directed by the squadron or CSTC CO.

CONFIRMATION OF TEACHING POINT 3

QUESTIONS:

Q1. Where are the creases in the trousers placed?

Q2. How is the buckle on the belt worn?

ANTICIPATED ANSWERS:

A1. The trousers are pressed to have creases down the centre of each leg in the front and the back. Creases shall extend from the top of the leg to the bottom.

A2. Centred with the ends brass on brass.

Teaching point 4 **Explain the correct manner to wear and care for footwear.**

Time: 10 min Method: Interactive Lecture



As each piece of uniform is being presented, the instructor should explain and show the proper wear and care (where applicable) of the piece using a senior cadet as a demonstrator.

BOOTS

Black ankle boots are to be laced horizontally from side to side.

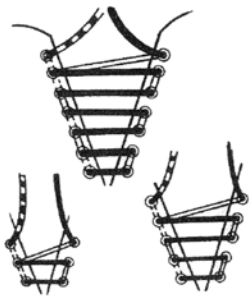

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Figure 5 Method of Lacing Boots

When the boots are tied, the ends of the laces are to be tucked inside the boot. Boots shall not be modified with any type of metal cleats, hobnails or other metal attachments to the heel or sole. No varnish other than shoe polish will be used to shine the boots.

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CARE OF THE BOOTS

The black ankle boots should be cleaned and polished on a regular basis. General guidelines for polishing the boots include:

1. The welts of the boot are to be cleaned with an old toothbrush and black boot polish.
2. Use a polish cloth wrapped around the index finger.
3. Apply a moderate amount of polish to the cloth.
4. Apply the polish in a circular motion to the area being polished.
5. Start with large circles to cover the area with polish.
6. Use smaller circles as the polish gets worked into the boot.
7. Continue to work in a circular motion until circles formed by the polish are no longer visible.
8. The whole boot is to be polished, not just the toe.

RUNNING SHOES

Running shoes shall be worn as directed by the squadron or CSTC CO.

GREY WOOL SOCKS

Grey wool socks shall be worn with boots and running shoes. If a cadet suffers from a recognized allergy to wool the cadet may wear grey or black cotton or nylon socks.

CONFIRMATION OF TEACHING POINT 4

QUESTIONS:

Q1. When should grey wool socks be worn?

Q2. How should the black ankle boots be laced?

ANTICIPATED ANSWERS:

A1. Grey socks shall be worn at all times with boots and issued running shoes unless the cadet suffers from a recognized allergy to wool.

A2. The black ankle boots should be laced horizontally from sided to side.

Teaching point 5 **Explain the placement of level one air cadet badges.**

Time: 10 min Method: Interactive Lecture

SQUADRON SHOULDER BADGES

Squadron shoulder badges are to be worn on both sleeves of the jacket only. The top of the badge is to be 2 cm below the upper shoulder seam.

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Figure 6 Squadron Shoulder Flash

RANK BADGES

The LAC rank badges are to be worn centered on both sleeves of the jacket, mid-way between the elbow and the upper shoulder seam.



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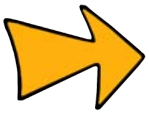
Figure 7 LAC Rank Badge



When cadets have been promoted to the rank of Corporal, they may need assistance / guidance in sewing their rank badges onto their uniform. Their Level Officer / Flight Commander can assist.



All badges are to be sewn onto the jacket neatly and with thread that blends in with the colour of the badge and the uniform.

CONFIRMATION OF TEACHING POINT 5

QUESTIONS:

Q1. What uniform part are the squadron shoulder flashes worn on?

Q2. How far down the sleeve is the squadron shoulder flash worn?

Q3. Where are the LAC badges worn on the uniform?

ANTICIPATED ANSWERS:

A1. Only on the jacket.

A2. 2 cm.

A3. LAC rank badges are to be worn centered on both sleeves, mid-way between the elbow and the upper shoulder seam.

