

SECTION 9**PO 107 – SERVE IN AN AIR CADET SQUADRON**

1. **Performance:** Serve in an Air Cadet Squadron
2. **Conditions:**
 - a. Given:
 - (1) Air Cadet uniform,
 - (2) Supervision, and
 - (3) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Any.
3. **Standard:** The cadet will serve in an air cadet squadron, to include:
 - a. identifying proficiency level one training opportunities;
 - b. identifying air cadet and RCAF officer ranks;
 - c. paying compliments;
 - d. stating the aim and motto of the Air Cadet program;
 - e. wearing the cadet uniform; and
 - f. identifying year one summer training opportunities.
4. **Remarks:** Nil.
5. **Complementary Material:** Complementary material associated with PO 107 is designed to enhance the cadet's participation in their cadet squadron, specifically:
 - a. EO C107.01 (Maintain the Air Cadet Uniform),
 - b. EO C107.02 (Identify the RCAF NCM Rank Structure),
 - c. EO C107.03 (Tour the Cadet Squadron), and
 - d. EO C107.04 (Participate in an Activity about the History of the Cadet Squadron).

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EO M107.01 – DISCUSS YEAR ONE TRAINING

1. **Performance:** Discuss Year One Training
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall discuss year one training.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	<p>Explain proficiency level one subject areas and performance objectives, to include:</p> <ol style="list-style-type: none"> a. training common to the sea, air and air elements of the CCO, to include: <ol style="list-style-type: none"> (1) Positive Social Relations for Youth, (2) citizenship, (3) community service, (4) leadership, (5) personal fitness and healthy living, (6) physical activities, (7) air rifle marksmanship, (8) general cadet knowledge, and (9) drill and ceremonial; and b. air elemental training, to include: <ol style="list-style-type: none"> (1) CF familiarization, (2) Canadian aviation, aerospace, aerodrome operations and aircraft manufacturing and maintenance community familiarization, (3) aviation, (4) aerospace, (5) aerodrome operations, (6) aircraft manufacturing and maintenance, and (7) aircrew survival. 	Interactive Lecture	15 min	A3-029

TP	Description	Method	Time	Refs
TP2	Discuss squadron optional training, to include: <ul style="list-style-type: none"> a. cultural education / travel; b. music, to include: <ul style="list-style-type: none"> (1) military, and (2) pipes and drums; and c. summer and winter biathlon, d. first-aid, e. drill team, f. ground school, and g. other opportunities as resources allow. 	Interactive Lecture	10 min	A3-029

5. **Time:**

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|-------------------------------|--------|
| a. Introduction / Conclusion: | 5 min |
| b. Interactive Lecture: | 25 min |
| c. Total: | 30 min |

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient the cadets to year one training and optional training opportunities at the squadron.

7. **References:** A3-029 CATO 51-01 Director Cadets 3. (2006). *Air cadet program outline*. Ottawa, ON: Department of National Defence.

8. **Training Aids:** Presentation aids (i.e., whiteboards / flipcharts / OHP / multimedia projector) appropriate for training area.

9. **Learning Aids:** Nil.

10. **Test Details:** Nil.

11. **Remarks:**

- a. This lesson should follow EO M103.02 (Map Personal Goals for the Training Year).
- b. This lesson should be scheduled at the beginning of the training year.

EO M107.02 – IDENTIFY AIR CADET AND RCAF OFFICER RANKS

1. **Performance:** Identify Air Cadet and RCAF Officer Ranks
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall identify:
 - a. Air cadet ranks; and
 - b. RCAF officer ranks.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Identify air cadet ranks, to include: <ol style="list-style-type: none"> a. Leading Air Cadet (LAC); b. Corporal (Cpl); c. Flight Corporal (FCpl); d. Sergeant (Sgt); e. Flight Sergeant (FSgt); f. Warrant Officer Second Class (WO2); and g. Warrant Officer First Class (WO1). 	Interactive Lecture	5 min	A0-149
TP2	Conduct an air cadet ranks activity.	In-Class Activity	5 min	

