

AIR CADET ADMINISTRATIVE INSTRUCTIONS

INSTRUCTION NO 204

DRESS REGULATIONS FOR THE AIR TRAINING CORPS

References:

- A. AP 1358
- B. ACP 17
- C. ACP 1812

GENERAL

1. **Scope of Chapter.** This Chapter contains the following:
 - a. Scales of uniform clothing and regulations for wear by VR(T) officers, Adult SNCOs/WOs and cadets.
 - b. The wearing of approved badges.
 - c. Growth of hair including facial hair, by male personnel. Hairdressing and the use of cosmetics by female personnel.

Note:

1. VR(T) officers are subject to AP 1358 - RAF Dress Regulations at Reference A.

WEARING OF UNIFORM

2. The following general rules apply:
 - a. Members of the ATC are entitled to wear uniform only when attending authorised ATC meetings or parades or when specially authorised.
 - b. Uniform is not to be worn in foreign countries unless specifically authorised by HQ Air Cadets (HQ AC).
 - c. Some VR(T) officers hold commissions in other branches of the Reserve. When on duty with the ATC, the uniform and rank appropriate to the VR(T) is to be worn.
3. **Standard of Uniform.** Subject to the special provisions set out in paras 14 to 29 below the introduction or sanctioning of any deviation from the scaled and sealed pattern of uniforms, buttons and badges or the wearing of any items not listed in the appropriate scales of uniform is forbidden.
4. **Jewellery, Emblems and Badges.** No ornament, emblem or badge, other than those authorised in these Regulations, is to be worn on uniform. Watch chains and trinkets, if worn, are not to be visible. Tie pins are not to be worn. The wearing of hair ornaments by female personnel is dealt with in para 12 below.

5. **Mourning.** Personnel in private mourning may wear a mourning band of black crepe, 8.3cm wide, around the left sleeve of the uniform, above the elbow. No other form of mourning may be worn.

6. **Footwear.** Footwear studded or tipped with ferrous metal is not to be worn in Dangerous Areas. A Dangerous Area may be defined as any location where a flammable liquid vapour can produce a flammable air mixture. The following are the principal examples of Dangerous Areas at RAF stations:

- a. Kerbside pumps and fuelling points.
- b. Aircraft parks where refuelling or defuelling takes place.
- c. Stocks of flammable liquids in cans or drums.
- d. All parts of a fuel installation through which fuel is passed.
- e. Workshops, spraying bays, packing bays etc where solvents or spirits are in use, liquid oxygen bags and GRP (glass reinforced plastic) bags.

7. **Jewish Men.** A male member of the Jewish faith may wear a dark plain patterned yarmulke whenever he removes other headdress.

8. **Muslim Men.** Muslim men are permitted to wear short and neatly trimmed beards.

9. **Muslim Women.** Muslim women may wear uniform trousers. These can be obtained through routine RAF Supply sources, marking the requisition 'for religious reasons'. Headscarves may also be worn whilst on ACO duty. These should be provided from personal sources and are to be of a dark (preferably blue or black) colour. Headscarves may be worn under the beret; they may not be worn when so doing might jeopardise the wearer's health or safety, or where it would interfere with other specialist safety equipment.

10. **Sikh Personnel.** If they so wish personnel of the Sikh religion may wear turbans of the approved pattern, wear their hair long and remain unshaven in accordance with Sikh practices. The turbans comprise a puggree and a headband of RAF ensign blue. The appropriate cap badge is to be affixed centrally on the turban with its base at the apex of the triangle of the headband. When the turban has to be removed in most casts the patka may still be worn beneath specialist headgear. Sikh men may also wear the 5Ks

GROWTH OF HAIR ETC - MALE PERSONNEL

11. The hair of the head is to be kept well cut and trimmed. If a moustache is worn, the upper lip is to be entirely unshaven. Beards and whiskers are not to be worn except on medical or, in the case of Sikh and Muslim personnel, religious grounds, and in accordance with the following procedure:

- a. Serving personnel and applicants for uniformed adult appointments who wish to remain unshaven are to obtain a medical certificate to the effect that shaving will be injurious to health. The Certificate is to be forwarded to HQAC through the Wing Commanding Officer and Regional Commandant, both of whom are to add their recommendations. Subject to such recommendations, authority will then be granted for the applicants to remain unshaven for a maximum period of 2 years. This recommendation is to be reviewed every 2 years.
- b. If, at the end of a two year period the condition still appertains, HQ AC will consider a recommendation from his Squadron Commander supported by a medical certificate and the recommendations of the Wing Commanding Officer and Regional Commandant for the applicant to remain unshaven.

HAIRDRESSING ETC - FEMALE PERSONNEL

12. Female personnel are to arrange their hair in a manner which permits the uniform headdress to be worn correctly. Hair is not to show under the front of the peak of the headdress and the style is to be neat and is to reach no longer than the bottom edge of the collar of the uniform shirt. A hair ribbon in the form of a bandeau may be worn but is to be inconspicuous and may be of a similar colour to the hair or black. Combs, when worn, are to be plain and of a similar colour to the wearer's hair.
13. When in uniform female personnel are forbidden to use brightly coloured nail varnish or cosmetics of a conspicuous nature.

SCALES OF UNIFORM AND REGULATIONS FOR WEAR

14. The scales of uniform and dress regulations for RAFVR(T) officers, Adult SNCOs/WOs and cadets including females, are set out in Annexes A, B and C respectively.

DISTINGUISHING BADGES

15. **Flying Badges.** The flying badges listed are authorised for wear by appropriately qualified personnel. No other flying badges are to be worn:
 - a. **VR(T) Officers and Adult SNCOs/WOs:**
 - (1) Authorised RAF flying or parachute badges.
 - (2) The Glider Pilot or the Gliding Instructor Badge.
 - b. **ATC Cadets:**
 - (1) The Glider Pilot Badge.
 - (2) Air Cadet Pilot and Navigator Scheme Badges.
 - (3) Air Cadet Gliding Proficiency Badge.

16. **Cadet Qualification and Band Badges.** A full list of authorised badges for wear by ATC cadets is given in Annex G.

17. **Distinguishing Gilt Metal VR(T) and ATC Badges.** VR(T) officers are to wear the gilt metal VR(T) badge and Adult SNCOs/WOs the gilt metal ATC badge on all items of uniform dress. The manner of wearing these badges is described in Annexes A and B respectively and illustrated at Annex D.

