AIR FORCE JUNIOR ROTC

CADET UNIFORM GUIDE
CHAPTER ONE

APPEARANCE OF CADETS

Because you wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program and the Air Force. Conversely, proper conduct, actions, and attitudes will create and sustain a favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance.

A. MALE CADETS: The face will be clean-shaven except that mustaches are permitted. If worn mustaches will be neatly trimmed, must not extend downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. Beard or goatees are not permitted.

(1) Hair will be neatly cut, clean, trimmed, and present a groomed appearance. The bulk of the hair will not exceed 1 ¼ inches on the top of the head. Hair will be groomed to follow the contours of the head, having a tapered appearance and will not touch the ears or collar. Hair in front will be groomed so that it does not fall below the eyebrows and will not protrude below the band of properly worn headgear. Male cadets whose hair is not in accordance with the above rules will have points deducted from their uniform grade and continued violations will constitute grounds for removal from AFJROTC. Braided hairstyles, Mohawks, ducktails, cornrows, lines (other than normal hair part) or initials/lettering shaved into the head are not authorized, nor are other bizarre hair styles, including partially shaved heads. Such hairstyles will result in minus 100 points (a zero grade) during inspection.

(2) Sideburns, if worn, will be neatly trimmed. Sideburns will not extend beyond the lowest part of the exterior ear opening, will be straight and even width (not flared), and will end with a clean-shaven horizontal line.
Male cadets in uniform do not wear earrings at any time, under any circumstances. Also, male cadets will not wear earrings any time during ROTC functions, to include class, in or out of uniform.

B. FEMALE CADETS: The hair must be styled to permit proper wear of Air force headgear. Hair should always be clean, neatly arranged, and styled to present an attractive feminine appearance. Cornrows, pigtails, and other hairstyles that allow the hair to extend below the bottom of the collar of the blouse or jacket are not authorized. Hair will be groomed so that it does not touch the eyebrows and will not cover any portion of the face. However, afro, natural, bouffant, and similar styles are authorized except those with excessive fullness or extreme heights – any hair style over three inches in bulk is NOT acceptable. Ponytails are allowable.

1. Hair ornaments, such as ribbons, will not be worn. Pins, combs, or barrettes similar in color to the individual’s hair color may be worn. Hairnets are not authorized.

2. Earrings may be worn if they are small, conservative, pearl white, gold, or silver, diamond, diamond looking and spherical. Clip-on earrings must fit tightly and may not extend below the earlobe. Only one earring per ear is allowed and it must be worn in the earlobe. Extra sets of earrings will be removed and not covered over.
CHAPTER TWO

WEARING THE UNIFORM

The reputation of the United States Air Force as a professional military organization is known worldwide. Since the uniform you wear is a symbol of that reputation, each cadet in the AFJROTC program at Wando High School must wear it properly. The importance of this cannot be over-emphasized, since the uniform, except for the insignia, rank and patches, is very similar to that worn by active duty Air Force men and women.

1. UNIFORM REQUIREMENTS FOR MALE CADETS

A. The flight cap is worn with the front crease toward the lower center of the forehead in a straight line with the nose, approximately 1” or one finger width above the right eyebrow and two finger widths above the right ear. When worn in this manner, the vertical crease of your cap will be fully extended without a protruding tip at the back. If your cap does not fit in this manner, it is either too large or too small. See the instructor for a trade. It is always removed indoors unless you are a member of a color guard or carrying a weapon.

B. The belt is threaded though the loops to your left. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for a proper fit.

C. The shoes will be laced to the top and shined to a high gloss at all times. Corfam shoes are optional personal expense items for AS2-4 Cadets only (cash purchase at a Clothing Sales Store.) However, basic cadets do not wear corfam shoes at Summer Leadership School.

D. The Short Sleeve Blue Shirt is worn with the collar open (Exception: The necktie is optional personal with the short sleeve blue shirt with epaulets unless otherwise directed). When worn without the tie, you must wear a white “V” neck T-shirt or “wife-beater” shirt. The neck tie will always be worn with the Long sleeve shirt. The shirtdress is pulled down into the trouser tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sides of the sleeve. No items will be carried in the shirt pockets. Buttoned pockets and shined shoes mark the cadet who pays attention to detail. A white T-shirt must always be worn under the blue shirt.