TP	Description	Method	Time	Refs
TP3	Identify RCAF officer ranks, to include: <ul style="list-style-type: none"> a. the subordinate officer, being an Officer Cadet (OCdt); b. junior officers, to include: <ul style="list-style-type: none"> (1) Second Lieutenant (2Lt); (2) Lieutenant (Lt); and (3) Captain (Capt); c. senior officers, to include: <ul style="list-style-type: none"> (1) Major (Maj); (2) Lieutenant Colonel (LCol); and (3) Colonel (Col); and d. general officers, to include: <ul style="list-style-type: none"> (1) Brigadier General (BGen); (2) Major General (MGen); (3) Lieutenant General (LGen); and (4) General (Gen). 	Interactive Lecture	10 min	A3-005
TP4	Conduct an RCAF officer ranks activity.	In-Class Activity	5 min	

5. **Time:**

a. Introduction / Conclusion:	5 min
b. Interactive Lecture:	15 min
c. In-Class Activity:	10 min
d. Total:	30 min

6. **Substantiation:**

- a. An interactive lecture was chosen for TPs 1 and 3 as it allows the instructor to present the information.
- b. An in-class activity was chosen for TPs 2 and 4 as it is a fun and interesting way to measure the cadets' comprehension of the material.

7. **References:**

- a. A0-149 CATO 13-02 Director Cadets 4. (2009). *Cadet rank promotions*. Ottawa, ON: Department of National Defence.
- b. A3-005 QR&O 3.01 Department of National Defence. (2006). *QR&O 3.01: Ranks and designation of rank*. In *Queens Regulations and Orders for the Canadian Forces (Ch 3, Section 1)*. Ottawa, ON.

8. **Training Aids:**
 - a. Presentation aids (eg, whiteboard / flipchart / OHP / multimedia projector) appropriate for the training area;
 - b. Air cadet rank badges / slip-ons; and
 - c. RCAF officer rank slip-ons.
9. **Learning Aids:** Air cadet rank badges / slip-ons.
10. **Test Details:** Nil.
11. **Remarks:** Nil.

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EO M107.03 – OBSERVE RULES AND PROCEDURES FOR THE PAYING OF COMPLIMENTS

1. **Performance:** Observe Rules and Procedures for the Paying of Compliments
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall observe rules and procedures for the paying of compliments, to include:
 - a. addressing cadet NCOs and subordinate officers;
 - b. addressing commissioned officers;
 - c. entering and leaving an office; and
 - d. paying compliments on other occasions.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	<p>Explain the procedures for addressing a cadet NCO or subordinate officer:</p> <ol style="list-style-type: none"> a. standing at the position of attention after approaching the NCO / subordinate officer; b. not saluting, as NCOs / subordinate officers do not hold a commission; c. addressing the NCO / subordinate officer by rank and surname and subsequently by rank (LAC – FSgt) or sir / ma'am (WO2 and WO1) throughout the conversation; and d. remaining at the position of attention for the duration of the conversation. 	Interactive Lecture	10 min	A0-002 (pp. 1-2-2 – 1-2-3)

TP	Description	Method	Time	Refs
TP2	<p>Explain the procedures for addressing a commissioned officer:</p> <ol style="list-style-type: none"> a. standing at the position of attention after approaching the officer; b. saluting IAW <i>The Canadian Forces Manual of Drill and Ceremonial</i>; c. addressing the officer by rank and surname and subsequently by sir or ma'am throughout the conversation; d. remaining at the position of attention for the duration of the conversation unless otherwise directed by the commissioned officer; and e. saluting when the conversation is complete. 	Interactive Lecture	5 min	A0-002 (pp. 1-2-2 – 1-2-3)
TP3	<p>Explain the regulations for paying compliments inside a building:</p> <ol style="list-style-type: none"> a. cadets shall salute indoors only if the following conditions apply: <ol style="list-style-type: none"> (1) on parade, (2) ceremonial occasion, or (3) when entering and leaving offices; b. when entering an office the cadet shall: <ol style="list-style-type: none"> (1) stand at the position of attention at the doorway; (2) salute if wearing headdress and the office occupant holds a commission; and (3) ask permission to enter; c. when leaving an office the cadet shall: <ol style="list-style-type: none"> (1) stand at the position of attention at the doorway; (2) salute if wearing headdress and the office occupant holds a commission; and (3) depart; d. cadets will turn their head and offer a polite greeting when meeting an officer in a common area; and e. it is not normally customary to wear headdress inside a building, other than an armouries or drill hall. 	Interactive Lecture	5 min	A0-002 (pp. 1-2-3 – 1-2-4)