ORDERS, DECORATIONS AND MEDALS

18. A list of orders, decorations or medals which may be worn with uniform is set out in RAF Dress Regulations (AP 1358, Chapter 7) and if necessary, COs should consult their Wing HQs for instruction and advice. Military medals/ribbons are to be worn on the left breast pocket immediately and centrally above the flap of the pocket of the No 1 Service Dress (SD) jacket. A row is not to consist of more than 4 ribbons but when more than 4 ribbons are worn they are to be made up to display as many complete rows of 4 as possible, with any incomplete row at the top. See illustration at Annex E.

19. The only non-military medals (and their ribbons) awarded by private societies which may be worn with uniform are medals of the Royal Humane Society, the medal of the Royal National Lifeboat Institution and the Life Saving Medal of the Order of St John of Jerusalem. They are to be worn on the right breast and in a similar position to military medals worn on the left breast.

AUTHORISED EMBLEMS

20. The following emblems may be worn when the wearer is not on parade:

- a. The National Flower or Emblem of St George's, St Andrew's, St David's and St Patrick's Day as appropriate.
- b. Flags and emblems such as the Alexandra Rose worn on authorised flag days.
- c. Remembrance Day poppies may be worn from the onset of sales until the observation of remembrance has concluded each year.
- d. ATC participants in the Nijmegen International Marches are to comply with dress requirements specified in Reference B, Chapter 18, Annex C.

21. Flags and emblems are to be of conventional dimensions and are to be worn centrally above the right pocket of the jacket, or in an equivalent position on the right breast of the jersey, or on the left lapel of the greatcoat.

WEARING OF UNIFORM ON CEASING TO BE MEMBERS OF THE ATC

22. Officers ceasing to be members of the RAF VR(T) except those whose commission is terminated under the provisions of AP 1919, Chapter 3 paras 346 or 347, may wear uniform as authorised by MOD(Air) (see Annex A para 12). SNCOs/WOs and cadets are on no account to wear ATC uniform after leaving the Corps. Cadets and Instructor Cadets are to return all items of uniform, this includes the Instructor Cadet white identification flashes, on leaving the ACO.

SPECIAL PROVISIONS

23. For reasons of tradition or special privilege, certain variations of uniform may be approved as follows:

a. Kilts may be worn in Scotland and Northern Ireland subject to the approval of the Commandant.

b. Plumes and certain other embellishments may be worn on ATC Band headdress subject to the authority of the Commandant.

Note: Plumes or hackles in headdress are not to intrude upon tradition, or privilege already accorded to other military units.

c. Bandsmen and cadets on special ceremonial duty may be authorised to wear white belts, cross straps, gaiters, gloves and sashes, subject to uniformity being maintained.

24. **Pace Sticks and Sashes.** Adult Staff SNCOs/WOs qualified as drill instructors at the Adult Training Facility may carry pace sticks whilst employed upon drill instructor duties. Pace sticks are not to be carried on formal parades. Sashes are not to be worn by members of the ATC (except those mentioned in para 23c above).

25. **Lord Lieutenant Badges.** Lord Lieutenant Badges are to be worn with No 1 SD uniform during the tenure of office. The Badge is also to be displayed on an additional brassard when blue uniform, other than No 1 SD, is worn. It is to be worn on the left arm during the tenure of office.

26. **Motor Bicycle Crash Helmets.** (Section 32, Road Traffic Act 1972). All personnel in uniform are to wear civilian pattern crash helmets, preferably white or light colour, when riding privately owned motor bicycles. Appropriate uniform headdress is to be carried and worn when the crash helmet is removed.

27. **Combat Clothing.** At the discretion of Regional Commandants, combat clothing may be worn by officers, Adult Staff SNCOs/WOs and cadets engaged on field duties.

28. **Jacket Foul Weather (Blue Jeltex).** The blue Jeltex jacket is issued for the purpose of protecting cadets from cold and wet weather when moving to and from ATC duties, when on routine parades or on any occasion other than ceremonial parades, when a smart uniform appearance is particularly appropriate. It is not to be worn by cadets engaged in rigorous activities such as, rock climbing, fieldcraft exercises, shooting, canoeing, gliding or assisting with gliding, air experience flying or any other activity in which it will be subjected to undue wear and tear or where nylon garments are forbidden. The waterproofing of the garment will be seriously impaired if the skin is pierced or is damaged by the application of certain dyes, paints or adhesives and great care must be taken to avoid this. Badges are not to be sewn or stuck onto the jacket. However, the appropriate cadet rank badge is to be positioned on the flap provided at the front of the modern version of the jacket.

CIVILIAN BADGES

29. Civilian badges are illustrated at Annex F.

Annexes:

- A. Scale of Uniform and Dress Regulations - VR(T) Officers
- B. Scale of Uniform and Dress Regulations - Adult SNCOs/WOs
- C. Scale of Uniform and Dress Regulations - Cadets
- D. Distinguishing Badges - VR(T) Officers and Adult SNCOs/WOs
- E. Medal Ribbon Positions
- F. Civilian Badges
- G. ATC Cadet Badges
- H. Position of ATC Badges on the Brassard

**ANNEX A TO
ACP 20B
ACAI NO 204**

SCALE OF UNIFORM AND DRESS REGULATIONS - VR(T) OFFICERS

SCALE OF UNIFORM - MALE OFFICERS

1. Officers are required to possess the following items of uniform which are provided free of charge from RAF stores on initial kitting but subsequently maintained from an outfit allowance. This allowance contains an element for tailoring eg sewing on of badges, ribbons etc. Alterations to other items issued from Service sources are carried out free of charge under station contract.

Item	Quantity	Notes on Scale
Shirts Wedgwood blue, long sleeve	3	
Shirt, Man's blue, short sleeve	2	
Jersey, blue grey	1	
Trousers No 2 Dress	1 pr	
Belt trousers, blue grey	1	
Gloves brown leather	1 pr	
Shoes, leather soled Oxford	1 pr	
Shoes DMS	1 pr	
Socks, black GS wool/nylon	4 prs	
Tie, black	1	
Jacket F/W blue	1	
Jacket GP	1	
Beret, blue grey	1	(For use with DPs only - when DPs available. NB - DPs are not scaled items)
Uniform, Officers, No 1 SD		Issued free of charge at RAFC Cranwell upon completion of the Initial Officers Course. No reimbursement of costs for a private purchase will be authorised.

Item	Quantity	Notes on Scale
Ranking Braid	As necessary	
Badges VR(T)	4 prs	
Hat, SD with badge	1	Issued free of charge at initial kitting stage by parent unit.

