



Cadet Uniform:  
Standards and Maintenance.



2494 (Portishead) Sqn

This information has been compiled as an aid for all new and existing cadets of 2494 (Portishead) Squadron. It is designed to increase the uniformity of all our cadets and to make sure that they are wearing all uniform in a clean, serviceable and appropriate manner. This guide will describe how each uniform is made up, what a cadet is entitled to be issued and how each item should be ironed and worn. Remember you should be ironing your own uniform as your mum will not be away on camp with you when you must do it yourself!

**It is the responsibility of ALL individual cadets to report faulty or worn out uniform. They must arrange with IC Stores to get new uniform issued.**

1. No.1 Uniform – Wedgewood Blue
2. No.2 Uniform – Working Blue
3. No. 3 Uniform – CS95 (Greens)
4. Brassard Arrangement
5. Cadet entitlement of uniform from stores
6. Polishing Shoes & Boots
7. Hair & Makeup

Always keep your uniform hung up to avoid extra work and potential damage. Your uniform should be prepped and serviced every time before you come to a parade evening and every day whilst on camp.

**NEVER PUT YOUR HANDS IN YOUR POCKETS IN UNIFORM UNLESS BEING TOLD YOU CAN!**

**Any queries please consult me or another NCO.**

**S. Louwers  
Sgt (ATC)  
IC Drill, Dress & Discipline  
2494 (Portishead) Sqn**

Places to buy uniform and accessories needed for Cadets:

- Marcruss Stores Army Surplus – 181, Hotwells Road, Bristol, BS8 4RY
- <http://www.cadetdirect.com>
- <http://www.cadetkitshop.com>
- <http://www.essexsurplus.com>
- <http://www.northwestsupplies.co.uk>
- <http://www.silvermans.co.uk>
- <http://www.cadetsuk.com>

NB: Cadets can receive a 10% discount at Marcruss Stores if they produce their 3822 when purchasing products.



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**1. No.1 Uniform:**

Uniform Consists of:

- Beret – Blue/Grey
  - Wedgewood Blue Shirt
  - Black Service Tie
  - Jersey – Blue/Grey \*
  - Jeltex Anorak – Blue \*
  - Brassard
  - Trousers / Skirt - No.2 Dress
  - Belt
  - Black Socks / Barely Black Tights
  - Black Parade Shoes – Male or Female
- \* These items are to be worn when during increment weather or during winter season by order of Commanding Officer.

**Beret:** How to Wear

- The beret is to sit horizontal on the head with the beret badge above the left eye.
- The band of the beret should be 25mm above the eyebrows and level all the way round the head.
- All excess material is to be pulled down over the right hand side of the beret – do not use material to cover the right eye!

**Beret:** How to Mould

- Take a brand new beret with no badge in and untie the ribbon bow on the back.
- Fill a sink with warm water (not too hot) and submerge all material – avoid getting the leather band wet.
- Place on head and adjust beret until it sitting right on head. Then pull (mould) all the material down over the right hand side of the beret.
- Submerge beret again and repeat moulding.
- Repeat the submerging and moulding process 3-4 times
- When satisfied tie the ribbon in a tight knot at the back whilst still wearing the beret.
- Leave beret in a warm dry place – avoiding direct sunlight. It should take up to 24hrs to dry completely.
- Using a sharp pair of scissors cut off the access ribbon from the back of your beret.
- Place on head and check you are happy. If not repeat the entire process.



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### **Wedgewood Blue Shirt: How to Wear**

- All buttons on shirt to be done up.
- A single crease is to be ironed down the outside of the arm – starting at the centre of the epaulette and finishing at the cuff. Ensure you don't iron a crease into the cuff.
- The shirt should be tucked into the trousers or skirt with the buttons sat in line with the flies on a pair of trousers.

### **Wedgewood Blue Shirt: How to Iron**

- Start with the sleeves. Lay flat on the ironing board and, using a medium heat, iron a crease into the sleeve – starting at the epaulette.
- Iron both sides of the sleeve.
- Apply spray starch and iron in.
- Iron epaulette and then starch.
- Iron rest of shirt.
- Iron breast pockets flat and then starch.
- All pleats on the cuff to be ironed flat.