TP	Description	Method	Time	Refs
TP4	Explain other occasions to pay compliments, to include when: <ol style="list-style-type: none"> a. the Canadian or another foreign national anthem is played; b. the Royal Anthem is played; c. recognizing a commissioned officer who is not in uniform; d. the national flag is being raised and lowered; e. the ensign is being lowered and raised; f. boarding and upon disembarking any of Her Majesty's Canadian ships or those of a foreign service, cadets shall pay compliments to the quarterdeck; and g. when in civilian clothing compliments are paid by doffing a cap / hat. 	Interactive Lecture	5 min	A0-002 (pp. 1-2-3 – 1-2-4)

5. **Time:**

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|-------------------------------|--------|
| a. Introduction / Conclusion: | 5 min |
| b. Interactive Lecture: | 25 min |
| c. Total: | 30 min |

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient them to the various procedures for addressing NCOs, subordinate officers and commissioned officers and for paying compliments.
7. **References:** A0-002 A-DH-201-000/PT-000 DHH 3-2. (2001). *The Canadian Forces manual of drill and ceremonial*. Ottawa, ON: The Department of National Defence.
8. **Training Aids:** Presentation aids (i.e., whiteboard / flipchart / OHP / multimedia projector) appropriate for training area.
9. **Learning Aids:** Nil.
10. **Test Details:** Nil.
11. **Remarks:** Nil.

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EO M107.04 – STATE THE AIM AND MOTTO OF THE AIR CADET PROGRAM

1. **Performance:** State the Aim and Motto of the Air Cadet Program
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall:
 - a. state the mission and vision of the cadet program;
 - b. state the aim of the Air Cadet Program; and
 - c. state the motto of the Air Cadet Program.

4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	State the mission of the cadet program.	Interactive Lecture	5 min	A0-010
TP2	State the vision of the cadet program.	Interactive Lecture	5 min	A0-010
TP3	Describe the aim of the cadet program, to include: <ol style="list-style-type: none"> a. develop in youth the attributes of good citizenship and leadership; b. promote physical fitness; and c. stimulate the interest of youth in the sea, land and air activities of the Canadian Forces. 	Interactive Lecture	10 min	A0-010
TP4	State the motto of the air cadet program.	Interactive Lecture	5 min	C2-040

5. **Time:**

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|-------------------------------|--------|
| a. Introduction / Conclusion: | 5 min |
| b. Interactive Lecture: | 25 min |
| c. Total: | 30 min |

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient the cadets to the aim and motto of the Air Cadet Program.
7. **References:**
 - a. A0-010 CATO 11-03 Director Cadets 3. (2006). *Cadet program mandate*. Ottawa, ON: Department of National Defence.
 - b. C2-040 The Air Cadet League of Canada. (2006). *Policy 3.1: aim of the Canadian cadet organizations*. Retrieved 25 May, 2006, from http://www.aircadetleague.ca/templates/pdf/refmanual/english/pol_3_1.pdf
8. **Training Aids:** Presentation aids (i.e., whiteboards / flipcharts / OHP / multimedia projector) appropriate for the training area.
9. **Learning Aids:** Nil.
10. **Test Details:** Nil.
11. **Remarks:** Nil.

EO M107.05 – WEAR THE AIR CADET UNIFORM

1. **Performance:** Wear the Air Cadet Uniform
2. **Conditions:**
 - a. Given:
 - (1) Wedge;
 - (2) Wedge insignia;
 - (3) Wide brimmed summer hat;
 - (4) Toque;
 - (5) Short sleeve shirt;
 - (6) Necktie;
 - (7) Light blue cotton shirt;
 - (8) Turtleneck sweater;
 - (9) Jacket with belt;
 - (10) All-season jacket;
 - (11) Grey sports t-shirt;
 - (12) Black gloves;
 - (13) Nametag;
 - (14) Trousers;
 - (15) Black belt;
 - (16) Grey sports shorts;
 - (17) Boots;
 - (18) Running shoes;
 - (19) Grey wool socks;
 - (20) Squadron shoulder badges;
 - (21) Supervision; and
 - (22) 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 wear the air cadet uniform, to include:
- a. wearing headdress correctly;
 - b. wearing clothing on the upper body correctly, to include:
 - (1) ensuring upper body items are pressed correctly;
 - (2) ensuring the slip-ons and name tag are worn IAW the reference; and
 - (3) ensuring seasonal clothing are worn appropriately;
 - c. wearing clothing on the lower body correctly, to include:
 - (1) ensuring trousers are pressed correctly; and
 - (2) ensuring the belt is worn correctly;
 - d. wearing footwear correctly, to include:
 - (1) ensuring the boots are shone and tied correctly; and
 - (2) ensuring correct socks are worn IAW the reference;
 - e. ensuring squadron shoulder badges and rank badges are worn IAW the reference;
 - f. ensuring hair is neatly groomed and styled IAW the reference;
 - g. wearing only the jewellery that is permitted;
 - h. conforming to body adornment rules (i.e., make up, piercing); and
 - i. wearing civilian clothing IAW the reference.