OPTIONAL ITEMS

2. The following items may be obtained at private expense:

Stable Belt	The stable belt is web woven in RAF colours, and has leather strap and buckle fastenings. It is worn with the dark blue stripe uppermost and fastened over the left hip.
Field Service Cap	Optional for No 2 Dress.
No 5B Mess Dress	For wear at Officers' Mess Dining-In Nights and other prescribed occasions. Appropriately qualified officers are to wear half-size gliding instructor or glider pilot badges, wrought in gold embroidery on blue grey cloth with this form of dress.
Shirt White and Black Bow Tie	These items are to be worn with No 1 SD as No 4 Mess Dress, as an alternative to No 5B Mess Dress

DRESS REGULATIONS - RAFVR(T) OFFICERS

3. The forms of uniform dress for VR(T) male officers are:

- a. **No 1 Service Dress (SD).** No 1 SD uniform consists of: Wedgwood blue long sleeved shirt, black tie, black shoes (Oxford), and SD hat. Brown leather gloves are to be worn on all formal occasions, when so ordered or needed for warmth. This uniform is worn at ceremonial and formal occasions as defined by HQAC. It is not to be worn on routine parades or normal working occasions.

b. **No 2 Dress.** No 2 Dress consists of: hat No 1 SD, Jersey BG, Wedgwood blue shirt, black tie, black shoes (Oxford or DMS as preferred), black socks, brown leather gloves when needed for warmth or protection, trousers No 2. Blue Jeltex jacket as required. This dress may be worn for routine wear all the year round when No 1 SD is inappropriate. At indoor working places, the Jersey BG may be removed and a belt BG worn with the trousers. Short sleeved shirts may be worn year round, indoors or outdoors. Long sleeved shirts are to be worn with a tie, including when under the jersey. Short sleeved shirts may be worn open-necked, including under the jersey with collar points worn externally to the jersey neck.

SCALE OF UNIFORM - FEMALE OFFICERS

4. Officers are required to possess the following items of uniform which are provided free of charge from RAF stores on initial kitting but subsequently maintained from an outfit allowance. This allowance contains an element for tailoring eg sewing on of badges, ribbons etc. Alterations to other items issued from Service sources are carried out free of charge under station contract:

Item	Quantity	Notes
Hat, No 1 SD with badge	1	
Beret – Blue/Grey	1	(For use with DPs only - when DPs available. NB - DPs are not scaled items)
Skirt, No 2 Dress	1	
Slacks, Woman's	1	
Jersey, Blue/Grey	1	
Shirts, Woman's Blue Long Sleeve	3	
Shirt, Woman's Summer Blue Short Sleeve	1	
Tie, black	1	
Shoes Black Patent Leather Court	1 pr	
Shoes, Woman's, Leather	1 pr	
Jacket F/W Blue	1	
Jacket GP	1	
Socks Black	4 prs	

Item	Quantity	Notes
Uniform, No 1 Service Dress	1	Issued free of charge at RAFC Cranwell upon completion of Initial Officers Course. No reimbursement of costs for a private purchase will be authorised.
Bag, shoulder adjustable,	1	Handbags are to be carried by all female officers over the left shoulder with the adjustable strap fully extended. When the carrying strap is shortened, the strap should be held in the left hand.
Ranking Braid	As necessary	
Gloves, brown leather	1 pr	
Badge, cap, miniature	1	
Badges VR(T).	4 prs	

Items to be purchased from allowance

Tights, or seamless stockings – 6 prs
colour barely black

OPTIONAL ITEMS

5. The following items may be obtained at private expense:

Stable Belt	The stable belt is web woven in RAF colours, and has leather strap and buckle fastenings. It is worn with the dark blue stripe uppermost and fastened over the left hip.
Female Purse Belt	The female purse belt is web woven in blue. It is worn so that the buckle is in the centre of the wearer's body
No 5 Mess Dress worn with Marcella shirt and black bow tie	For wear at Officers' Mess Dining-In Nights and other prescribed occasions.
Shirt White with neck tab	For wear with No 1SD as No 4 mess dress as an alternative to No 5 mess dress.

FEMALE PERSONNEL - OPTIONAL ITEMS OF DRESS

6. The following additional optional items are permitted for adult female staff and female cadets, subject to authorisation by COs:

- a. **Rainhood.** During wet weather a clear unpatterned plastic hood may be worn over uniform head-dress, except on parade or other ceremonial occasions.
- b. **Umbrellas.** Umbrellas may be carried or used while in uniform except on parade or other ceremonial occasions. Umbrellas are to be plain-handled, black, short or telescopic and not walking-stick type.
- c. **Overshoes/Boots.** In wet or snowy conditions, civilian type boots, overboots, overshoes or wellingtons may be worn with uniform, except on parade or other occasions, as locally ordered. This footwear is to be black, plain pattern with low heels, made of rubber, leather or plastic and of such a length that the top of the boot is no higher than the base of the wearer's knee.

DRESS REGULATIONS - FEMALE OFFICERS

7. The forms of uniform dress for female officers are:

- a. **No 1 Service Dress(SD).** No 1 SD uniform consists of: hat, No 1 SD female, jacket and skirt - No 1 SD, Wedgwood blue long sleeved shirt, black tie, seamless stockings or tights, (barely black in colour), black laced or court shoes as ordered (laced shoes are to be worn for all marching occasions), brown leather gloves are to be worn on all formal occasions, when so ordered or needed for warmth. This uniform is worn at ceremonial and formal occasions as defined by HQ AC. It is not to be worn on routine parades or normal working occasions. Court shoes are not to be worn on parade but may be authorised for wear on other formal occasions providing that uniformity is maintained.
- b. **No 2 Dress.** No 2 Dress consists of: hat, No 1 SD female, Jersey BG, Wedgwood blue shirt, black tie, black shoes (court or black laced as preferred), No 2 dress skirt, seamless stockings or tights (barely black in colour), slacks with black socks, brown leather gloves for warmth or protection. Blue Jeltex jacket as required. This dress may be worn for routine wear all the year round when No 1 SD is inappropriate. At indoor working places, the Jersey BG may be removed. Short sleeved shirts may be worn year-round indoors and outdoors. Long sleeved shirts are to be worn with the tie, including when under the jersey. Short sleeved shirts may be worn open-necked, including under the jersey with collar points worn externally to the jersey neck.