### **Black Service Tie: How to Wear**

- The tie must be worn in a full Windsor Knot.
- It must be tied and the large end must stop 1 inch above the belt line.
- Excess material should not be tucked inside shirt if it can be avoided.
- Ensure you spend time adjusting the knot to ensure it is flat and central with no grooved or odd shapes in it.

### **Black Service Tie: How to Tie**

- Start with the wide end of your necktie on the right, extending about 12 inches below the narrow end on the left.



- Then cross the wide end over the narrow end.



- Bring the wide end up through the loop between the collar and your tie.



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- Then bring the wide end back down the same side.



- Pull the wide end underneath the narrow end and to the right, back through the loop and to the right again so that the wide end is inside out.



- Bring the wide end across the front from right to left.



- Then pull the wide end up through the loop again.



- Bring the wide end down through the knot in front.



- And -- using both hands -- tighten the knot carefully and draw it up to the collar.





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### **Jersey: How to Wear**

- The jersey must be pulled down striate and should not be folded in any way at the bottom.
- The cuffs must be rolled back to reveal the hands.
- A boot lace should be threaded through the inside of the collar and pulled tight to keep the collar from hanging loose.
- No items should be carried in the pocket on the arm of the jersey.
- The jersey should be kept free from excess fluff.

### **Jersey: How to Iron**

- All panels on the jersey should be ironed and starched – take care not to iron any sections of wool.
- Remove excess fluff either by shaving with a razor or by hand – take extreme care when doing this!

### **Jeltex Anorak: How to Wear**

- The jeltex is to be worn striate and not to be tied up in any way.
- It is to be zipped and fastened all the way up to the neck.
- The collar is not to be turned up.
- Hands are to be shown and elastic cuffs to be worn around the wrist.

### **Brassard: How to Wear**

- The brassard is worn around the right arm and secured by the epaulette of the shirt or jersey.
- The badges are to be sewn on at the right heights using appropriate colour threads – see **4. Brassard Arrangement**

### **Brassard: How to Iron**

- Lay the brassard flat on the ironing board and iron. Be aware to not iron any creases into the brassard by rolling it as you iron.

### **Trousers: How to Wear**

- The trousers should be worn on the waist line and secured by a belt.
- They should be taken up as necessary so they reach the second set of holes on a parade shoe and have one kick in the bottom of the material.
- DO NOT keep items in the pockets of your blues – especially when on parade.
- Make sure that Velcro is aligned and fastened on the back pockets.

### **Trousers: How to Iron**

- Place one leg of the trousers on the ironing board and iron a crease into the front spanning from the pleat at the top all the way to the bottom. Once this is done flip the trouser leg over and iron the other side. Then starch and iron in.
- Repeat process for the back half of the trouser leg.
- Repeat for other leg.





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### **Skirt:** How to Wear

- The skirt should be worn on the waist line.
- The skirt must be hemmed so as it sits just below the knee.

### **Skirt:** How to Iron

- The skirt should be ironed flat.
- If the skirt has a pleat in the front this should also be ironed flat.

### **Belt:** How to Wear

- The belt must be worn with the tail going through the belt loops on the left hip.
- The belt should be adjusted so as the brass end of the belt has just cleared the 1<sup>st</sup> belt loop on the left.

### **Belt:** How to Clean

- Remove the buckle from the belt.
- Using Brasso and a cloth clean buckle.
- To start with a black substance will come off the buckle.
- Keep buffing until no more dirt is being removed and the buckle is shining.
- Reattach to belt.



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## 2. No. 2 Uniform

Uniform Consists of:

- Beret – Blue/Grey
- Working Blue Shirt
- Jersey – Blue/Grey \*
- Jeltex Anorak – Blue \*
- Brassard
- Trousers / Skirt - No.2 Dress
- Belt
- Black Socks / Barely Black Tights
- Black Parade Shoes – Male or Female

\* These items are to be worn when during increment weather or during winter season by order of Commanding Officer.

**Beret** – See No.1 Uniform

**Working Blue Shirt:** How to Wear

- Always have sleeves rolled up unless worn underneath a jersey.
- Always have top button undone and if worn with a jersey have collar worn on the outside.
- When in short sleeve order the brassard sits outside the cuff off the sleeve.
- When rolled up the sleeve cuffs are to sit just above the elbow.