E. The blue coat, trousers, Knit jacket/windbreaker and flight cap must be dry-cleaned. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the front trouser crease and the back of the trouser legs is approximately 7/8 of an inch longer than in the front. No cuffs are worn on the military uniform trousers. You need not obtain permission to alter the leg length and waist size of the trousers. The rear pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed. Sunglass case will not be worn in the classroom, it will be carefully draped over the back of the chair. The necktie will not be removed or loosened even though the coat is removed. The coat is not to be removed while eating. The coat will be donned and buttoned before leaving classroom.
G. Shirts should be laundered after each wearing. Medium starch will keep the shirts neat throughout the day.

H. A plain collar white shirt with AFJROTC issued tie/tab is worn with the coat and trousers/skirt on formal occasions, such as at Military Ball and Dining In. No service/flight cap is worn with this combination.

I. Service caps (male and female) are optional for officer cadets only. These may be purchased at the cadet’s personal expense (a personal cash sale) from an USAF Clothing Sales Store. Service caps will be worn with the appropriate standard AFJROTC insignia. Male caps will have a plain bill. Service caps will not be worn at any summer leadership schools. The SASI must check the service cap to insure it is in good shape before an officer hat insignia can be issued.

J. Your “GIG” line is the line formed by the edge of the shirt, the edge of the belt buckle, and the fly of the trousers. The “GIG” line should always be kept straight. Check it frequently.

K. The undershirt worn with the uniform should be plain, white, and clean.

2. UNIFORM REQUIREMENTS FOR FEMALES

A. The flight cap is worn with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately 1-inch above eyebrow. Hair may protrude below the front of the cap but must not touch eyebrow.

B. Leather low quarter shoes will be issued. They will be worn during leadership training. Black pumps may be worn as an optional item for school or social occasions by AS3/4 cadets (cash purchase at clothing sales store). For females in skirts, solid black flats or pumps must be worn.

C. The blouses should be laundered after each wearing. Light starch may be used.

D. When female cadets wear nail polish while in uniform, it should be conservative in color, and in good taste. It must not contain any ornamentation. Fingernails, either real or fake, may not be longer than ½ of an inch from the tip of finger.

E. The bottom leg of the slacks should touch the front of the shoe as to cause a slight break in the crease and the back of the leg is approximately 7/8 of an inch longer than in the front. You may alter the waist size or leg lengths of the slacks as necessary to insure a proper fit.

F. The belt is threaded through the loops to your right. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for proper fit.

G. Your “GIG” line is the line formed by the edge of the blouse, the edge of the belt buckle, and the fly of the trousers. The “GIG” line should always keep straight. Check it frequently.

H. The skirt will be hemmed to the bottom of the knee. If it is a new skirt and you are the first to be issued it, you should allow at least one (1) inch of extra length because the skirt is single knit and will shrink when first dry-cleaned. When worn properly the zipper will be on the left side. Blouses may be worn tucked in or outside of the skirt, hose will be worn with the skirt,
they should be neutral, dark brown, black or off black, colors that should be compliment the uniform and individuals skin tone.

I. Cosmetics will be conservative and in good taste.

3. GENERAL RULES FOR WERING THE UNIFORM

A. One day of each week is uniform day unless you are instructed otherwise. The uniform will be worn correctly all day. That is, the uniform will be worn from home to school and from school to home. If you are found out of uniform without permission from SASI/ASI you will be given a zero (0) uniform grade for that day regardless if you had already received a uniform grade. If absent on uniform day, a cadet must wear the uniform on the first day back to school.

B. Only authorized uniform items will be worn. Do not mix uniform items with civilization clothing. Also, you never mix double knit items with single knits.

C. The male flight cap, when not worn should be tucked under the belt on the left or right of the belt buckle between the first and second belt loop with the insignia to the outside.