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Teaching point 6 **Explain personal appearance while in uniform.**

Time: 10 min Method: Interactive Lecture

GENERAL APPEARANCE

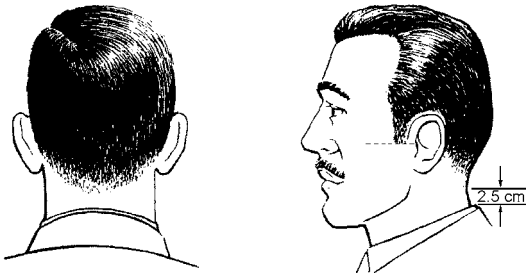
Cadets in uniform shall be well groomed with footwear cleaned and shone. Uniforms shall be clean and properly pressed at all times. In particular, buttons, fasteners and zippers shall be kept closed. Pockets shall not bulge. Items such as glasses, sun-glasses, glasses cases, pens, pencils, key-rings or paper shall not visibly extend or protrude from pockets or be suspended from waist belts or pockets. Headsets from a radio receiver, tape / CD player or other personal entertainment device shall not be worn.

HAIRSTYLES

Hair shall be neatly groomed and conservatively styled. The length, bulk and style of hair shall not preclude the proper wear of the wedge. Style and colour shall not be bizarre, exaggerated or of unusual appearance. Unusual colours such as green, bright red, orange, purple, etc. are not permitted.

MALE HAIRSTYLES

Male cadets' hair shall be taper trimmed at the back, sides, and above the ears to blend with the hairstyle. It shall be no more than 15 cm in length. When the hair is groomed and wedge is removed, no hair shall touch the ears or fall below the top of the eyebrows.



TAPER TRIMMED
HAIRCUT CONVENTIONAL

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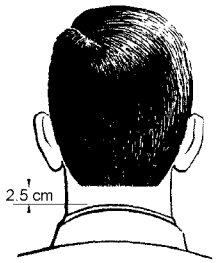
Figure 8 Taper Trimmed Haircut – Conventional



TAPER TRIM HAIRCUT
STRAIGHT BACK APPEARANCE

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Figure 9 Taper Trimmed Haircut – Straight Back Appearance

SIDEBURNS

Sideburns shall not extend below a line horizontally bisecting the ear. They shall be squared off horizontally at the bottom edge and taper trimmed to conform to the overall hairstyle.

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MOUSTACHES

When moustaches are worn, the unshaven portion of the face shall not extend outwards beyond the corners of the mouth. Moustaches shall be kept neatly trimmed, not be greater than 2 cm (3/4 in.) in bulk, not extend below the corners of the mouth, and not protrude beyond the width of the mouth.



Canadian Forces Dress Instructions

Figure 10 Moustache

FEMALE HAIRSTYLES

Female cadets' hair shall not extend below the lower edge of the shirt collar.



SHORT HAIR STYLE CURLED HAIR STYLE

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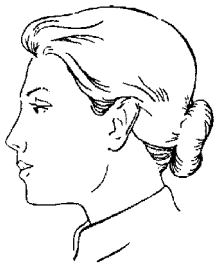
Figure 11 Female Short Hairstyles

Hair may be worn in a bun at the back of the head.



STRAIGHT HAIR STYLE WITH BUN

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Figure 12 Hair Styled in Bun

Braids shall be styled conservatively and tied tightly. They shall be secured at the end by a knot or a small unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. When gathered behind the head and braided hair shall be a maximum length that does not extend below the top of the armpit.

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Figure 13 Single Braid



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Figure 14 Double Braids

MAKE-UP

Female cadets are authorized to wear a minimal amount of make-up. When wearing the uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up.

JEWELLERY

The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet and a maximum of two rings, which are not of a costume jewellery nature.

Female cadets in uniform may wear a single pair of plain gold stud, silver stud or white pearl earrings in pierced ears. The single stud earring (worn in the centre of each earlobe) shall be spherical in shape and not exceed 0.6 cm in diameter. Male cadets are not authorized to wear an earring or earrings.



Royal Canadian Air Cadet Dress Instructions

Figure 15 Stud Earring Centred in Earlobe

TATTOOS AND PIERCINGS

Cadets shall not acquire visible tattoos that could be deemed to be offensive or otherwise reflect discredit on the Canadian Cadet Movement. Cadets in uniform shall not wear visible body piercing adornments (tongue included). Covering the unauthorized piercing with an adhesive bandage is not acceptable.

