

MEMORANDUM FOR RECORD

SUBJECT: Hillside High School JROTC Uniform Issue, Wear and Inspection Policy

1. **Basic Policy:** All JROTC Cadets are required to wear the uniform as part of their normal course work once a week beginning NLT 1 October of each school year and ending NLT 1 May each school year. Actual wear dates will be determined by the course instructors. Wearing the uniform constitutes a major portion of the overall grade and is integral to building self-esteem and discipline. Cadets wear the uniform to put all cadets on the same level. Any additions to the uniform are ranks and awards that are earned by the individual cadet. They are earned for application of positive traits and principles that will serve you and your community well in the future. These are not given on the basis of wealth or any such issue. Remember, many citizens wear uniforms: Fast food restaurants, Post Office, Police Officers, UPS, sports teams etc.

The following procedures apply:

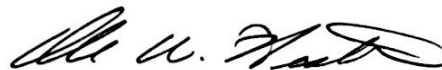
- (1) The Dress Uniform (Blue) will be worn for all inspections.
 - (2) The uniform will be worn one day each week as directed by the SAI/AI's for a weekly grade (Friday is the uniform day, entire school day). Grades received during inspections are considered major test grades.
 - (3) A zero "0" will be recorded anytime a cadet misses a uniform inspection because of an unexcused absence. A zero resulting from an unexcused absence or failure to wear the uniform may not be made up during the semester, due to the requirement of having the cadets wear and participate in the Friday leadership lab.
 - (4) Cadets are required to wear the uniform all day on the day of inspection. Failure to comply will result in a grade of "0" for that day's uniform grade.
 - (5) The military gray beret, is to be worn anytime you are outside and in uniform.
 - (6) Cadets may change out of their JROTC uniform to attend Physical fitness/Physical education class or any class that the cadet may get their uniform dirty or damaged.
 - (7) If the Class B uniform (everything less the coat) is worn, the minimum accouterments are nametag and rank.
 - (8) Those cadets who receive two failing grades on their uniform inspections will be required to turn their uniforms in and will receive a zero for all subsequent inspections. Uniforms will not be re-issued unless there are significant mitigating circumstances as determined by the instructor.
2. Military and civilian clothing will not be mixed with these exceptions: Military provided shoes and neckties may be worn with civilian attire when it is appropriate, e.g. going to church or anytime you're wearing suit coat. However, once at school, civilian and military clothing will not be mixed.
3. LET IV, III and II cadets in this order will have priority of issue of the Army Service Uniform ASU (Blue). LET I cadets will be issued the ASU uniform as supply amounts dictate. All cadets must have their JROTC activity fee paid/waived with the school bookkeeper prior to getting a uniform issued.
4. First year cadets will not be issued a uniform unless they are in compliance with Army Regulations 670-1 when dealing with appearance.
5. Those cadets who don't meet the requirements to have their uniforms issued before week three of semesters one and two will receive a zero on the weekly uniform inspections until they meet the requirements to get their uniform issued.
6. All cadets enrolled in Hillside High School Army JROTC program will be required to attend, participate and wear their uniforms for all parades. Those cadets who do not participate will receive a zero for the weekly uniform inspection. Cadets who have a valid excused absence (sickness, injury or appointment) will be exempt.
7. All cadets issued an Army JROTC Dress uniform or ACU (Raiders/JCLC) will sign a Cadet Clothing record form indicating the exact items they were issued and the exact cost of each item. The original form will be kept on file in the JROTC office until a cadet has returned or paid for all items and the original form given back to the cadet. It is the cadet's responsibility to maintain the original form as proof that they have turned in their items.

8. Damaged or lost Uniform Items. Cadets are financially responsible for all uniform items issued. JROTC uniforms are US Government Property. Lost or damaged items must be replaced by purchasing a replacement item. The exact cost will be given to the cadet and a replacement item issued upon payment. Failure to turn-in a uniform at the end of the semester or disenrollment from JROTC will result in the following actions:

- a. A fine placed with the school bookkeeper for the cost of the uniform items
- b. A letter sent to the parents requesting immediate return of US government property and a copy given to the school resource officer for assistance from the police department in recovering the property
- c. After 60 days if the uniform items are not returned a Financial Liability Investigation of Property report will be sent up to the appropriate Army headquarters for the determination of property disposition and possible referral to the IRS for tax garnishment of cadet/parent/guardian wages for the expense of the uniform and any applicable fines.

9. Turn-in of Uniforms. All LET I, II and III cadets will turn-in their uniforms at the end of the school year (dry-cleaned). Those cadets remaining in the program for the following school year will place a name tag on their uniform, so it can be easily re-issued. All Cadets will turn-in their uniforms in the condition that they were issued (Slacks, Coat, and shirt dry cleaned). Those cadets who turn-in a dirty uniform will be charged a dry cleaning charge (\$25.00). This charge will be in the form of a fine with the school bookkeeper. All issued items must be accounted for at the end of the school year. Those cadets who are not remaining in the program must turn-in their uniform at Hillside High School JROTC Supply room during the hours that will be given at the end of each semester for uniform turn-in. Cadets will receive their original Cadet Clothing record form at the time of turn-in. The school attendance office or school secretary is not the appropriate place for turn-in of uniform items. Cadets run the risk of items being lost or misplaced and will still be financially responsible until they have received the original cadet clothing receipt. Once a fine is payed or the JROTC uniform is fully returned then the instructor will lift the fine and mail the original receipt to the parents/guardians of the cadet

10. Those cadets selected to attend Junior Cadet Leadership Challenge Camp will be issued the Army Combat Uniform pants and boots during the month of May. These items must be returned cleaned within 7 days at the completion of camp.



OTHA W. HESTER
Chief Warrant Officer Four (Retired)
Senior Army Instructor
HHS JROTC