

## Chapter 5

### UNIFORMS, EQUIPMENT, BOOKS AND PERSONAL APPEARANCE

#### **SECTION A--ACCOUNTABILITY, RESPONSIBILITIES, AND GENERAL POLICIES**

5.1. The AFJROTC cadet uniform is, with few exceptions, the same one that is worn by active duty Air Force members. Proper wear and maintenance is closely scrutinized by the public and the military service population. Additionally, we have cadets in our corps who have family members who are/were in the military or cadet corps and have high expectations for cadets enrolled in MN-941. Don't let yourself or those who have gone before you down—when you wear the uniform, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. One day per week will be designated as UNIFORM DAY with one make-up day. Only the SASI or ASI may grant exceptions to this policy. All cadets will wear the uniform the entire school day from when the first bell rings until the afternoon dismissal bell rings. If a cadet does not wear the uniform the entire day without prior approval from the SASI/ASI, no credit for wear of the uniform will be granted for that day.

5.2. When issued a uniform, each cadet will sign a Uniform Issue Receipt and place their initials beside each issued uniform item. This signature indicates that cadets understand each item is temporarily their property and they are responsible for its care throughout the school year. Certificates of Completion for military training or transcripts will not be released until all required JROTC uniform items are returned or accounted for.

5.3. Cadets will be issued one complete, clean uniform with all accessories and insignia. Cadets are responsible for launder/dry-cleaning of uniforms throughout the school year and prior to turning in the uniform for any reason such as summer break, disenrollment from the program or graduation.

5.4. Cadets will return all items issued (except for shoes, socks and PT uniform) to them at the end of each school year or upon disenrollment from the AFJROTC program. Cadets will return a clean uniform in a dry-cleaners bag, pressed, and on hangars. Service dress coat, pants, skirts, ties, tabs, flight caps, and windbreakers are DRY CLEAN ONLY. All "dry clean only" items must be returned with a cleaning receipt.

5.5. AFJROTC Textbooks for all Aerospace Science and Leadership classes can be found on the Johnson High School/AFJROTC webpage. If textbooks are issued each cadet will sign a Textbook Issue Receipt. Textbooks must be returned in the same condition that they were issued, minus normal wear and tear. The Textbook Issue Receipt Form will be sent home for a parent/guardian's signature. Their signature indicates they understand the book is temporarily their property and their are responsible for its care throughout the year. Certificates of Completion for military training or transcripts will not be released until all JROTC textbooks are returned or accounted for.

5.6. To prevent loss of uniforms, books, or other equipment that may be issued with a receipt, cadets are encouraged to:

5.6.1. NOT leave items unattended or in unlocked or shared lockers.

5.6.2. NOT lend items to other cadets.

5.6.3. NOT allow others to turn-in accountable items.

5.6.4. TURN IN any found uniform items to an AFJROTC instructor or to the main school office.

5.6.5. RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear the item will be replaced. If a uniform item does not fit, return it promptly for replacement.

5.7. Cadets will wear the uniform as prescribed in this chapter. When participating in co-curricular activities the SASI/ASI will determine the uniform to be worn.

5.8. Cadets will wear the blue service dress uniform when directed by the SASI through the Cadet Corps Commander. On the weekly mandatory uniform day, cadets will wear the scheduled uniform of the day combination as prescribed by the cadet staff. Cadets will be inspected on uniform wear and personal appearance on uniform days using the inspection checklist found at the end of this cadet guide. When applicable, the SASI/ASI will designate who can wear specialized uniform items such as cords or berets and ascots, when they can be worn, and how they will be worn and maintained.

