COMMON TRAINING

PROFICIENCY LEVEL FOUR

INSTRUCTIONAL GUIDE

SECTION 4

EO M408.04 – INSPECT A CADET ON PARADE

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-804/PG-001, *Proficiency Level Four 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.

Photocopy CATO 55-04, *Air Cadet Dress Instructions* and the Dress Instructions Activity Worksheet located at Attachment A, for every three cadets.

Photocopy the Dress Instructions Checklist located at Attachment C for each cadet.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An in-class activity was chosen for TP 1 as it is an interactive way to provoke thought and stimulate interest and confirm comprehension of elemental dress instructions.

A demonstration and performance was chosen for TP 2 as it allows the instructor to explain and demonstrate the skill of inspecting a cadet on parade while providing an opportunity for the cadets to practice the skill under supervision.

INTRODUCTION

REVIEW

The review for this lesson is from EO M408.03 (Command a Squad).

QUESTIONS:

Q1. Regardless of frontage, when a squad is formed up in line, how many paces must the flight commander / flight sergeant be positioned when in front and centre of the squad?

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Q2. What is an example report when the reviewing officer (RO) approaches the squad for the inspection?

Q3. When commanding the squad as a team leader, what is the team leader responsible for?

ANTICIPATED ANSWERS:

A1. When a squad is formed up in line the flight commander / flight sergeant shall be positioned three paces in front and centre of the squad.

A2. "Good evening (morning / afternoon) sir (ma'am), Sergeant Jones reporting for number one squad, 25 cadets on parade, ready for your inspection".

A3. When commanding a squad, the team leader is responsible for:

- falling in;
- greeting the RO to complete the inspection;
- leading the squad on the march past; and
- falling out.

OBJECTIVES

By the end of this lesson the cadet shall be expected to inspect a cadet on parade.

IMPORTANCE

It is important for cadets to be able to inspect a cadet on parade as they will be placed in a team leader role and will need to know how to effectively correct errors and evaluate dress, IAW CATO 55-04, *Air Cadet Dress Instructions*. Team leaders must maintain a high standard of appearance and bearing, as cadets will be looking to their team leader for examples, guidance and knowledge when it comes to wearing the elemental cadet uniform.

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Teaching point 1 **Conduct an activity where the cadets will, in groups of three, identify the correct way of wearing the cadet uniform.**

Time: 15 min Method: In-Class Activity



Refer to CATO 55-04, *Air Cadet Dress Regulations* for background information. CATOs can be found online at www.cadets.gc.ca.

ACTIVITY

OBJECTIVE

The objective of this activity is to have the cadets, in groups of three, identify the correct way of wearing the cadet uniform.

RESOURCES

- Dress Instructions Activity Worksheet located at Attachment A (one per group),
- CATO 55-04, *Air Cadet Dress Instructions* (one per group),
- Dress Instructions Activity Worksheet Answer Sheet located at Attachment B,
- Tables (one per group),
- Chairs (one per cadet), and
- Pen / pencil (one per group).

ACTIVITY LAYOUT

Set up the drill hall or outdoor parade square with tables and chairs for group work, with the required resources for each group to complete their activity worksheet.

ACTIVITY INSTRUCTIONS

1. Divide the cadets into groups of three.
2. Distribute the Dress Instructions Activity Worksheet to each group.
3. Allow each group five minutes to answer the questions on their worksheet.
4. Circulate and assist the cadets as necessary, offering suggestions and advice. Refer to the Dress Instructions Activity Worksheet Answer Sheet, as required.
5. Distribute a copy of CATO 55-04, *Air Cadet Dress Instructions* to each group.
6. Have the cadets, within the group, discuss and confirm their answers from their group activity worksheet.
7. Allow the groups five minutes to check their answers on their worksheet.
8. Review the answers with the class.

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SAFETY

Nil.

CONFIRMATION OF TEACHING POINT 1

The cadets' participation in the activity will serve as the confirmation of this TP.

