Task: Shining Shoes and Brass

Condition: Given the Guidon, pages 137-138.

Standard: Uniform brass and shoes will be maintained IAW the White book, Chapter 7, Section 5.

Materials and Support Requirements:

1. Shoe polish
2. Soft lint free rag
3. Shoe shining brush
4. Shoe polish applicator brush
5. Tooth Brush
6. Cotton Balls
7. Blue Magic/Brasso/Mothers Gold Polish
8. Washcloth
9. Rubber Mallet

Introduction:

Maintaining a professional appearance while in uniform is one of the most basic individual discipline tasks conducted by cadets and further reinforced by leaders during inspections. Effective Cadre instruction to 4C using authorized materials and methods will set them up for success for the remainder of their time as a cadet.

Presentation:

Black oxford shoes retain an exceptional shine once they are broken in and are simple to maintain if the correct materials are used and enough time is dedicated to the task. Brass has to be stripped and a base shine applied, both of these tasks are time consuming initially, but are simple to maintain if the correct materials are used and enough time is allocated. Cadre must show 4C cadets what right looks like and give them the time needed to build a base coat on their shoes and brass.

Steps for shining shoes:

1. Use the rag to wipe off any dirt or dust on the shoes.
2. Use the applicator brush to apply a base coat of polish on the entire shoe. If this is the first coat or the shoe needs a base coat reapplied, allow the polish to sit for 5-10 minutes.
3. Put a small amount of water into the lid of the shoe polish can.
4. Dip the soft rag or cotton ball into the water, wringing out any excess, and begin shinning the shoes in small circular motions around the entire shoe.
5. Continually apply small amounts of polish and water to the rag or cotton ball as needed. Be careful to not apply too much polish or a shine will not be achieved.
6. Once the shoe is shined, place a small amount of polish on the toothbrush and apply it to edges and heel of the shoe. Use the shoe brush to buff out any excess polish.
Steps for shining brass:

1. Remove protective coating (de-lacquer) on belt buckles and tips.
   a. Soak brass in cutex for 24 hours. Individual cadets can soak in a covered soap dish or cadre members can collect squad members brass and soak them all together in a covered container.
   b. Rinse cutex and dry thoroughly.
   c. Utilize low grit sandpaper (sold in cadet store) to remove any remaining coating and buff out any scratches.
      i. Blitzing brass to include sanding flat or hammering flat is unauthorized IAW The White Book Chapter 7, section 5, page 60.

2. Place a small amount of blue magic/brasso on the wash cloth and rub the brass vigorously until a shine is achieved and repeat as necessary.

3. Residual polish can be removed using a clean part of the wash cloth and using t pins to get into crevices on hat and collar brass.

4. Carefully inspect brass before placing back on uniform or cover to prevent staining.

5. Attach brass tips to belt by placing it into a guidon and utilize a rubber mallet to hammer it into place. Hammer one side several times, turn it over and repeat until the tip is fully attached.

Use of open flame for polishing or shining brass or shoes is prohibited IAW The White Book Chapter 8, Section 2, Page 1.

Summary

4C Cadets must be taught the proper way to maintain their brass and shoes to set them up for success while serving as a cadet. Proper supervision, time, and patience are the keys to success.

Evaluation

Cadet leaders can continually evaluate their 4C cadets progress through out challenge week and retrain as needed. The Challenge week 4C assessment will enable platoon and company leadership to measure their 4C cadets progress and provide them with sustain or improve feedback and set the conditions for the remainder of Cadre Period.