4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the correct manner in which to wear headdress, to include: <ol style="list-style-type: none"> a. the wedge; b. the wedge insignia; c. the wide brimmed tan summer hat; and d. the toque. 	Interactive Lecture	5 min	A3-006 (p. 10)

TP	Description	Method	Time	Refs
TP2	<p>Explain the correct manner to wear and care for clothing articles on the upper body, to include:</p> <ul style="list-style-type: none"> a. short sleeve shirt; b. necktie; c. light blue cotton t-shirt; d. turtleneck sweater; e. cadet jacket with cloth belt; f. all-season jacket; g. rank slip-ons; h. grey sports t-shirt; i. black wool gloves; and j. nametag. 	Interactive Lecture	10 min	A3-006 (pp. 5 and 10-13)
TP3	<p>Explain the correct manner to wear and care for the trousers and shorts, to include:</p> <ul style="list-style-type: none"> a. the trousers shall be steam pressed without starch so as to have creases down the centre of each leg in the front and the back; b. the trousers shall be worn with the black belt; and c. the grey sports shorts shall be worn as directed by the squadron or CSTC CO. 	Interactive Lecture	5 min	A3-006 (pp. 12-13)

TP	Description	Method	Time	Refs
TP4	<p>Explain the correct manner to wear and care for footwear, to include:</p> <p>a. general guidelines for polishing the boots, to include:</p> <ol style="list-style-type: none"> (1) using a polish cloth wrapped around the index finger; (2) applying a moderate amount of polish to the cloth; (3) applying the polish in a circular motion to the area being polished; (4) starting with large circles to cover the area with polish; (5) using smaller circles as the polish gets worked into the boot; (6) continuing to work in a circular motion until the circles formed by the polish are no longer visible; and (7) the whole boot is to be polished, not just the toe; <p>b. lacing and tying the boots:</p> <ol style="list-style-type: none"> (1) boots are to be laced straight across; (2) when the boots are tied the laces are to be tucked inside the boots; (3) boots should not be tied too tightly; and (4) insoles will make the boots more comfortable; <p>c. running shoes shall be worn as directed by the squadron or CSTC CO; and</p> <p>d. grey wool socks shall be worn with boots and athletic socks shall be worn with running shoes.</p>	Interactive Lecture	10 min	A3-006 (p. 13)
TP5	<p>Explain the placement of air cadet badges that are applicable to the year one cadet, to include:</p> <p>a. squadron shoulder badges; and</p> <p>b. rank badges.</p>	Interactive Lecture	10 min	A3-006 (p. D2-1/1, D3-2/2, D4-4/4, 9/26)

TP	Description	Method	Time	Refs
TP6	<p>Explain the following related to personal appearance while in uniform:</p> <p>a. general appearance;</p> <p>b. hairstyle, to include:</p> <p style="padding-left: 40px;">(1) general appearance;</p> <p style="padding-left: 40px;">(2) male hairstyle;</p> <p style="padding-left: 40px;">(3) sideburns;</p> <p style="padding-left: 40px;">(4) moustache; and</p> <p style="padding-left: 40px;">(5) female hairstyles;</p> <p>c. make-up;</p> <p>d. jewellery;</p> <p>e. tattoos and piercings;</p> <p>f. accessories, to include:</p> <p style="padding-left: 40px;">(1) civilian pattern backpack; and</p> <p style="padding-left: 40px;">(2) purse;</p> <p>g. eyeglasses/sunglasses;</p> <p>h. carrying of articles;</p> <p>i. civilian clothing; and</p> <p>j. general deportment.</p>	Interactive Lecture	10 min	A3-006 (pp. 7 and 13-17) A0-001

5. **Time:**

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|-------------------------------|--------|
| a. Introduction / Conclusion: | 10 min |
| b. Interactive Lecture: | 50 min |
| c. Total: | 60 min |

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

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. presentation aids (i.e., whiteboards / flipcharts / OHP / multimedia projector) appropriate for training area;
- b. cadet uniform;
- c. cadet rank slip-ons;
- d. squadron shoulder badges; and
- e. rank badges.