**Working Blue Shirt:** How to Iron

- Start with the sleeves. Lay flat on the ironing board and, using a medium heat, iron a crease into the sleeve – starting at the epaulette.
  - Iron both sides of the sleeve.
  - Apply spray starch and iron in.
  - Iron epaulette and then starch.
  - Iron rest of shirt.
  - Iron breast pockets flat and then starch.
  - Hang on door and roll up cuffs so that they are flat and even (once you have tried and tested this remember to amount of times you need to roll the cuffs for the length of your arms.)
  - Iron collar down flat and starch.
- 
- **Jersey – Blue/Grey \*** – See No.1 Uniform
  - **Jeltex Anorak – Blue \*** – See No.1 Uniform
  - **Brassard** – See No.1 Uniform
  - **Trousers / Skirt - No.2 Dress** – See No.1 Uniform
  - **Belt** – See No.1 Uniform



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### 3. No. 3 Uniform

Uniform Consists of:

- Beret – Blue/Grey
- Squadron Olive Green T-Shirt or Green Coolmax T-Shirt
- Soldier '95 Shirt (with Air Cadet Flash & ATC TRF)
- Soldier '95 Jacket or Soldier 2000 Smock (with Air Cadet Flash & ATC TRF)
- Soldier '95 Trousers
- Soldier '95 Belt
- Trouser Bungees
- Thick Wool Socks (or socks of own choice)
- High Ankle Black Assault Boots

**Beret** – See No.1 Uniform

**Olive Green T-Shirt: How to Wear**

- This is worn as a base layer and tucked into your trousers.

**Olive Green T-Shirt: How to Iron**

- Iron flat like a normal T-Shirt.

**Soldier '95 Shirt: How to Wear**

- Always have sleeves rolled up unless on exercise or otherwise told.
- Always have top button undone.
- When rolled up the sleeve cuffs are to sit just above the elbow.

**Soldier '95 Shirt: How to Iron**

- Start with the sleeves. Lay flat on the ironing board and, using a medium heat, iron a crease into the sleeve – starting at the shoulder.
- Iron both sides of the sleeve, make sure cadet TRF is folded in half and ironed as part of the crease.
- Apply spray starch and iron in.
- Iron epaulette and then starch.
- Iron rest of shirt.
- Iron breast pockets flat and then starch.
- Hang on door and roll up cuffs so that they are flat and even (once you have tried and tested this remember to amount of times you need to roll the cuffs for the length of your arms.)
- Iron collar down flat and starch.
- TRF & Flash – See note below.

**Soldier '95 Jacket: How to Wear**

- Have zip fully done up and roll the collar over on itself.
- Pull in draw strings at the bottom of jacket.
- TRF & Flash – See note below.



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### **Soldier 2000 Smock:** How to Wear:

- Wear striate and fastened up on front. Stow Hood away.

### **Soldier '95 Trousers:** How to Wear

- To be worn on hips.
- To be worn with S'95 Belt.
- To be fastened with bungees.

### **Soldier '95 Trousers:** How to Iron

- Place one leg of the trousers on the ironing board and iron a crease into the front spanning from the pleat at the top all the way to the bottom. Once this is done flip the trouser leg over and iron the other side. Then starch and iron in.
- Repeat process for the back half of the trouser leg.
- Repeat for other leg.
- Iron pockets flat and starch.

### Air Cadet Flash:



To be sewn central directly above the right breast pocket on both shirt and jacket.



### Air Cadet TRF:

To be sewn centrally on the right sleeve 7.5cm from the top centre. (Be cautious as the seam on the shirt runs over the collar bone and not the centre of the arm.)

- Cadets are entitled to wear a Royal Air Force Stable Belt when in 'Barrack Dress'. They are not permitted to wear them during and activities where field craft or physical activities are taking place. If cadets do decide to wear them they must bring their S'95 Assault Belt with them encase the training programme changes.
- Cadet NCO's are to only wear the standard blue RAF rank tabs that they are issued. DPM rank slides are not to be worn.