ACCESSORIES

Civilian pattern backpacks shall be of conservative appearance. They may either be carried in the left hand or worn suspended from both shoulders and square on the back.

Female cadets are permitted to carry a purse. The purse is to be held in the left hand or suspended over the left forearm. When the purse is carried as a shoulder bag, the strap shall be suspended from the left shoulder with the top of the purse not higher than waist level. It shall not be carried as a handbag.

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EYEGLASSES / SUNGLASSES

Eyeglasses and sunglasses shall be conservative in design and colour. Sunglasses with photo chromic or mirrored lenses are not authorized for wear. Cadets, who normally wear eyeglasses, may wear either conventionally framed prescription sunglasses or conservatively styled clip-on sunglasses when conditions and circumstances dictate. Other cadets may wear conservatively styled sunglasses, which do not detract from the overall appearance of the uniform when conditions and circumstances dictate. Sunglasses shall not be worn on parade unless authorized by the CSTC or Squadron CO in special circumstances.

CARRYING OF ARTICLES

If any article is being carried, such as a briefcase, it is to be carried in the left hand. If an article is being carried while marching, the left arm is not swung.

CIVILIAN CLOTHING

Other than those specific items listed in the CATO, civilian clothing shall not be worn with the cadet uniform unless authorized by the CSTC or squadron CO in special circumstances. This includes, but is not limited to, civilian jackets and hats.

GENERAL DEPORTMENT

Chewing gum, slouching, sauntering, placing hands in pockets, smoking, eating on the street, walking hand in hand and similar deportment that detracts from a proud and orderly appearance in the eyes of the public is unacceptable for cadets. Physical displays of affection between uniformed cadets shall be avoided.

CONFIRMATION OF TEACHING POINT 6

QUESTIONS:

Q1. In what hand should articles be held?

Q2. What is the policy on tattoos and piercings?

Q3. What deportment is unacceptable for cadets?

Q4. What jewellery is authorized for wear while in uniform?

ANTICIPATED ANSWERS:

A1. Left hand.

A2. Cadets shall not acquire visible tattoos that could be deemed to be offensive or otherwise reflect discredit on the Canadian Cadet Movement. Cadets in uniform shall not wear visible body piercing adornments (tongue included). Covering the unauthorized piercing with an adhesive bandage is not acceptable.

A3. Chewing gum, slouching, sauntering, placing hands in pockets, smoking, eating on the street, walking hand in hand and similar deportment which detracts from a proud and orderly appearance in the eyes of the public is unacceptable for cadets.

A4. The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet and a maximum of two rings, which are not of a costume jewellery nature. Female cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears.

END OF LESSON CONFIRMATION

The cadets' responses to instructor questioning throughout the lesson will serve as confirmation of the lesson.

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CONCLUSION

HOMEWORK/READING/PRACTICE

Nil.

METHOD OF EVALUATION

There is no formal assessment of this EO. Cadets will be expected to properly wear the air cadet uniform on an ongoing basis in accordance with the Royal Canadian Air Cadet Dress Instructions. Cadets will be expected to maintain an acceptable standard of personal dress and deportment.

CLOSING STATEMENT

The air cadet uniform should be worn properly at all times. The cadet uniform is highly recognizable and the standard of personal dress, appearance, and grooming shall be such as to reflect credit on the individual and on the CCO. The intent is to ensure a high standard of grooming consistent with that expected of cadets.

INSTRUCTOR NOTES/REMARKS

Emphasis must be placed on the cadets' requirement to properly care for and maintain their uniforms at all times. Cadets should learn from the beginning how to properly maintain their uniforms and wear them properly.

This lesson should be delivered at the beginning of the training year before the cadets are expected to wear their uniforms.

REFERENCES

A3-006 Cadets Canada. (2005). CATO 55-04: *Royal Canadian Air Cadet Dress Instructions*. In Cadet Administrative and Training Orders (Vol. 5). Ottawa, ON.

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

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