

## **Uniform Measurement Instructions**

All measurements are to be taken by your parent or guardian at home. When being measured, remember to remove bulky items such as wallets and cell phones from your pockets.

We require specific measurements for cadets requiring new or replacement uniform parts and those required measurements are listed in the online form. For cadets needing a complete set of uniform, all measurements are needed. Please scroll down in this document to see further instructions on how to measure each body part. **Follow the instructions in this document closely and provide the correct units to ensure that all measurements are as accurate as possible.**

Pages 2-4 contain instructions on how to measure correctly.

Please direct any questions or concerns to the current Supply Officer.

## USING THE MEASURING TAPE CORRECTLY

In order to use the measuring tape properly and to avoid possible problems, please read this document and follow the instructions carefully. Using the measuring tape is easy. It has been designed to take accurate circular measurements. This method will help determine with precision the right garment for you. Therefore, to increase the reliability of the measurements obtained with this measuring tape, certain procedures must be followed.

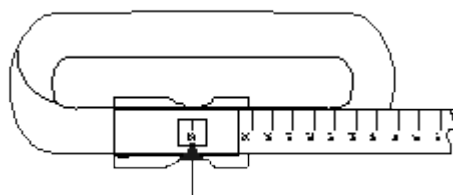
### *POSITION*

**Do not take your own measurements.** Ask somebody to take them. If you take your own measurements the measuring tape may be improperly placed, resulting in an inaccurate reading. **Stand straight and still, in a relaxed position. Do not hold your breath.**

## MEASUREMENT READING

The purpose of this new method is to simplify the measuring process to precisely determine the most appropriate uniform size to be issued. Measurements must be snug. Do not increase or decrease the measurement indicated on the measuring tape. **Do not estimate measurements.** The right measurement is indicated at the center of the clip window, as shown on figure 1. If two numbers (figure 2) appear in the window, take the higher number of the two. The measuring tape should never tighten the body part you are measuring.

FIGURE 1



The right measurement is indicated at the center of the clip window.

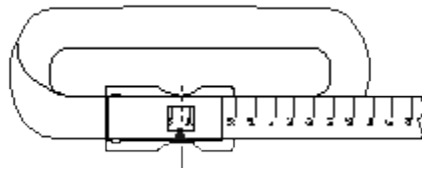


FIGURE 2

If two numbers appear in the window take the higher number of the two.

e.g. : 55 - 56 = Write 56

## HOW TO USE THE MEASURING TAPE STEP BY STEP

1. The measuring tape was sent with the clip closed. (figure 3)
2. To use the measuring tape, open the clip. (figure 4)
3. Wrap the measuring tape around the body part to be measured.
4. Insert the loose end with the metal tip into the clip. (figure 5) Pull the measuring tape until it is snug on the part you are measuring. Do not tighten.
5. To get the measurement, close the clip (figure 6). When the clip is closed the measuring tape is locked. The number in the window is the measurement to be recorded.
6. To unlock the measuring tape or to take another measurement, open the clip and pull the tape to adjust the tightness (figures 7 and 8).

Figure 3



Figure 4

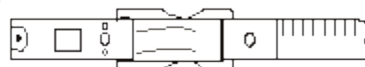
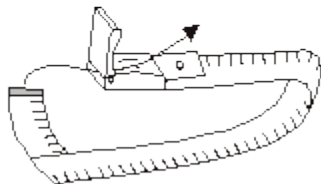
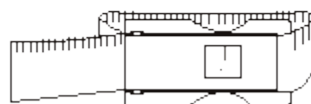