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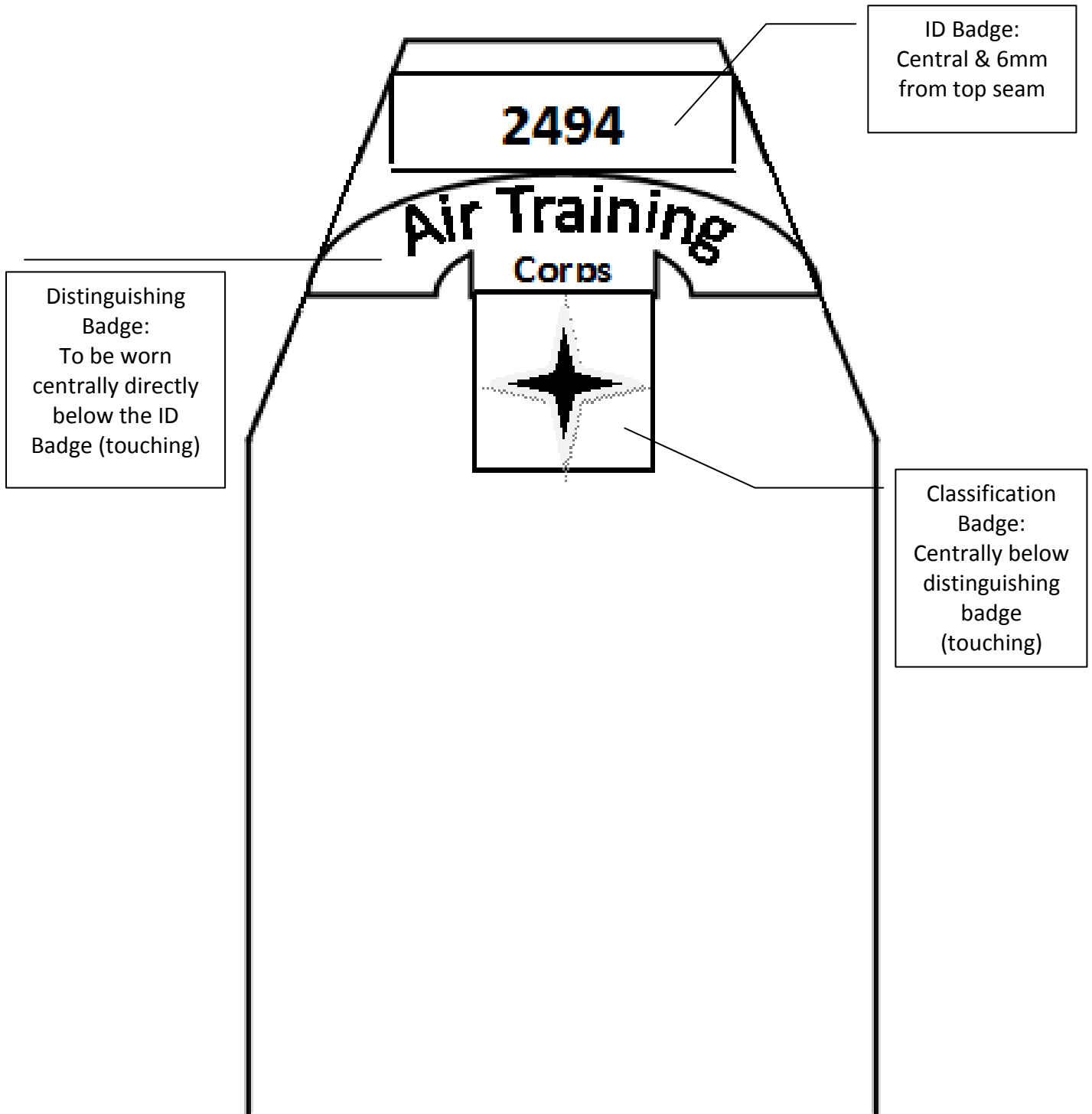
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**4. Brassard Arrangement**

**Basic:**





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**5. Cadet Entitlement from Stores**

The Air Cadets get their blue uniforms provided by the Royal Air Force. Cadets are entitled to the following items:

Item	Qty
Beret	1
Working Blue Shirt	1
Wedgewood Blue Shirt	1
Jersey	1
Tie	1
Trousers or Skirt	1
Blue Belt	1
Jeltex	1
Brassard	1
Rank Slides (NCO's)	1

Although "Green's" are very often provided they are in short supply. If this is the case the cadet must source their own green uniform at their own expense.