Teaching point 2 **Explain, demonstrate and have the cadets perform an individual inspection.**

Time: 35 min Method: Demonstration and Performance



This TP is intended to demonstrate how to perform an individual inspection and to aid the cadets' comprehension of the inspection process as a team leader. For this skill TP, it is recommended that instruction take the following format:

(1) Explain and demonstrate the complete skill of performing an individual inspection while cadets observe, to include:

(2) Explain and demonstrate each step required to effectively perform an individual inspection.

(3) Have each cadet assume the role of team leader and practice each step.

(4) Have each cadet assume the role of team leader and practice the complete skill.

Divide the team into two equal groups, if required, for all cadets to assume the role of a team leader inspecting a squad.

Note: Assistant instructors may be employed for demonstration purposes.



This activity will be conducted IAW A-PD-201-000/PT-000, *The Canadian Forces Manual of Drill and Ceremonial*.

Distribute a copy of the Dress Instruction Checklist located at Attachment C to each cadet, as a reference when assuming the role of team leader inspecting a squad.



In this TP, the role of flight commander is referred to as the team leader.

Inspections shall be carried out at the open order. Ranks shall be dressed after the open order, before the inspection and after the close order. The individual performing the inspection will inspect the front and rear of the rank, commencing at the front rank marker and proceeding in a counter-clockwise direction around each rank in turn.

Ranks that are being inspected are in the position of attention and ranks within the same flight that are not being inspected, may be ordered to stand at ease. Similarly, during the inspection of one or more squads, the squads that are not being inspected may be ordered to stand at ease. During an inspection, an individual ordered to adjust clothing or equipment shall do so immediately, maintaining their current position within the ranks. After the adjustment is finished, the position of attention will be resumed.

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INSPECTING THE FRONT OF A CADET FROM HEAD TO TOE

Inspecting the front of the cadet shall commence at the head and work down to the feet to determine that the cadet:

- is properly equipped for the parade, with clothing and equipment clean and in good repair;
- is properly dressed, with all clothing, badges, ribbons, etc, worn correctly; and
- has a high standard of personal hygiene and grooming.

INSPECTING THE BACK OF A CADET FROM HEAD TO TOE

Inspecting the back of the cadet is done in the same manner as inspecting the front; commence at the head and work down to the feet. The individual performing the inspection is also checking that the cadet is properly dressed and equipped with a high standard of personal hygiene.

CORRECTING ERRORS VERBALLY

Speak to cadets clearly and positively to ensure maximum learning and understanding of the dress instructions.

When correcting errors, the team leader(s) is to address the cadet in a positive tone. Explain and demonstrate the correct method and have the cadet complete the correction (providing it is a minor correction / adjustment that can be done while the cadet is in ranks). This method will allow the cadet to learn from their error(s).



When correcting errors, never touch the cadet. Either ask permission to touch the cadet's uniform or demonstrate how to correct the error using one's own uniform.

CONFIRMATION OF TEACHING POINT 2

The cadets' performance of an individual inspection will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' performance of an individual inspection will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

When placed in a team leader role, it is important to remember that cadets will be looking for examples, guidance and knowledge regarding the elemental cadet dress instructions. Team leaders who portray a high standard of appearance and bearing are able to effectively evaluate dress and correct errors in a positive manner.

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INSTRUCTOR NOTES / REMARKS

Nil.

REFERENCES

A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces manual of drill and ceremonial*. Ottawa, ON: Department of National Defence.

A3-006 CATO 55-04 Director Cadets 3. (2005). *Air cadet dress instructions*. Ottawa, ON: Department of National Defence.

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DRESS INSTRUCTIONS ACTIVITY WORKSHEET

Instructions: Circle TRUE or FALSE for each question. After all questions have been answered, read through CATO 55-04, *Air Cadet Dress Instructions*, to confirm the answers.