D. Socks must be black; no other colors are authorized.

E. All pockets will be buttoned. Hands should be kept out of uniform pockets. If your hands are cold wear black or gray gloves while outdoors.

F. Cadets are required to wear their headgear outdoors at all times. Headgear will also be worn for all AFJROTC leadership training on the drill pad, during off-campus field trips, and for special duties, such as uniform. If at any time a cadet is observed outdoors without proper headgear by any instructor or senior officer, the appropriate deduction for no headgear will be made from the cadet’s inspection score.

G. Trim loose strings and frayed seams on the uniform.

H. Avoid carrying bulky items in the pockets which distort the appearance to the uniform.

I. Shoes should have a gloss shine (hint: check heels and sides of the soles.)

J. Replace missing buttons promptly. Like most if the insignia, buttons on the blue coat are oxidized silver. Do not attempt to shine belt buckles, belt tips, hat, or collar insignia.

K. Develop the habit of carrying books, bags and other objects in the left hand or on the left shoulder to free right hand for saluting.

L. Wrist watches, bracelets, which are conservative and 1 inch wide or less in width and rings (three maximum) may be worn. Necklaces, pendants and other conspicuous adornments are prohibited.

M. The nametag is worn over the right breast pocket parallel with and centered above the top seam of the pocket on the male uniform.

N. The raincoat/all weather coat, if worn, should fall to the mid-point of the knee. Insignia is worn on the raincoat/ all weather coat the same way it is worn on the knit jacket. The
raincoat/all weather coat may be worn as an outer garment on chilly days even though there is no threat of rain. The raincoat/all-weather coat should be fully buttoned whenever it is worn.

O. All insignia are fastened with metal clutches.

P. Hitchhiking, performing hard labor, engaging in sports activities, etc., while wearing the uniform is not permitted.

Q. Conservative sunglasses may be worn. (Exception: they are never worn in formation, unless they are photosensitive.)

R. Cadets never smoke in uniform, or any other time cadets represent AFJROTC.

S. The knit jacket/windbreaker will be zipped at least halfway then worn.

T. At the end of the school year, all the uniforms must be turned in and accounted for. Lost items must be paid for upon return. Turn in uniform items only to the instructors or supply representatives and insure your account is cleared.

U. Optional items (per AFROTCI 36-9). Certain uniform items are considered optional. This means if these items are to be worn at all by cadets they must be purchased by the cadets at the clothing sales stores on any Air Force Base. These items will never be mandatory. In all instances, optional items are not restrictions on their wear or use. The instructors reserve the right to designate which item may be worn by cadets and the circumstances under which they may be worn, therefore no cadets will not be required to purchase optional items. Optional items. Optional items include, but are not limited to, corfam shoes (male and female, regardless of design,), purses, overcoats, clip on ties, and tie-tacks.

4. SPECIAL UNIFORMS

A. Drill Team, Color Guard and Sabre Team Uniform:

   Headgear  - beret or helmet
   Shirt  - short/long sleeve shirt
   Belt  - white, with chrome buckle
   Trousers  - blue
   Footgear  - black oxford or corfam shoes
   Weapon  - M-1 or Springfield replica
   Gloves  - white (optional)
   Cords  - (color based on team)
   Ascot  - white/red

5. The following is a copy of the cadet weekly inspection sheet and is intended to inform all cadets exactly where points may be lost on weekly inspection. Referring to the inspection sheet at home before leaving for school should result in higher grades during inspection.

ALL CADETS WILL BE INSPECTED AND GRADED ON THEIR PERSONAL APPAREANCE AND WEAR OF THE UNIFORM. CADETS WILL RECEIVE A GRADE OF 0 TO 100 DEPENDING ON THEIR COMPLIANCE WITH THE UNIFORM AND PERSONAL APPEARANCE STANDARDS LISTED IN AFROTCI 36-9 AND CADET GUIDE. CADETS WHO DO NOT WEAR THEIR UNIFORM
ON THREE SEPARATE OCCASIONS DURING THE SCHOOL YEAR MOST LIKELY WILL BE REMOVED FROM THE CORPS. UNIFORM VIOLATIONS OBSERVED BY INSTRUCTORS WILL BE DEDUCTED FROM THE UNIFORM INSPECTION GRADE ANYTIME ON UNIFORM DAY. IF UNIFORM VIOLATIONS PERSIST WEEK AFTER WEEK WITHOUT CORRECTIVE ACTION, THE DEDUCTION WILL BE DOUBLED AND TRIPLED.