Figure 5



To tighten

Figure 6



To loosen

Figure 7

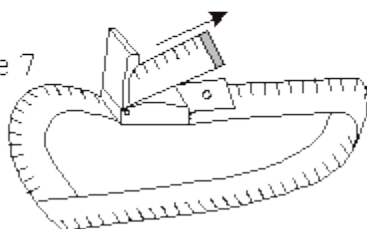
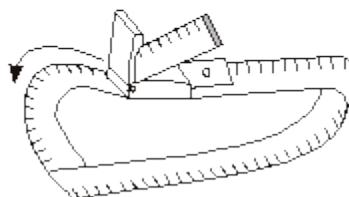
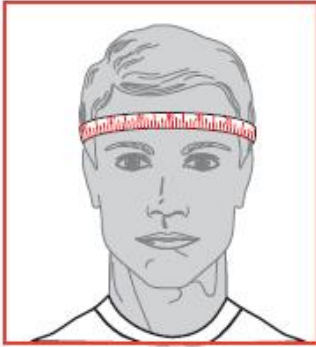


Figure 8



## HEAD MEASUREMENT

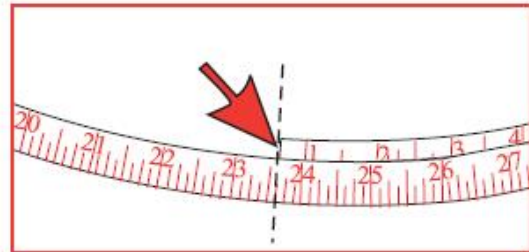
1. Measure around the widest point of the head, just above the ears. (Figure 1A & 1B.)
2. The correct measurement is the number that lines up with the edge (or beginning) of the tape (Figures 1B & 1C).



**FIGURE 1A**



**FIGURE 1B**



**FIGURE 1C**

*The correct measurement is the number that lines up with the edge of the tape, rounded up to the nearest  $\frac{1}{4}$  inch or 0.5 cm. This person has a head measurement of  $23\frac{3}{4}$  inches.*

## NECK MEASUREMENT

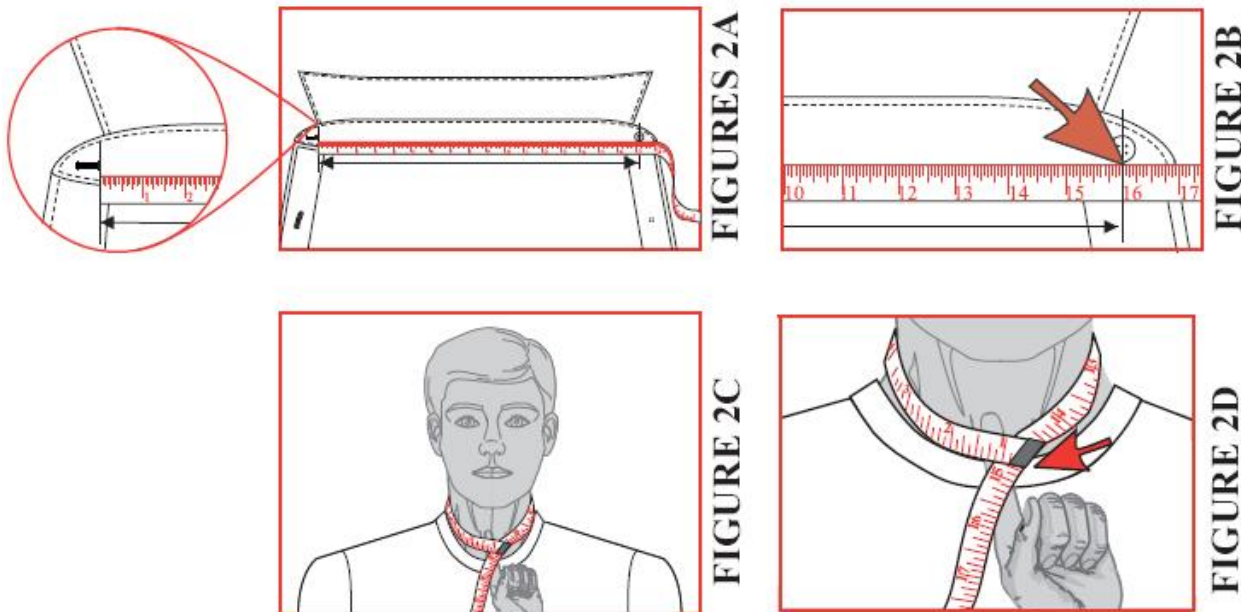
(Use one of the two following methods)

