



A64—Uniform Turn-In

A64.1. TURN IN UNIFORMS:

- Bring your uniform to the JROTC Mission Support Room (#E10) to be turned in so that it may be issued to a new cadet during 2nd Semester.
- Available turn in times in the morning: 7:15- 7:45
- Available turn in times in the afternoon: 3:10- 4:00
- You may not leave your uniform in the JROTC classroom or the Main Office. If you choose not to follow this rule, your uniform will be dismantled and your final exam grade will be reduced.

A64.2. GENERAL RULES:

- Cadets **must** have their uniform **dry-cleaned**.
- If the uniform appears to be dirty/wrinkled or if the cadet does not show a receipt from the dry-cleaner or a parent note showing the cadet dry-cleaned their uniform at home, the cadet will be asked to take the uniform home and have it dry-cleaned.
 - There are **NO EXCEPTIONS TO THIS RULE**.
 - **\$30 fee for dirty uniform.**
 - **You signed a contract at the beginning of this year stating:**
"5.AGREEMENT
C. I will maintain the uniform in a clean, properly fitted, and repaired manner. I will turn in the complete uniform upon demand. I am responsible for the cost of cleaning and loss, theft, or damage of uniform items. All uniforms must be returned dry-cleaned and in cellophane bags."
- Any cadet who does not bring in their uniform between the required days will receive a 341 for every day it is late unless a note is brought from a legal parent/guardian, your final exam grade will be lowered, and you will be put on Tuscola's obligation list.

A64.3. HOW TO TURN IN UNIFORMS:

- **All cadets** will have their uniform dry-cleaned and in a clear plastic bag either from the dry-cleaner's or another clear bag.
- **We must have a dry-cleaner's receipt or if it was dry-cleaned at home we must have a parent-signed note that states you dry-cleaned it at home.**
- All uniform hangers must face, with the open hook, pointing at the NC-075 patch (right shoulder).

A64.3.1. HANG UNIFORM IN LISTED ORDER:

- Hang Pants on hanger with short blue short sleeved uniform shirt over the pants.
- Hang Class A Jacket on its own hanger.
- Hang Light-Weight Jacket on another separate hanger.
- There should be **THREE** hangers total in your bag with the opening of the hooks facing the right shoulder (pointing to the yellow patch).

A64.3.2. ACCESSORIES:

- Label accessories bag (Ziploc Baggy) with: C/(rank) Last Name, First Name, (AS-year), (Flight)
- On a note card/ index card list all the items within the Ziploc Baggy
- Place the following in accessories bag:
 - Belt
 - Belt Buckle
 - Cords (all cords)
 - Flight Cap/ Beret
 - Kitty Hawk Air Society Badge
 - Medals (National Awards)
 - Model Rocketry Badge
 - Name Tag (Optional)
 - Ranks (All sets)
 - Ribbons
 - Officers Insignia
 - Tie/Neck Tab



A64.3.3. LABELING:

- **Ziploc Baggy:** All writing should be clear and written in sharpie
- Cadets should write "YES" if they plan on taking AFJROTC next year and NO if they do not plan on taking the program again (Seniors will put "NO" on their bags).
EX. Cadet Samuel Moore, Samuel AS-4 (Bravo or B) NO, Senior
- **On bag covering the uniform:** Cadets should also take a piece of masking tape (NO EXCEPTIONS!! MUST BE MASKING TAPE) and write: *c/ (rank) Last Name, First Name, (as-year), (flight)* on it and place it on the left side of the uniform bag (the side that the white patch is on).

A64.4. OFFICIAL TURN-IN:

- You should have all of the rules (above) completed before you turn in your uniform.
 - If you come in the morning and have not finished fixing your uniform bag you will not get a note to class if you are late.
 - You should **already** be prepared.
 - **Having your uniform here but incomplete does not count as turning it in.**
 - **If you turn in your uniform incorrectly**, you will be placed on the obligations list (meaning you will owe money, you will not be able to buy prom tickets, receive your diploma, etc.) until you come to correct it. It will also lower your final exam grade.
 - **If you refuse to turn in your uniform**, you will be placed on the obligations list (meaning you will owe money, you will not be able to buy prom tickets, receive your diploma, etc.) until you come to correct it. It will also lower your final exam grade.
 - **TURN IN INVENTORY SHEET:**
 - **Use the sheet attached below for inventory of the uniform.**
 - If the size is unreadable or the tag is missing, make a note stating "no tag or unreadable"
 - Cut where it says "cut here" and attach to outside of Ziploc baggy with index card.

A64.5. DO NOT TURN IN:

- Socks
- Shoes
- PT gear
- White V-neck shirt

A64.6. SENIORS:

- This **ONLY** applies to seniors!
- You may keep your nametags, Kitty Hawk/Model Rocketry badges, ribbons, medals, shoes, socks, and PT gear.
- **Wheel Caps turn in:** Write your name on masking tape and place it on the inside of the wheel cap and turn in on MSS desk.



TUSCOLA AIRPOWER

 (PRINTED LAST NAME, FIRST, MI)

ASYEAR: _____

CLOTHING ITEM	Size	Quantity (number of items)
Flight / Service Cap		
Beret (<i>Drill Team</i>)		
Wheel Cap (<i>Officers Only</i>)		
Blue Short-Sleeve Shirt		
<i>Blue Long-Sleeve Shirt</i>		
Lightweight Jacket (The one with the zipper)		
Class 'A' Service Jacket (The one with buttons)		
<i>All-Weather Coat</i>		
Blue Uniform Pants/Trousers		
TIE or TAB		
BLUE BELT		
BUCKLE		
RANK / INSIGNIA		
CORD		
RIBBONS		
BADGES		
<i>ABU BLOUSE / TOP</i>		
<i>ABU PANTS</i>		
<i>ABU BOOTS</i>		
<i>ABU CAP / HAT</i>		
<i>ABU BELT</i>		

Check one:

- I'm a Reserve Cadet; I have permission to keep my uniform.
- I'm a Reserve Cadet; I would like to store my uniform in JROTC supply.
- I do NOT have permission to keep my uniform.

Approved by Mission Support Staff:

 (Printed Last Name, First)

 (Date)