9. **Learning Aids:**

- a. cadet uniform;
- b. cadet rank slip-ons;
- c. squadron shoulder badges; and
- d. rank badges.

10. **Test Details:** Nil.

11. **Remarks:**

- a. This lesson should be delivered when the cadets are issued their uniform.
- b. Consider utilizing senior cadets to demonstrate the various orders of dress.

EO M107.06 – DISCUSS SUMMER TRAINING OPPORTUNITIES

1. **Performance:** Discuss Summer Training Opportunities
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall discuss summer training opportunities, to include:
 - a. General Training (GT), and
 - b. summer training areas of interest.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Discuss General Training (GT), to include: <ol style="list-style-type: none"> a. two weeks in duration; b. the locations where it is held, to include: <ol style="list-style-type: none"> (1) Whitehorse, YT; (2) Albert Head, BC; (3) Penhold, AB; (4) Trenton, ON; (5) Bagotville, QC; and (6) Greenwood, NS; c. training, to include: <ol style="list-style-type: none"> (1) citizenship; (2) leadership; (3) physical activities; (4) air rifle marksmanship; (5) general cadet knowledge; (6) drill and ceremonial; (7) music; (8) aviation; (9) aerospace; (10) aerodrome operations; (11) aircraft manufacturing and maintenance; and (12) aircrew survival. 	Interactive Lecture	15 min	A0-096

TP	Description	Method	Time	Refs
TP2	<p>Introduce the summer training program areas, to include:</p> <ul style="list-style-type: none"> a. aviation, which includes: <ul style="list-style-type: none"> (1) Basic Aviation (2) Advanced Aviation; (3) Glider Power Scholarship; and (4) Power Pilot Scholarship; b. leadership, which includes: <ul style="list-style-type: none"> (1) Basic Leadership; and (2) Leadership and Ceremonial Instructor; c. survival, which includes: <ul style="list-style-type: none"> (1) Basic Survival; and (2) Survival Instructor; d. aviation technology and aerospace, which includes: <ul style="list-style-type: none"> (1) Basic Aviation Technology and Aerospace; (2) Advanced Aerospace; (3) Advanced Aviation Technology – Airport Operations; and (4) Advanced Aviation Technology – Aircraft Maintenance; e. fitness and sports, which includes: <ul style="list-style-type: none"> (1) Basic Fitness and Sports; and (2) Fitness and Sports Instructor; f. air rifle marksmanship, which includes: <ul style="list-style-type: none"> (1) Air Rifle Marksmanship Instructor; and g. military band, which includes: <ul style="list-style-type: none"> (1) Military Band Basic Musician; (2) Military Band Intermediate Musician; and (3) Military Band Advanced Musician; h. pipe band, which includes: <ul style="list-style-type: none"> (1) Pipe Band Basic Musician; (2) Pipe Band Intermediate Musician; and (3) Pipe Band Advanced Musician; and 	Interactive Lecture	10 min	A0-096 A3-029 A3-061 A3-192

TP	Description	Method	Time	Refs
	i. trips and exchanges, which includes: (1) Oshkosh Trip; and (2) International Air Cadet Exchange.			

5. **Time:**

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| a. Introduction / Conclusion: | 5 min |
| b. Interactive Lecture: | 25 min |
| c. Total: | 30 min |

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient the cadets to General Training and generate an interest in future summer training opportunities.

7. **References:**

- a. A0-096 CATO 11-04 Director Cadets 2. (2007). *Cadet program outline*. Ottawa, ON: Department of National Defence.
- b. A3-029 CATO 51-01 Director Cadets 3. (2006). *Air cadet program outline*. Ottawa, ON: Department of National Defence.
- c. A3-061 CATO 54-27 Director Cadets 4. (2007). *Power pilot scholarship program*. Ottawa: ON: Department of National Defence.
- d. A3-192 CATO 54-26 Director Cadets 4. (2007). *Glider Pilot Scholarship Program*. Ottawa, ON: Department of National Defence.

8. **Training Aids:** Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the training area.