BADGES OF RANK

8. **No 1 Service Dress (SD).** All officers wear rings of black and blue ranking braid as appropriate, the centre of the braid being 9.5cm from the bottom of the cuff.

9. **No 2 and 3 (Combat) Dress.** Looped rank badges are available from RAF Stores and are to be worn on the shoulder straps of No 2 Dress Jacket, Combat Jacket, Jersey BG or shirt as appropriate. Blue rank slides only are to be worn with Soldier 95 uniform (this includes those members of staff involved with SATT duties).

10. **RAF Flying Badges.** RAF flying badges are to be worn in accordance with RAF Dress Regulations.

VR(T) METAL BADGES

11. Gilt metal VR(T) badges (Size 13 mm) (illustrated at Annex D-1) for wear on No 1, 2 and 5 dress are to be worn as follows:

a. **RAFVR(T) Officer's No 1 SD Jacket and No 5 Dress Jacket.** On the collar of the jacket, 25mm above the inner edge of the step opening midway between the outer edge and the inner (rolled) edge and so placed that a line drawn through the centre of the badge will be parallel to the inner (rolled) edge. See Annex D-2.

b. **RAFVR(T) Female Officer's No 1 SD Jacket and No 5 Mess Dress.** As in sub-para 11a.

c. **Jersey BG and Other Garments with Shoulder Straps:**

(1) **Flight Lieutenant and above.** On the rank badges, midway between the top and bottom edges of the rank braid. (Illustrated at Annex D-3).

(2) **Flying Officer and Pilot Officer.** On the rank badges with the bottom of the letter 'T' contiguous with the bottom edge of the rank braid. (Illustrated at Annex D-4).

WEARING OF UNIFORM BY RAFVR(T) OFFICERS PERMITTED TO RETAIN THEIR RANK ON RETIREMENT.

12. RAFVR(T) officers who are permitted to retain their RAFVR(T) rank on retirement may wear uniform on the following occasions:

a. When attending:

(1) Investitures and Royal garden parties.

(2) State ceremonial occasions.

(3) Their own wedding or other military weddings when the sponsor requests the wearing of uniform.

(4) When attending formal service functions⁽¹⁾

b. When participating in an official capacity, in:

(1) Non-service parades.

- (2) War Memorial services and associated parades.
- (3) Parades in connection with the celebration of the Sovereign's birthday.
- c. When inspecting or visiting:
 - (1) RAuxAF or RAFVR units in an official capacity.
 - (2) Units of the Combined Cadet Force (CCF) or the Air Training Corps (ATC) on behalf of the Ministry of Defence.
- d. When on duty as officials, duly appointed by the Ministry of Defence.
- e. When holding the appointment of Lord Lieutenant or Deputy Lord Lieutenant of a county, High Sheriff or Sheriff and discharging the duties of that appointment. (Lieutenancy insignia may not be worn on RAF dress but entitled RAF flying badges may be worn on the Lieutenancy dress).

Note:

- 1. No 5 Mess Dress may be worn by retired RAFVR(T) officers on all occasions when this form of dress is appropriate for serving personnel.

ADDITIONAL DRESS REGULATIONS FOR RAFVR(T) FEMALE OFFICERS

- 13. The following additional regulations apply to RAFVR(T) female dress:
 - a. **Head-dress.** The female No 1 SD Hat and the beret are to be worn so that the bottom edge of the hat is one inch above the eyebrows, with the front of the hat level across the forehead. The badge is to be positioned directly in the centre of the forehead. The beret is to be worn with the badge directly above the left eye.
 - b. **Skirt.** Uniform skirts are to be worn so that the bottom hem is of the same length all round and long enough to reach between the centre of the knee and 5.1 cm below the knee.
 - c. **Jewellery.** RAFVR(T) female officers may wear wedding rings, engagement rings and plain signet rings. Following the piercing of ears, they may wear gold stud sleeper earrings but only one in each ear. Sleeper studs are to be small and unobtrusive and are not to be worn on parade. No other jewellery or trinkets are to be worn with uniform.
 - d. Female Officers may wear civilian ball gowns at officers mess annual formal balls and Ladies' Guest Nights

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**ANNEX B TO
ACP 20B
ACAI NO 204**

SCALE OF UNIFORMS AND DRESS REGULATIONS ADULT SNCOs/WARRANT OFFICERS

SCALES OF UNIFORM - MALE ADULT SNCOs/WARRANT OFFICERS

1. Male SNCOs/WOs are required to possess the following items of uniform which are issued and maintained free of charge from RAF Stores:

Item	Quantity
Trousers No 2 Dress	2 prs
Jersey, blue grey	1
Shirts, Wedgwood blue long sleeve	2
Shirt, Man's Blue Short Sleeve	1
Tie, black	1
Shoes, DMS	1 pr
Belt, blue grey	1
Beret, blue grey	1
Badges, Beret, WO	1
Badges, Beret, RAF	1 (SNCOs)
Jacket F/W	1
Socks, black	3 prs
Badges, metal 'ATC'	3 prs
Badges, rank, shoulder AWO	1 pr
Badges, rank, shoulder, Sgt/FS	1 pr

OPTIONAL ITEMS

2. The following items may be obtained at private expense:

Stable Belt The RAF Stable Belt is web woven in RAF colours, and has leather straps and buckle fastenings. When worn, the dark blue stripe should be uppermost and fastenings secured over the left hip.

Hats, Airmen No 1 SD (to be worn with No 1 SD uniform only)

Caps, Field Service Airmen

Gloves, brown leather (WOs)

Gloves, knitted wool/nylon blue grey

Boots, Ankle DMS/Long Boot

No 5 RAF Mess Dress

Note

Although No 1 SD uniform is not scaled for male or female Adult SNCOs/WOs it is recognised that these part-worn uniforms are obtained and used on what are perceived to be legitimate occasions, eg an Adult SNCO/WO in charge of cadets at a high profile event or for band Adult SNCOs/WOs. Given that surplus uniforms held in RAF stores may be issued to Adult SNCOs/WOs, and that they could have eagle 'Flashes' on the shoulder (latest issue) or no eagle 'Flashes' (obsolete issue), it is accepted that there could be 2 versions of the No 1 SD uniform in use in the Corps concurrently. Therefore, uniforms issued that have eagle 'Flashes' attached should retain them. Additionally, a brass 'ATC' badge is to be attached to the jacket lapel for both versions of the uniform. Where this form of dress is approved it is to be worn complete with RAF buttons, Wedgewood blue shirt, black tie, DMS shoes and black socks. Hats, Airmen No 1 SD, bought at private expense, are to be worn with No 1 SD uniform only.