Diagrams of the uniform setups are located in the index of this guide.

CHAPTER THREE

CLOTHING AND EQUIPMENT ACCOUNT

1. Protecting government property is each cadet’s responsibility. All uniform items (with the exception of shoes and socks), AFJROTC textbooks, computers, plotters, charts, etc., are equipment items loaned to you by the Air Force. Other items of equipment belong to or are the responsibility of Wando High School. Each item of the uniform and all other JROTC equipment must be accounted for at all times.

2. At the time you are issued your uniform and items of equipment you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniform and equipment issued each item then become your personal responsibility. If you lose an item, or willfully or negligently destroy it, you will be required to pay for it. At the time of issue of uniforms and equipment you will be advised of the cost of each item issued. The cost of replacement, however, will be the cost that is in effect when the account is scheduled to be cleared.

3. One complete uniform, as a minimum, with all accessories and insignia is issued to each cadet, and some cadets may be issued two for specific reasons approved by an ASI. It is most important that each cadet understand that all items of uniform equipment (with the exception of shoes and socks) must be returned or paid for before the end of the school year. Neither the AFJROTC Certificate of Training nor the Certificate of Completion will be awarded until all uniform and equipment items have been turned in. In addition, credit will also be denied until all equipment is accounted for.

4. To prevent unnecessary expense to the cadet and/or delay of receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:

   A. Do not leave uniform items in unlocked locker or unattended in other places at school.

   B. Do not lend uniform items to other cadets or persons.

   C. Do not permit another cadet to turn in you uniform or equipment items.

   D. Do not lend insignia or other uniform/equipment items to your friends.

   E. Do not carry the flight cap with books. If not being worn, tuck it under the belt to the left of the belt buckle between the first and second belt loop. The cap can also be contained inside the bookbag.

   F. Do not place your uniform in the care of others.

   G. Be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to supply.

   H. All items will be issued with an identification number.
5. Clothing items that become worm or otherwise unserviceable should be turned in to supply as soon as possible. If the unserviceable condition is due to fair wear and tear in normal use, the items will be replaced at no cost. Items of clothing that do both fit properly should be altered or exchanged.

6. When turning in or exchanging uniform items or other equipment, deal only with an instructor or supply personnel and insure your account is correct.

7. The United States Air Force uniform is one of the symbols of a proud and honorable service. Wear it with care and pride.
How to tie a Half Windsor

1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".
2. Bring "A" up around and behind "B".
4. Pull "A" up and through the loop.
5. Bring "A" around front, over "B" from left to right.
6. Again, bring "A" up and through the loop.
7. Bring "A" down through the knot in front.
8. Using both hands, tighten the knot and draw up to collar.
Attachment 2

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK

SECOND LIEUTENANT  FIRST LIEUTENANT  CAPTAIN  MAJOR  LIEUTENANT COLONEL  COLONEL

CADET AIRMAN RANK

(no rank insignia)  AIRMAN BASIC  AIRMAN  AIRMAN FIRST CLASS  SENIOR AIRMAN

STAFF SERGEANT  TECHNICAL SERGEANT

MASTER SERGEANT  SENIOR MASTER SERGEANT  CHIEF MASTER SERGEANT
* Enlisted Ranks will have no hat insignia on the flight cap centered top to bottom and 1 1/2 inches from front of cap

Officers wear hat insignia with stars
* Enlisted Ranks will have no hat insignia on the flight cap

Centered top to bottom and 1 1/2 inches from front of cap

Officers wear hat insignia with stars
1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1” below shoulder seam.
3. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer’s right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: centered ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 ½ inches higher or lower than the first exposed button.
16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.