1.	**There are three occasions when cadets are permitted to wear their uniforms.** TRUE or FALSE
2.	**Cadet medals are worn on the right side of the dress uniform jacket.** TRUE or FALSE
3.	**Cadets are not authorized to wear makeup while in uniform.** TRUE or FALSE
4.	**For ceremonial purposes, buttons other than plastic blue buttons distributed with the uniform jacket may be authorized for wear by the CO RCSU.** TRUE or FALSE
5.	**The double overhand knot is to be used to tie the necktie.** TRUE or FALSE
6.	**The Supply Officer is to ensure that the cadets are dressed in accordance with the CATOs.** TRUE or FALSE
7.	**The wedge shall be worn evenly when positioned on the head.** TRUE or FALSE
8.	**Air Cadets are authorized to wear wedge insignia other than the metal or woven wedge insignia.** TRUE or FALSE
9.	**The Remembrance Day poppy is to be placed / pinned and centred on the top left pocket flap of the cadet dress jacket.** TRUE or FALSE
10.	**Civilian backpacks must never be carried or worn while in uniform.** TRUE or FALSE
11.	**Metal wings or silver and gold braided thread wings may be worn.** TRUE or FALSE
12.	**The name tag is exactly 7 cm in length.** TRUE or FALSE
13.	**The wearing of squadron anniversary pins on the air cadet uniform is forbidden.** TRUE or FALSE

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14.	**The belt on the dress uniform jacket shall be adjusted so that the excess of the belt is no more than 6 cm.** TRUE or FALSE
15.	**The length of the trousers should extend to the 3rd eyelet of the parade boot.** TRUE or FALSE

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DRESS INSTRUCTIONS ACTIVITY WORKSHEET ANSWER SHEET

1. There are three occasions when cadets are permitted to wear their uniforms.

ANSWER: TRUE

PARAGRAPH NUMBER: 26 (a), (b) and (c)

FURTHER INFORMATION: Cadets shall wear their uniform when:

a. attending training or proceeding to or from a place of training unless directed by the squadron CO;

b. proceeding to or from a CSTC; and

c. attending ceremonies or functions at which the wearing of uniform is appropriate and authorized by the cadets squadron or CSTC CO.

2. Cadet medals are worn on the right side of the dress uniform jacket.

ANSWER: TRUE

PARAGRAPH NUMBER: TBD

FURTHER INFORMATION: Medals shall be suspended above the right breast pocket of the jacket, immediately above and centred. When two or more medals are awarded, they shall be worn in order of precedence, without interval, with the highest priority medal closest to the centre of the chest. Medals shall hang in one row so that they are fully visible. Should this not be possible because of the number being worn, medals shall be overlapped horizontally, the one with the highest priority showing in full. Normally, five or more medals will require overlapping. The maximum width of the mounting is governed by the physique of the individual. The bar shall not project beyond the arm seam of the jacket once the mounting is centred with the jacket pocket.

3. Cadets are not authorized to wear makeup while in uniform.

ANSWER: FALSE

PARAGRAPH NUMBER: 35

FURTHER INFORMATION: Female cadets are authorized to wear a minimal amount of make-up. When in 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.

4. For ceremonial purposes, buttons other than plastic blue buttons distributed with the uniform jacket may be authorized for wear by the CO RCSU.

ANSWER: FALSE

PARAGRAPH NUMBER: 28 (l)

FURTHER INFORMATION: Only those plastic blue buttons distributed with the uniform jacket may be worn.

5. The double overhand knot is to be used to tie the necktie.

ANSWER: FALSE

PARAGRAPH NUMBER: 28 (h)

FURTHER INFORMATION: The necktie shall be knotted neatly using a Windsor or four-in-hand knot and shall be kept tight.

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6. The Supply Officer is to ensure that the cadets are dressed in accordance with the CATOs.

ANSWER: FALSE

PARAGRAPH NUMBER: 2

FURTHER INFORMATION: Squadron COs shall ensure that cadets under their command are dressed in accordance with CATO 55-04.

7. The wedge shall be worn evenly when positioned on the head.

ANSWER: FALSE

PARAGRAPH NUMBER: 28 (b)

FURTHER INFORMATION: The wedge shall be worn on the right side of the head, 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.