FORMS OF DRESS - MALE ADULT STAFF SNCOs/WARRANT OFFICERS

3. The dress for male Adult Staff SNCOs/WOs is:
 - a. **Parade and Formal Dress.** Jersey BG, No 2 Dress Trousers, Wedgewood blue long sleeved shirt, black tie, black shoes, black socks, beret.
 - b. **No 2 Dress**
 - (1) The form of dress within an ATC environment is Jersey BG, No 2 Dress trousers, Wedgewood blue long sleeved shirt, black tie, black socks, black shoes, beret. Blue Jeltex jacket as required.
 - (2) The standard form of dress when using the messing facilities of a military establishment, eg RAF Stations, is Jersey BG, No 2 Dress trousers, Wedgewood blue long sleeved shirt, black tie, black socks, black shoes, beret.

(3) No 2 working dress includes the wearing of short sleeved shirts year-round, indoors or outdoors. Long sleeved shirts are to be worn with a tie, including when under the jersey. Short sleeved shirts may be worn open-necked, including under the jersey with collar points worn externally to the jersey neck.

4. No 1 SD is not normally worn on parade or formal occasions, but Wing Commanding Officers may authorise the wearing of such uniform, provided all Adult Warrant Officers on parade or attending the formal occasions are similarly attired to maintain uniformity.

SCALE OF UNIFORM - FEMALE ADULT SNCOs/WARRANT OFFICERS

5. Female Adult SNCOs/WOs are required to possess the following items of uniform which are issued and maintained free of charge from RAF Stores:

Item	Quantity	Notes
Skirt No 2 Dress	1	
Slacks, Woman's 1972 pattern blue/grey	1	
Jersey, blue grey	1	
Shirts, woman's, blue, long sleeve	2	
Shirt, Woman's Summer Blue, short sleeve	1	
Tie, black	1	
Shoes, woman's black	1 pr	
Badges, Rank, Shoulder, AWO	1 pr	
Badges, Rank, Shoulder (FS/Sgt)	1 pr	
Badges, Beret, WO	1	
Badges, Beret, RAF	1	(SNCOs)
Beret, blue-grey	1	
Jacket F/W blue	1	
Seamless stockings or tights (Barely Black in colour)	6 prs	To be purchased privately

Item	Quantity	Notes
Socks black	3	
ATC Badges, Metal	3 prs	

OPTIONAL ITEMS

6. The following items may be obtained at private expense:

No 1 SD hat (this is to be worn with the part-used No 1 SD uniform only)

Black Court Shoes

Gloves, black leather/leatherette

No 5 Female Mess Dress For wear on approved occasions

Female Purse Belt Buckle to be worn in the centre of the body.

Stable Belt

Note:

Although No 1 SD uniform is not scaled for issue to female or male Adult SNCOs/WOs it is recognised that these uniforms are obtained and worn on what are perceived to be legitimate occasions, eg an Adult SNCO/WO in charge of Cadets at a high profile event or for band Adult SNCOs/WOs. Given that surplus uniforms held in RAF stores may be issued to Adult SNCOs/WOs, and that they could have eagle 'Flashes' on the shoulder (newest issue) or no eagle 'Flashes' (obsolete issue), it is accepted that there could be 2 versions in use in the Corps concurrently. Therefore, uniforms issued that have eagle 'Flashes' attached should retain them. Additionally, a brass 'ATC' badge is to be attached to the jacket lapel for both versions of the No 1 SD uniform. This female form of dress, where approved, is to be worn complete with RAF buttons, Wedgewood blue shirt, black tie, black shoes (or court shoes) and seamless stockings or tights (barely black in colour). Hats, Airwomen No 1 SD, bought at private expense, are to be worn with No 1 SD uniform only.

FORMS OF DRESS - FEMALE ADULT WARRANT OFFICERS

7. The dress for female AWOs is:

a. **Parade and Formal Dress.** Jersey BG, skirt No 2 Dress, Female Wedgewood blue long sleeved shirt, black tie, seamless stockings or tights (colour barely black), black shoes and beret.

b. **No 2 Dress**

(1) The form of dress within an ATC environment is female Jersey BG, female Wedgwood blue long sleeved shirt, No 2 dress skirt, seamless stockings or tights, or slacks, black socks, black shoes, and beret.

(2) The standard form of dress when using the messing facilities of a military establishment, eg RAF Station, is Jersey BG, No 2 Dress skirt, Wedgwood blue shirt, black tie, seamless stockings or tights, or slacks, black socks, black shoes, and beret.

(3) No 2 working dress includes the wearing of short sleeved shirts year-round, indoors or outdoors. Long sleeved shirts are to be worn with a tie, including when under the jersey. Short sleeved shirts may be worn open-necked, including under the jersey with collar points worn externally to the jersey neck.

ADULT WARRANT OFFICERS AND SNCOs - BADGES OF RANK

8. The AWO rank badge (illustrated at Annex D-1) is a woven blue crown on a dark blue background. The standard RAF Warrant Officers badge may be worn by AWOs who have previously held substantive WO rank or equivalent in the regular forces of the Crown. SNCO rank badges consist of woven fabric 3-bar chevrons (surmounted by a crown for Adult FSs).

9. **Wearing of Rank Badges.** Rank badges are to be worn as follows:

a. **No 1 SD Jacket.** AWO rank badges are worn centrally on the outer face of both sleeves with the centre of each badge 16.5 cm from the bottom of the sleeve. SNCO rank 3-bar chevrons are positioned on No 1 SD Uniform (if worn) with the lowest point of the chevrons 24.1cm from the shoulder seam. The base of the Adult FS Crown badge of rank is to be positioned 3mm above a horizontal line joining the upper tips of the 3-bar chevrons in a central position.

b. **Jersey BG and Other Garments Equipped with Shoulder Straps.** AWO/SNCO rank badges/chevrons are worn on the shoulder strap in the form of the looped badge obtainable from RAF Stores.

c. **No 5 Mess Dress.** For the location of badges of rank for both male and female Mess Dress see Annex D.

d. **Soldier 95 Uniform.** Blue rank slides only are to be worn with Soldier 95 uniform. This includes members of SATTs.