They **MUST** also provide the following items to accompany their uniforms:

- RAF Parade Shoes
- High Ankle Black Assault Boots
- Black socks
- Thick Woollen Socks – for assault boots

If more kit is needed or replacing you must report to IC Stores immediately with the size of the item you require so it can be ordered.

You will often be told during an inspection what needs replacing – take it on board and replace the kit!

Cadets may purchase a Royal Air Force Stable Belt at their own expense.





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## 6. Polishing Shoes & Boots

### Shoes:

#### Brand New Shoes:

- 1) Start by arranging the equipment you will require
  - Cup of water
  - Bag of cotton wool
  - Tin of Kiwi black polish
  - Tin of Kiwi black parade gloss
  - Newspaper
- 2) Arrange the newspaper to work on.
- 3) Take a ball of cotton wool and soak it in the water. Wring out the excess water and rub on plenty of black polish.
- 4) Begin to work polish into the toecap of your shoe. Do this in little circles and keep on applying until the polish has almost completely disappeared from the cotton wool.
- 5) Take a new piece of cotton wool and repeat this process 4 – 5 times. This should take approximately one hour on a brand new shoe. (It can help to sit down in front of the television to do this.)
- 6) Now use the same action to apply polish to the rest of the shoe. Divide it into four sections to work on:
  - Upper
  - Left side
  - Right side
  - Back
- 7) Keep on working polish into these sections but ensure that all sections have the same amount of layers.
- 8) Take your parade gloss and with a wet piece of cotton wool repeat the same procedure as you have with the black shoe polish, 3-4 layers.
- 9) As the toe cap becomes smoother ease off the amount of polish you are applying.
- 10) Use a dry piece of cotton wool to dab off the beads of water.
- 11) Again take a piece of wet cotton wool and parade gloss and repeat process over the 4 other sections of the shoe, 2-3 layers.

**A brand new pair of shoes can take up to 4 hours to reach a suitable standard. This more practice the easier it becomes. Remember to keep working on them to produce a good standard!**

#### Well Maintained Shoes:

- 1) Apply 1 layer of black polish followed by 2 layers of parade gloss.
- 2) Run under cold water and buff with a piece of cotton wool with no polish.
- 3) Dab off water drops with a dry piece of cotton wool.



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**Boots:**

- 1) Kit Needed:
  - Kiwi Black Polish (or Parade Gloss) – do not use the same polish as you use on your shoes
  - Set of boot brushes – an on and off brush (Kiwi make a good set you can buy in the supermarket.)
  - Yellow Duster
- 2) Start by using your 'on' brush. Apply a thick layer onto the brush and apply to the boot. You must use a quick and firm action. (New boots will require multiple layers of polish to be applied at the starting stage.)
- 3) Take your 'off' brush and use the same motion to remove any excess polish from the boot. You will need to carry on with the off brush until a deep shine starts to appear on your boot. (Unlike parade shoes the entire boot needs to have the same deep shine all over.)
- 4) Use the yellow duster and water to remove and dirt from the welts of the boots.



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**7. Hair & Make Up**

**Male:**

Male cadets must have a short back and side haircut. It cannot protrude onto the top of the collar or ears and the neck must be completely shaven. (As a guide use grade 4 back and sides.)

Any cadet over the age of 16 must shave before each parade night and every day whilst away. Those male cadets, who are under 16, but starting to develop facial hair, must shave.

**Female:**

Female cadets are to arrange their hair in a tight bun held in place with pins and hair spray. The bun is to be secured in a hair net which matches, as close as possible, the natural colour of their hair.

Female cadets who are unable to tie their hair into a bun are to secure it but the hair is not to grow any longer than the base of the collar. Again the hair is to be held in place with pins.

**Makeup:**

Female cadets are strongly encouraged to not wear makeup but if they must they are to only use subtle and unnoticeable tones. This is to produce a natural look and should not damage their uniform in any way! Nail varnish is not to be worn.



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