8. Air Cadets are authorized to wear wedge insignia other than the metal or woven wedge insignia.

ANSWER: FALSE

PARAGRAPH NUMBER: 28 (c)

FURTHER INFORMATION: Air Cadets are not authorized to wear other insignia.

9. The Remembrance Day poppy is to be placed / pinned and centred on the top left pocket flap of the cadet dress jacket.

ANSWER: TRUE

PARAGRAPH NUMBER: 51

FURTHER INFORMATION: The Remembrance Day poppy is authorized to be worn on all numbered orders of dress of the cadet uniform from the last Friday of October until Remembrance Day (11 November). On the cadet jacket the poppy shall be pinned and centred on the top left pocket flap, or in a similar position on the all-season jacket. When medals are worn, the poppy shall be worn centred just above the medals or if worn, over the pilot wings.

10. Civilian backpacks must never be carried or worn while in uniform.

ANSWER: FALSE

PARAGRAPH NUMBER: 16 (n)

FURTHER INFORMATION: Civilian pattern backpack, of conservative appearance, may either be carried in the left hand or worn suspended from both shoulders and square on the back. No item will be suspended from the backpack and straps shall not be left loose.

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11. Metal wings or silver and gold braided thread wings may be worn.

ANSWER: TRUE

PARAGRAPH NUMBER: 16 (a) and (b)

FURTHER INFORMATION: Metal wings may be obtained from the Air Cadet League (ACL). They may be worn on the short-sleeve shirt only with all orders of dress, except for cadets on courses at CSTCs. Silver and gold braided thread wings may be obtained from the ACL. They are worn only on the jacket in lieu of wings presented upon completion of the Power Pilot or Glider Pilot Scholarship.

12. The name tag is exactly 7 cm in length.

ANSWER: FALSE

PARAGRAPH NUMBER: 16 (c)

FURTHER INFORMATION: The name tag shall be detachable, made of blue and white laminated plastic plate, 6.3 cm in length and 1.2 cm in height, inscribed with white lettering 0.6 cm high.

13. The wearing of squadron anniversary pins on the air cadet uniform is forbidden.

ANSWER: FALSE

PARAGRAPH NUMBER: 52

FURTHER INFORMATION: Regional Cadet Support Unit (RCSU) CO may authorize the wear of pins that are produced locally, and at no cost to the public, to commemorate the anniversary of a sqn, CSTC or RGS.

14. The belt on the dress uniform jacket shall be adjusted so that the excess of the belt is no more than 6 cm.

ANSWER: FALSE

PARAGRAPH NUMBER: 28 (m)

FURTHER INFORMATION: 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.

15. The length of the trousers should extend to the 3rd eyelet of the parade boot.

ANSWER: TRUE

PARAGRAPH NUMBER: 29 (n)

FURTHER INFORMATION: The length of the trousers should extend to the 3rd eyelet of the boot.

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DRESS INSTRUCTIONS CHECKLIST

CADET'S NAME _____ **FLIGHT** _____

Uniform Items / Accessories	Check (√) if Item is Clean / Pressed / Polished	Additional Comments
HEADDRESS		
Wedge / Turban and Insignia		
CLOTHES ON THE UPPER BODY		
Badges (proper placement and sewn on correctly)		
Cadet Slip-on or Armlet		
Shirt, Cadet, Short Sleeve		
Turtleneck Sweater		
Uniform Jacket and Belt		
Necktie		
Name Tag		
CLOTHES ON THE LOWER BODY		
Trousers and Belt		
FOOTWEAR		
Parade Boots (with grey wool socks)		
OVERALL PERSONAL APPEARANCE		
Hair (includes facial hair)		
Makeup, Jewellery, Sunglasses, etc		
PHYSICAL FITNESS GEAR (as required)		
Grey Sports T-Shirt and Shorts		
Running Shoes		

Note. Additional comments may be recorded on the back of the checklist.

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