METAL ATC BADGES

10. The distinguishing anodised ATC badges (illustration At Annex D) are to be worn by Adult SNCOs/WOs as stated:

- a. **No 1 SD Jacket and No 5 Dress Jacket.** On the collar of the jacket 2.5 cm above the inner edge of the step opening, midway between the outer edge and the inner (rolled) edge and in such a position that a line drawn through the centre of the badge will be parallel to the inner (rolled) edge. For female AWO's see Annex D for location of ATC badge.
- b. **Jersey BG.** On the rank badge fitted to the shoulder strap with the bottom of the ATC badge contiguous with the bottom edge of the rank badge.

**ANNEX C TO
ACP 20B
ACAI NO 204**

SCALE OF UNIFORM AND DRESS REGULATIONS - ATC CADETS

SCALE OF UNIFORM, CADETS

1. Cadets are required to possess the following items of uniform which are issued and maintained free of charge from RAF Stores:

Item	Quantity	Notes
Jersey, blue grey	1	
Shirts, working dark blue	1	
Shirts, Wedgwood Blue	1	For wear on formal occasions only.
Skirts, No 2 Dress	1	Female Cadet
Slacks Women's 1972 pattern	1	Female Cadet
Trousers, No 2 Dress	1 pr	Male Cadet
Belt, trousers,	1	For wear with trousers blue grey
Beret, blue-grey	1	
Badges, Beret	1	
Brassard, ATC	1	
Rank Slides	1 pr	
Anoraks, blue Jeltex	1	
Necktie, black	1	To be worn with Wedgwood blue shirts only
Coverall, 1971 pattern	1	For wear when participating in adventurous activities.
Instructor cadet rank slides	1 pr	Cadet Sgts/FSs/WOs over 18 years of age

2. **OPTIONAL ITEMS MAY BE OBTAINED AT PRIVATE EXPENSE:**

Item	Quantity	Notes
Shoes/Boots DMS		
Gloves, knitted blue grey (male and female cadets)		
Belt, Stable	1	The RAF Stable Belt is web woven in RAF Colours, and has leather straps and buckle fastenings secured over the left hip. It is not to be worn on the outside of the Jersey BG.
Handbags, shoulder strap (Female Cadets only)	1	Not to be carried on parade
Hats, Airman's No 1 SD	1	May be purchased privately by CWOs only.
Part worn Airman's/ Airwoman's No 1 SD uniform as appropriate and No 1 SD hat	1	May be issued on availability basis for wear by CWO and cadet Bandsmen and Bandswomen only.
Female Purse Belt		Buckle worn in the centre of the body.

DRESS REGULATIONS - GENERAL

3. The normal working dress for cadets is:
- a. Beret (blue/grey and complete with ATC badge). This is to be worn so that the band is horizontal around the head, 25 mm above the eyebrows. Loose material of the crown is to be drawn down to the right side and the badge clearly displayed in a position directly above the left eye.
 - b. The Dark Blue Working Shirt, worn with the top button undone and the collar of the shirt placed outside the jersey.
 - c. Jersey blue grey.
 - d. No 2 Dress trousers (worn with a blue grey supporting belt) or No 2 Dress skirt for female cadets.
 - e. Black socks and black shoes/boots (male cadets); barely black tights and black shoes (female cadets).
 - f. Brassard.

g. Proficiency and Qualification Badges are worn either on a Brassard on the right arm or on the shoulder patches of the jersey (see para 5 below).

Notes:

1. Jeltex jackets may be worn in inclement weather.
2. Protective combat clothing and flying clothing may be worn as ordered.
3. The Dark Blue Working Shirt may be worn with the sleeves rolled up at any time of the year subject to the uniformity of dress and COs authorisation.

CADET BADGES

4. Cadet badges are to be worn as stated (see Annex G for illustration):

a. **Badges on the Brassard.** The Brassard is to be fitted over the right sleeve of the jersey or shirt and positioned above the elbow. The top of the Brassard is to be fixed by a fabric strap to the right shoulder strap of the jersey or the shirt, as appropriate. The location of badges on the Brassard are:

(1) **ATC Squadron Identification Badges.** This Badge is to be worn centrally at the top of the Brassard, 6 mm from the top edge.

(2) **ATC Distinguishing Badge.** The Distinguishing Badge "Air Training Corps" is to be worn in a central position immediately below the Squadron identification Badge.

(3) **Proficiency Badges.** First Class, Leading and Senior Cadet Proficiency Badges are to be worn in a central position immediately below the ATC Distinguishing Badge and with one point of the star or one blade of the propeller uppermost, as appropriate. Only one Proficiency Badge is to be worn and is to be for the highest classification for which a cadet is qualified.

(4) **Air Cadet Leadership Badge.** Graduates of the ATC Leadership Course and the Cadet Leadership Course at the Cadet Training Centre at Frimley park are to wear the Air Cadet leadership Badge in a central position immediately below the Proficiency Badge. The Badge is not to be worn if the higher ranking Junior Leadership Course lanyard has been awarded.

(5) **Nijmegen Badge.** This Badge is to be located in a central position on the Brassard immediately below the Air Cadet Leadership Badge or with the base of the Badge 7.5 cm above the lower edge of the Brassard if the Leadership Badge is not worn. If the Corps Marksmanship Badge is worn, consisting of crossed rifles and a crown, the Nijmegen Badge is to be moved to a balancing position on the left side of the Brassard, on a line with the Crown, and with the bases of both badges 7.5 cm above the lower edge of the Brassard.

(6) **Marksmanship.** Only one Marksmanship Badge is to be worn and is to be for the highest level award for which the cadet is qualified - the ascending levels of precedence being Squadron, Wing, Region, Corps and Cadet Hundred. Thus, a cadet who has gained a Squadron Marksmanship Badge for Full Bore Rifle shooting and a Regional Marksmanship Badge for Air Rifle shooting is to wear the Regional Marksmanship Badge. Annual re-qualification is not necessary, and the appropriate Badge is to be positioned 6mm in from the right hand edge of the Brassard.

(7) **Millennium Volunteer (MV) Badge.** The MV Badge is to be positioned on the Brassard 6mm from the lower edge and 6mm in from the left hand edge.

(8) **Communicator and Bandsmen's Badges.** These ATC project badges are to be worn only in spaces where higher priority Badges have not been gained - and preferably at one of the central badge locations on the Brassard.