5.9. Each cadet will ensure that their uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform and polish shoes the night before. "The uniform is in the cleaners, it is too small, or I didn't have all of my uniform items" are not excuses for not wearing the uniform. **If a cadet begins the school day without wearing the uniform, they will receive a zero for that day's grade.** There will be no exceptions. If a cadet is absent and is excused in accordance with school policies, there is no penalty provided the cadet makes up the missed uniform day on the next uniform-wear makeup day after their return to school. Unexcused absences or failure to make up the missed uniform day will result in a zero. **Failure to wear the uniform as directed and to not make up excused absences will seriously jeopardize course grades.** The SASI may consider dismissal from the corps after three failures to wear the uniform during a quarter. The fourth failure to wear the uniform in a quarter will be considered indifference to training and possible cause for course failure or program dismissal.

5.10. Cadets will not mix uniform and civilian clothing. If you have a legitimate reason not to wear the uniform due to medical conditions, you must present medical documentation to the SASI/ASI for approval.

5.11. Cadets will wear the standard Air Force laminated ultramarine blue name tag, with white, block style letters engraved on the plastic, secured with clutch-type fasteners on the long or short-sleeved shirt. Nametag size is 3 3/16 x 5/8 inches with 1/4 inch lettering. Males wear it over the right breast pocket, parallel with the top seam of the pocket. Females place it on an imaginary line parallel to the ground, 2 1/2 inches above the top button and centered. Cadets will wear the standard Air Force silver nametag on their service dress coat. One blue and one silver nametag will be provided by AFJROTC. If it is lost or broken, it is the cadet's responsibility for replacement.

5.12. While in uniform, cadets may not hitchhike, perform labor, engage in sport activities (unless in the PT uniform), or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of our AFJROTC program, Johnson High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps image throughout the community. Wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times. While wearing the uniform, cadets are expected to look professional and "business-like," which is impossible if they are engaging in Public Displays of Affection (PDA). PDA includes kissing, hugging, holding hands, or walking arm in arm. PDA is not allowed while wearing the Air Force Junior ROTC uniform.

## **SECTION B--MALE UNIFORMS**

5.13. There are three combinations of blue male cadet uniforms. They are: the Service Dress Uniform which includes the coat, shirt, trousers, and accessories; the long sleeve light blue shirt, trousers, and accessories; and the short sleeve light blue shirt, trousers, and accessories. See examples in this chapter for proper placement and maintenance of authorized uniform accessories.

5.14. Belt. Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.15. Coat, Service Blue. With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in the outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or dining areas when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, commons, etc.). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and BUTTONED before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve. If a rope is worn it will be worn over the left shoulder.

5.16. Cap, Blue Service ("Wheel Cap"). This is an optional item for graduating seniors that may be purchased by the cadet from an Air Force clothing sales store. It is worn squarely on the head with a two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

5.17. Cap, Blue Garrison ("Flight Cap"). Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. The flight cap will not have officer silver braid. When not worn, it is placed under the belt on the cadet's left side.

5.18. Jacket, Light Weight, Blue Windbreaker. Must be zipped up at least halfway. If part of the jacket, sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. Sleeves are not to be pushed up on the jacket. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve.

5.19. Shirt, Light Blue, Long Sleeve with Epaulets. Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. This shirt is always worn with the tie and the top button is always buttoned. The shirtsleeves will remain buttoned.

5.20. Shirt, Light Blue, Short Sleeve with Epaulets. With arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a "V" neck t-shirt must be worn so that no top of the t-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirt tail is pulled down into the trousers tightly and tucked at the sides to make it neat and form-fitting. The only creases on the shirt are down the sleeves.

5.21. Socks. Socks must be BLACK. Other dark colors are not authorized.

5.22. Tie, Blue. The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line.

5.23. Trousers, Dark Blue. Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to

the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.24. Shoes. Black, oxfords. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with black polish. Optional high gloss black shoes or patent leather are authorized at the cadet's own expense.

5.25. Undergarments will be worn with the uniform and will be conservative in nature. T-shirts must be white with no logos, writing or pictures on them. Male cadets must wear a plain, white, V-neck T-shirt under their short sleeve uniform shirt.