9. **Learning Aids:** Nil.

10. **Test Details:** Nil.

11. **Remarks:** This EO should be scheduled to coincide when cadets are completing summer training applications.

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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: <ol style="list-style-type: none"> a. using a pressing cloth; and b. examples of items that can be used as a pressing cloth. 	Interactive Lecture	5 min	

TP	Description	Method	Time	Refs
TP2	<p>Demonstrate the correct method of care for the trousers, to include:</p> <ul style="list-style-type: none"> a. should be well pressed and free of dirt and lint at all times; b. a crease will extend down the centre of each leg in the front and the back; and c. each crease shall extend from the top of the leg to the bottom. 	Demonstration	5 min	A3-006 (pp. 12-13)
TP3	<p>Demonstrate the correct method of care for the short sleeve shirt, to include:</p> <ul style="list-style-type: none"> a. should be kept clean and pressed; 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 c. the collar may be starched to prevent it from becoming limp. 	Demonstration	5 min	A3-006 (pp. 5 and 10-13)
TP4	<p>Demonstrate the correct method for care of the jacket, to include:</p> <ul style="list-style-type: none"> a. the sleeves will be roll-pressed with no creases; b. the belt should be even with no twists; c. the buckle is to be centred in front; and d. contents of the pockets should not bulge. 	Demonstration	5 min	A3-006 (pp. 5 and 10-13)

TP	Description	Method	Time	Refs
TP5	<p>Demonstrate general guidelines for the care for the boots, to include:</p> <p>a. polishing the boots, to include:</p> <ol style="list-style-type: none"> (1) using a polish cloth wrapped around the index finger; (2) applying a moderate amount of polish to the cloth; (3) applying the polish in a circular motion to the area being polished; (4) starting with large circles to cover the area with polish; (5) using smaller circles as the polish gets worked into the boot; and (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 <p>b. lacing the boots, to include:</p> <ol style="list-style-type: none"> (1) lacing straight across; (2) tucking the laces inside the boots; and (3) boots should not be tied too tightly. 	Demonstration	5 min	A3-006 (p.13)

TP	Description	Method	Time	Refs
TP6	<p>Demonstrate the correct method for wearing the hair, to include:</p> <ul style="list-style-type: none"> a. the hair shall be neatly groomed and conservatively styled; b. the length, bulk and style of hair should not preclude the wearing of the wedge; c. style and colour shall not be bizarre, exaggerated or of unusual appearance; d. hair must be secured or styled back to reveal the face. Any accessories used to secure or control hairstyles shall be unobtrusive; e. male cadets' hair shall be taper trimmed at the back, sides, and above the ears to blend with the hairstyle; f. hair shall not touch the ears or fall below the top of the eyebrows when the wedge is removed; 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; h. female cadets' hair shall not extend below the lower edge of the shirt collar; i. braids shall be styled conservatively, tied tightly, and secured at the end by a knot or a small unadorned fastener; j. a single braid shall be worn in the centre of the back; and k. double braids shall be worn behind the shoulders. 	Demonstration	5 min	<p>A3-006 (pp. 7 and 13-17)</p> <p>A0-001</p>
TP7	<p>Supervise and advise cadets as they practise maintaining the uniform, to include:</p> <ul style="list-style-type: none"> a. trousers; b. short sleeved shirt; c. jacket; and d. boots. <p>Cadets will demonstrate, and practise when possible, correct wear of the hair.</p>	In-Class Activity	25 min	

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:**

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

- A3-006 Cadets Canada. (2011). *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.

8. **Training Aids:**

- Air cadet uniform;
- Scissors;
- Ironing board;
- Iron;
- Black boot polish;
- Polish cloth;
- Old toothbrush;
- Hair elastics;
- Bobby pins;
- Hair nets;
- Hair spray;
- Pictures of braids;
- Pictures of appropriate female hairstyles; and
- Pictures of male hairstyles.

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.