(9) **First Aid Badge.** The St John Ambulance First Aid Badge is to be worn only as a "base-line" Badge on the Brassard and in one of the 2 spaces where the MV Badge or Marksmanship Badge has not been gained.

b. **Cadet Flying Badges.** Cadets are restricted to wearing only 2 of the flying badges On the Jersey BG, one to represent achievement in gliding and one in conventional flying. In the case of gliding only the Badge indicating the highest level of attainment is to be worn. In the case of conventional flying the precedence of badges in ascending order is the Air Cadet Navigation Scheme and Air Cadet Pilot Scheme. Only the Badge indicating the highest level of attainment is to be worn. The flying badges are to be worn as follows:

(1) **Single Badge.** When a single badge is worn it is to be positioned centrally 1cm above the bottom edge of the patch of the left shoulder of the jersey BG. When worn with No 1 HD, it is to be positioned centrally 1cm above the top seam of the left hand pocket.

(2) **Two Badges.** When badges from both categories are worn, the Gliding Proficiency Badge is to be positioned centrally 1cm beneath the Badge awarded for conventional flying. When the Glider Pilot Badge or the Glider Instructor Badge has been awarded, however, this is to be positioned centrally 1cm above the conventional flying badge. This applies equally to Jersey BG and No 1 HD.

c. **Duke of Edinburgh Award Badges.** Duke of Edinburgh (DofE) Award badges are to be worn centrally on the right shoulder patch 1.0 cm above its lower edge on the RAF pattern jersey and in the corresponding position on the female pattern. Only one D of E badge is to be worn; it will always be the most advanced badge for which the cadet is qualified.

- d. **The Staff Cadet Lanyard.** This is to be worn as a cord over the left shoulder, affixed under the shoulder strap and fastened to a small raised RAF crested black button sewn centrally on the bottom edge of the shoulder patch. When worn with the Wedgwood blue shirt the lanyard should be placed under the epaulette on the left shoulder with the braided part hung in front. The cord is passed under the shoulder and secured by placing the end of the lanyard through the 'eye' of the cord.
- e. **Junior Leaders' Course Lanyard.** Cadets who graduate from the Junior Leaders Course will be awarded a maroon lanyard. This will be worn in the same manner as the staff cadet lanyard. If a cadet is qualified for both lanyards, only the Junior Leader lanyard is to be worn.
- f. **The Lord Lieutenant's Badge.** Lord Lieutenant's cadets who are authorised to wear No 1 SD are to display the Lord Lieutenant's Badge centrally on the left sleeve as stated in paras 7j and 8. When wearing blue uniform, other than No 1 SD Uniform, a left arm brassard is to be worn at all times displaying the Lord Lieutenant's Badge throughout the tenure of office.
- g. **Instructor Cadets.** Cadets who attain Sgt rank by their 18th birthday may continue service as an Instructor Cadet until the age of 20 years or opt to leave the Corps. Those who remain in the Corps are to wear modified, integral rank slides with "INSTRUCTOR CADET" lettering embroidered onto the lower/shoulder end of each slide and in the same colour as the rank insignia. No equivalent means of identification is required for cadets in No 1 SD uniform.

DESCRIPTION OF BADGES

5. Badges worn by members of the ATC are illustrated in Annex G and Poster ACP 30. Details of cadet badges are as listed:
- a. **Beret or Hat Badge.** A silvered metal badge comprising a falcon in a circlet bearing the words "Air Training Corps".
- b. **ATC Distinguishing Badge.** An arc-shaped dark blue fabric badge with "AIR TRAINING CORPS" embroidered in light blue.
- c. **First Class Cadet Badge.** A four-pointed star embroidered in light blue with a dark blue background.
- d. **Leading Cadet Badge.** A four-bladed propeller embroidered as in sub-para 6c.
- e. **Senior Cadet Badge.** A four-pointed star superimposed on a four-bladed propeller and embroidered as in 6c.
- f. **Leadership Badge.** A gold RAF eagle embroidered on an oval RAF blue background with black lettering and surround.
- g. **ATC Marksman Badges.** There are 4 badges awarded for ATC marksmen.

- (1) Sqn Marksman - Single rifle depicted in blue cloth on a dark background.
- (2) Wg Marksman - Single rifle as above surmounted by a cloth crown.
- (3) Rgnl Marksman - Crossed rifles depicted in blue cloth on a dark background.
- (4) Corps Marksman - Crossed rifles as above surmounted by a cloth crown.

h. **Air Cadet Pilot Scheme.** A pair of fabric wings embroidered with the letter 'P' in the centre, "AIR CADETS" is embroidered in gold respectively above and below the letter 'P'.

i. **Gliding Proficiency badge.** A pair of embroidered blue, silver and gold wings with a central 'GS', 'S' and 'A' respectively.

j. **Glider Pilot Badge.** A pair of wings embroidered in light blue with dark blue edging and a central 'G' contained in a woven blue ring.

Note: Cadets qualified for both the Glider Proficiency and Glider Pilot's badges are to wear only the latter.

k. **Cadet Navigator Badge.** An embroidered half-wing in light blue with dark blue edging, bearing a ringed 'N' with the words 'AIR CADETS' embroidered in light blue above and below it.

l. **Band Badges.** The following band badges are authorised:

- (1) **Trumpeter Badge.** Consisting of crossed trumpets in white metal.
- (2) **Piper Badge.** Pipes in white metal.
- (3) **Drummer Badge.** A drum in white metal.
- (4) **Other Musicians in Brass, Military and Pipe Bands.** A badge of white metal comprising a lyre within a wreath.
- (5) **Drum Major.** A badge of white metal comprising 4 inverted chevrons surmounted by a drum.
- (6) **Pipe Major.** A badge of white metal comprising 4 inverted chevrons surmounted by pipes.

Note: For the manner of wearing band badges on No 1 SD see para 8.

m. **The Cadet Hundred Badge.** The Cadet Hundred Badge is a woven badge of dark blue fabric, with 2 marksmen embroidered centrally inside a

light blue ring which also contains in light blue, 'NRA CADETS HUNDRED', and the best aggregate scores in the annual competition for the Patriotic Challenge Shield held at the Inter-Service Cadet Rifle Meeting. It may be worn by entitled cadets during the period for which it is awarded.

- n. **Nijmegen Badge.** The Nijmegen Badge is a cloth triangular badge with green and gold stripes. The word 'NIJMEGEN' is at the bottom of the badge.
- o. **Millennium Volunteer.** The Millennium Volunteer Badge is a cloth oval badge, black in colour, depicting crossed swords surmounted by a gold crown. It also depicts a visual representation of 'MV'.
- p. **Communicator Badge.** The Communicator Badge is an oblong cloth badge, dark blue in colour, depicting 4 lightning flashes with a light blue letter 'C' in the centre.
- q. **First Aid Badge.** The First Aid Badge is a circular cloth badge which depicts a red roundel with 'YLS plus First Aid' around the top and 'St John Ambulance' across the bottom. The centre of the Badge has the white cross of St John on a black background.