### **METHOD 1 (Preferred method)**

1. Take a shirt that fits you well when the top button is fastened.
2. Unbutton the shirt, put the shirt flat on a table, with the collar wide open.
3. Measure the distance between the button and the buttonhole (Figures 2A). The measurement you obtained is your neck measurement (Figure 2B).

### **METHOD 2**

1. This measurement is taken against the skin.
2. Wrap a tape around the neck, following the collar line (between the collar and the skin). Take the measurement where the top button would be if it were buttoned up.
3. At the front of the neck, make a "V" (90° angle) by crossing the edge (or beginning) of the tape over the tape length (Figures 2C & 2D).
4. Read the number that lines up with the bottom of the edge of the tape (you should be able to easily insert your finger between the measuring tape and your neck at the front)(Figure 2D).

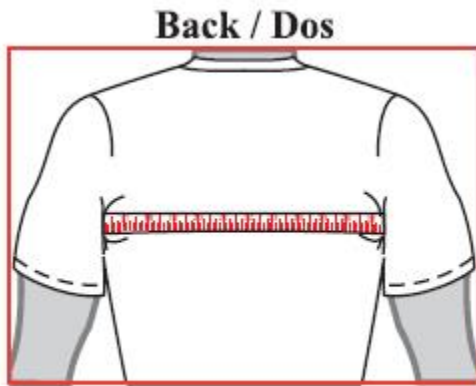


*The correct measurement is the number that lines up with the arrow, rounded up to the nearest ½ inch or 1 cm.*

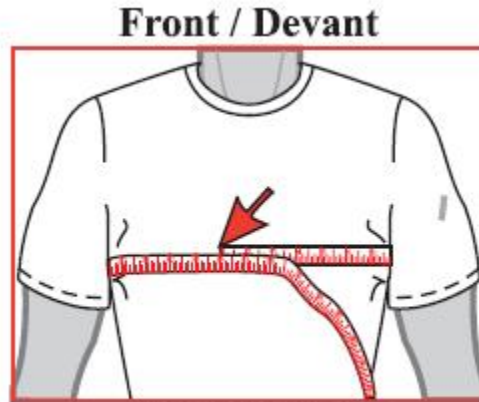
## CHEST / BUST MEASUREMENT

1. Lift the arms, place tape around the chest at the largest part with tape parallel to the floor, place arms down to the sides and take the measurement (Figures 3A & 3B).

**Note: The measuring tape should be snug, but not too tight around the body.**



**FIGURE 3A**



**FIGURE 3B**

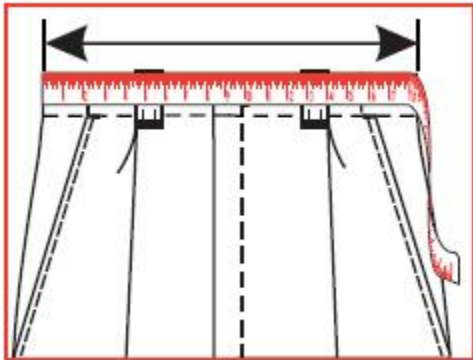
*Do not estimate measurements. Take this measurement over light clothing.*

## WAIST MEASUREMENT

(Use one of the two following methods)

### **METHOD 1 (Preferred method)**

1. Take a pair of trousers that fits you well when fastened (**Do not use low rise trousers**).
2. Put the trousers flat on a table, waist fastened.
3. Measure the distance from one side seam the other (Figure 4). The measurement you obtain should be multiplied by two (2); this is your waist measurement.