EO C107.02 – IDENTIFY THE RCAF NCM RANK STRUCTURE

1. **Performance:** Identify the RCAF NCM Rank Structure
2. **Conditions:**
 - a. Given:
 - (1) Supervision; and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall identify the RCAF NCM rank structure.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Describe the RCAF NCM rank structure, to include: <ol style="list-style-type: none"> a. Private Recruit (Pte recruit); b. Private (Pte); c. Corporal (Cpl); d. Master Corporal (MCpl); e. Sergeant (Sgt); f. Warrant Officer (WO); g. Master Warrant Officer (MWO); and h. Chief Warrant Officer (CWO). 	Interactive Lecture	10 min	A3-008 A3-005
TP2	Conduct an RCAF NCM rank structure identification activity.	In-Class Activity	15 min	

Time:

- | | |
|-------------------------------|--------|
| a. Introduction / Conclusion: | 5 min |
| b. Interactive Lecture: | 10 min |
| c. In-Class Activity: | 15 min |
| d. Total: | 30 min |

6. **Substantiation:**
 - a. An interactive lecture was chosen for TP 1 as a way to present the information to the cadets.
 - b. An in-class activity was chosen for TP 2 as it is a fun way to confirm the cadets' comprehension of the material.

7. **References:**

- a. A3-008 Department of National Defence. Retrieved 6 April 2006, from www.forces.gc.ca/site/Community/insignia/aira_e.asp#commisioner
- b. A3-005 QR&O 3.01 Department of National Defence. (2006). *QR&O 3.01: Ranks and designations of rank*. In Queen's Regulations and Orders for the Canadian Forces (Ch 3, Section 1), Ottawa, ON.

8. **Training Aids:**

- a. Presentation aids (eg, whiteboards / flipcharts / OHP / multimedia projector) appropriate for the training area; and
- b. RCAF NCM rank slip-ons.

9. **Learning Aids:** RCAF NCM rank slip-ons.

10. **Test Details:** Nil.

11. **Remarks:** Nil.

EO C107.03 – TOUR THE CADET SQUADRON

1. **Performance:** Tour the Cadet Squadron
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Any.
3. **Standard:** The cadet shall tour the squadron in order to:
 - a. identify key areas of the cadet squadron;
 - b. identify the cadet squadron staff; and
 - c. apply squadron rules and procedures.
4. **Teaching Points:** Conduct a tour of the facilities and introduce the cadets to the cadet squadron staff. Supervise the cadets, as they visit the following areas of the cadet squadron, and discuss information pertinent to each location:
 - a. parade square (protocols and respect),
 - b. classrooms,
 - c. break areas / canteen, to include:
 - (1) availability, and
 - (2) appropriate use;
 - d. washrooms,
 - e. communications areas (bulletin boards, sign up sheets),
 - f. Commanding Officer's office,
 - g. administration office,
 - h. training office,
 - i. supply areas, and
 - j. out of bounds areas.
5. **Time:**

a. Introduction / Conclusion:	5 min
b. In-Class Activity:	25 min
c. Total:	30 min

6. **Substantiation:** A practical activity was chosen for this lesson as it is an interactive way for cadets to learn about the facilities of their cadet squadron in a safe and controlled environment.
7. **References:** Nil.
8. **Training Aids:** Nil.
9. **Learning Aids:** Nil.
10. **Test Details:** Nil.
11. **Remarks:** Additional instructors can be used a tour guides.

EO C107.04 – PARTICIPATE IN AN ACTIVITY ABOUT THE HISTORY OF THE SQUADRON

1. **Performance:** Participate in an Activity about the History of the Squadron
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in an activity on the history of the cadet squadron, to include:
 - a. formation of the cadet squadron,
 - b. significant cadet squadron developments, and
 - c. awards and accomplishments within the cadet squadron.

4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct a cadet squadron history learning station activity.	In-Class Activity	40 min	
TP2	Conduct a group discussion on what cadets have discovered about the history of their cadet squadron.	Group Discussion	10 min	

5. **Time:**

- | | |
|-------------------------------|--------|
| a. Introduction / Conclusion: | 10 min |
| b. In-Class Activity: | 40 min |
| c. Group Discussion: | 10 min |
| d. Total: | 60 min |

6. **Substantiation:**

- a. An in-class activity was chosen for TP 1 as it is an interactive way to provoke thought and stimulate interest among cadets about the history of the squadron.
- b. A group discussion was chosen for TP 2 as it allows the cadets to interact with their peers.

7. **References:** Nil.
8. **Training Aids:** Presentation aids (Presentation aids (i.e., whiteboards / flipcharts / OHP / multimedia projector) appropriate for the training area.
9. **Learning Aids:** Nil.
10. **Test Details:** Nil.
11. **Remarks:** Information used by the instructor for the learning stations will depend on materials available at each squadron.