CADET RANK BADGES

6. Except for the CWO badge, cadet rank badges worn with the Jersey blue-grey or shirt are identical to those worn by members of the Royal Air Force. Badges are available from RAF Stores and have ribbon loops to enable them to be worn on the shoulder straps of the Jersey blue-grey or shirt as appropriate. Description of badges are: (see Annex G).

- a. **CWO.** A woven fabric badge in dark blue with an embroidered light blue crown and laurel wreath.
- b. **FS Badge.** Three chevrons surmounted by a crown.
- c. **Sgt Badge.** Three chevrons.
- d. **BU** Two chevrons.

WEARING OF AIRMAN'S NO 1 SD UNIFORM BY CWOs

7. Although not scaled for, the wearing of No 1 SD uniform, where authorised, by CWOs is subject to the following regulations:

- a. The authority of OC Wing is required for the wearing of No 1 SD uniform on parade and, at all times, uniformity of dress among CWOs is to be maintained on parade.

- b. Distinguishing Badges are to be worn on both sleeves with the centre point of the top edge of the badge located 6 mm below the centre of the shoulder seam. When a No 1 HD Uniform is issued that has RAF Eagle Flashes on the sleeves, these are to be removed and ATC insignia patches are to be attached in their place.
- c. Squadron Identification Badges are to be worn on both sleeves with the top of the squadron number located centrally 5 cm below the shoulder seam.
- d. CWO Rank Badges are to be positioned on the front centre of both sleeves with the middle of the badge located 16 cm above the cuff.
- e. Flying and gliding badges are to be worn in accordance with para 4b, except that a single badge, or the lower of 2 badges, is to be positioned 1cm above the breast pocket.
- f. The highest ranking Marksman Badge (see para 4a (6)) is to be positioned on the right sleeve, immediately above the CWO Badge.
- g. Leading Cadet or Senior Cadet Badges are to be worn centrally on the left sleeve with the top of the badge 15cm below the shoulder seam and located with a propeller blade vertical.
- h. Staff Cadet Lanyards are to be affixed to the top of the left shoulder by means of a hook and eye so that the tassel hangs in front of the shoulder. The top of the cord is to be drawn back over the shoulder, passed under the arm and through the loop at the base of the tassel before being affixed to the button of the left breast tunic pocket.
- i. Duke of Edinburgh Award badges, are to be worn on the left sleeve, 1.2 cm above the CWO badge.
- j. **Lord Lieutenant's Cadet Badge.** When required to be worn, the Lord Lieutenant's Badge is to be positioned centrally on the left sleeve with the bottom edge of the Badge 1.2 cms above the lower badge.
- k. **Order of Badges - CWOs.** The CWO badges are to be worn as described in paragraph 7d. The Duke of Edinburgh Award is to be worn as described in paragraph 7i and the Lord Lieutenant's badge is to be worn 1.2 cm above the Duke of Edinburgh on the left sleeve.

WEARING OF AIRMAN'S NO 1 SD UNIFORM BY LORD LIEUTENANT SNCO CADETS

- 8. Lord Lieutenant's Cadets who are of SNCO rank and are authorised to wear No 1 SD uniform are subject to the regulations for CWOs (at para 7j) - except that:
 - a. Badges of rank are to be worn centrally on the outer face of both uniform sleeves, with the lowest point of the chevrons located 24cm from the shoulder seam.

b. The Lord Lieutenant's Cadet badge is to be positioned centrally on the left sleeve 1.2cm above the Duke of Edinburgh (DofE) Award badge. If the DofE Award badge is not worn, however, the Lord Lieutenant's Cadet badge is to be positioned in its place - ie, centrally on the left sleeve and with the middle of the Badge 16 cm above the cuff.

c. The highest ranking Marksman Badge is to be positioned centrally on the right sleeve and with the middle of the Badge located 16cm from the cuff. The Marksman badge is to take precedence over the wearing of a Band Badge in the same location.

WEARING OF AIRMEN'S NO 1 SD UNIFORM BY CADET MUSICIANS

9. Cadet musicians undertaking formal band duties in No 1 SD uniform are to conform to the dress regulations contained in Reference C, Chapter 3.

10. Badges worn with CS95 Uniform

a. ATC beret and Badge, when appropriate.

b. A Rank Badge slide and Instructor Cadet insignia, as appropriate, on the front epaulette of the jacket.

c. If authorized, a Unit Badge placed centrally and worn mid-way on the left upper sleeve of the Field Jacket.

11. Badges worn with Coveralls and Flying Suits

a. ATC beret and Badge, when appropriate.

b. Rank Badge slides and Instructor Cadet insignia, as appropriate, on both epaulettes.

c. AEF and VGS Staff Cadets should also wear a "Flight Staff Cadet" patch on the left breast of their own overalls or flying suits.

12. Subject to CO's approval the following optional items may be worn:

a. **Rainhood.** During wet weather a clear unpatterned plastic hood may be worn over uniform head-dress except on parade or other ceremonial occasions.

b. **Umbrellas.** Umbrellas may be carried or used while in uniform except on parade or other ceremonial occasions. Umbrellas are to be plain handled black, short or telescopic and not walking-stick type.

c. **Overshoes/Boots.** In wet or snowy conditions, civilian type boots, overboots, overshoes or wellingtons may be worn with uniform except on parade or other occasions as locally ordered. This footwear is to be black, plain patterned with low heels made of rubber, leather or plastic and of such a length that the top of the boot is no higher than the base of the wearer's knee.

- d. **Female Purse/Belt.** The Female Purse Belt is web woven in blue.
- e. **Stable Belt.** See Annex C para 2.

VALETING OF UNIFORMS

12. The following points are to be noted:

- a. The styling of uniform items is not to be altered by ironing in pleats or creases.
- b. Jacket sleeves are constructed to meet the physical silhouette of the arm in repose. When the arm is held stiffly in the "attention", ironed creases merely accentuate the distortion of the back of the jacket. Sleeves should be lightly pressed, using a damp cloth to iron out any lateral creases. This can be best achieved by using a sleeve board where available.
- c. Trousers creases are to be ironed into the front and rear of trouser legs.