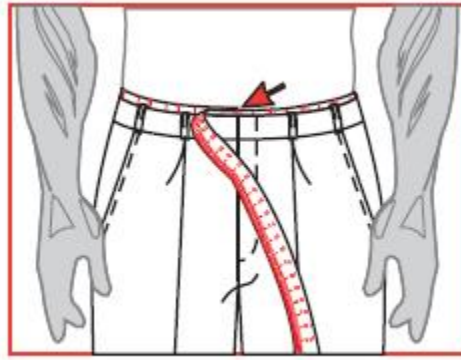
**FIGURE 4A**

### **METHOD 2**

1. This measurement is taken directly against the skin, but you must wear trousers while taking it in order to determine your belt line (**Do not use low rise trousers**).
2. Wrap the tape around the waist at the belt line, inserting it between the trousers and skin (Figures 4B & 4C). The tape should be snug against the skin, but not tight.
3. The correct measurement is the number that lines up with the edge of the tape.



**FIGURE 4B**



**FIGURE 4C**

*Do not estimate measurements. Do not take the measurement over your pants or belt.*

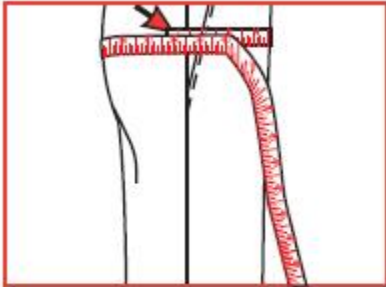


## HIPS MEASUREMENT

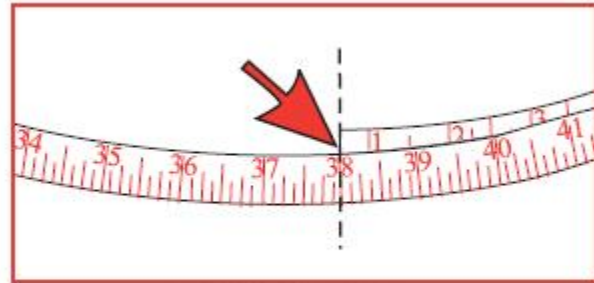
This measurement should be taken over lightweight clothing.

**Note: You have to empty your pockets.**

1. Stand straight with feet together, measure at the fullest part of the seat, keeping the tape parallel to the floor (Figure 5A).



**FIGURE 5A**



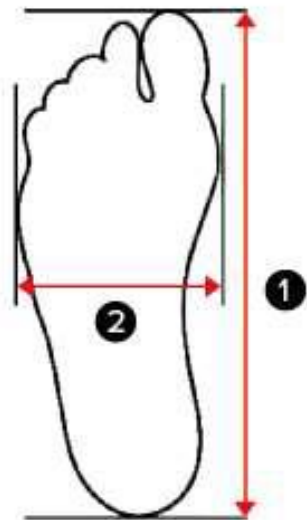
**FIGURE 5B**

*The correct measurement is the number that lines up with the edge of the tape, rounded up to the nearest ½ inch or 1 cm (Figure 5B).*

## FOOT MEASUREMENT

Take a blank sheet of paper and a ruler. While standing wearing regular socks, place on foot flat on the paper.

1. Foot length: Using the ruler, draw a line at the level of the heel and another at the level of the longest toe. Measure the exact distance between the two lines in millimeters.
2. Foot width: With the ruler, mark the widest point of the foot on both sides. Measure the exact distance between the two lines in millimeters.
3. Repeat both measurements with the other foot, as the two feet are often not exactly the same length.
4. Use the longer of the two foot lengths measured and the wider of the two widths measured.



## HEIGHT

### 1. Remove shoes.

2. Stand straight with heels together, with your back up against a wall. Make sure your head is touching the wall.

3. Take a flat and rigid tool (example: a wooden ruler is good) and place it flat on the head up against the wall. Make sure the tool is at a 90-degree angle with the wall, and make a mark on the wall with a pencil.

4. Measure in a straight line from the floor to the mark on the wall.