## **SECTION C--MALE PERSONAL APPEARANCE**

Cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3-1, reference points B, C, and D.

Any other facial hair is not authorized unless for medical / religious reasons. Cadet must submit medical / religious facial hair waiver request to SASI for authorization. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board.

5.26. Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

Your hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme or faddish hair styles are allowed. Hair may not protrude below the front band of properly worn headgear.

Cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See attachment "Male Hair Grooming Standards" reference points B, C, and D.

Any other facial hair is not authorized unless for medical / religious reasons. Cadet must submit medical / religious facial hair waiver request to SASI for authorization. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board.

5.27. Earrings will not be worn while in uniform, in the AFJROTC area or events. Fingernails will be neat, clean and, trimmed. No more than three rings will be worn and one bracelet or watch.

## SECTION D--FEMALE UNIFORMS

5.28. The three female uniform combinations are: the Service Dress which includes the coat, blouse, trousers or skirt, and accessories; the long sleeve blouse with trousers or skirt and accessories; and the short sleeve blouse with trousers or skirt. See examples in this chapter for proper placement and maintenance of authorized uniform accessories.

5.29. Service Coat, Blue. Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks/skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in classrooms or dining areas when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in public areas such as hallways, the commons, etc. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center. If a rope is worn it will be worn over the left shoulder.

5.30. Flight Cap, Blue. Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.

5.31. Hose. Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose are not allowed.

5.32. Socks. Black, commercial socks without design will be worn with slacks and oxfords.

5.33. Jacket, Light Weight, Blue Windbreaker. Must be zipped up at least halfway. If part of the jacket, sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. Sleeves are not to be pushed up on the jacket. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve.

5.34. Blouse, Light Blue, Short Sleeve, and Pointed Collar. May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse must be tucked into pants waist for a form-fitted appearance.

5.35. Blouse, Light Blue, Long Sleeve, and Pointed Collar. Must be worn with tab at all times and must be worn tucked into pants waist for a form-fitted appearance.

5.36. Slacks, Blue. Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the ASI. Articles carried in the pockets will not be visible or present a bulky appearance.

5.37. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

5.38. Belt. The belt will be blue, cotton web or elastic, solid or woven. The belt will have a silver (chrome finish) tip and a buckle. The silver tip of the belt will extend beyond the buckle facing the wearer's right; however, no blue fabric will be visible between the silver tip and silver buckle. The "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the slacks fly. Check frequently to ensure the "gig" line is straight.

5.39. Undergarments will be worn with the uniform and will be conservative in nature. Female cadets' undergarments must be white or natural color so they are not readily visible or noticeable through the fabric of the light blue blouse.

5.40. Shoes. Issue black oxford shoes will be worn with the uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfram or patent leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any bows, buckles, straps or other adornment.

5.41. Purse. Female cadets may carry a small, black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

## **SECTION E--FEMALE PERSONAL APPEARANCE**

5.42. Female cadets will not wear or carry exposed on the uniform, pencils, pens, handkerchiefs, or jewelry to include ankle bracelets. One wrist bracelet is permitted if it is neat and conservative and not wider than one inch. You may wear a wristwatch and one pair earrings. Earrings can be gold, silver, diamond, or pearl stud earrings if they do not extend or dangle below the bottom of the ear lobe. Earrings must be spherical or of plain design. You may wear conservative sunglasses, except in military formations. You can wear no more than three rings when in uniform. Thumb rings are not authorized.

5.43. Hair. Minimum hair length is ¼ inch, to a maximum bulk of three inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See picture below. When in doubt, assess correct length of hair with Airman standing in the position of attention. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail.

When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail; that does not exceed bulk and length standards and does not extend below the bottom of the collar (except while in the PT Uniform). As with all hairstyles, a neat and professional image is essential.

Hair accessories, if worn, such as fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes, must match the hair color (i.e., blonde, brunette, natural red, black, and grey). Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

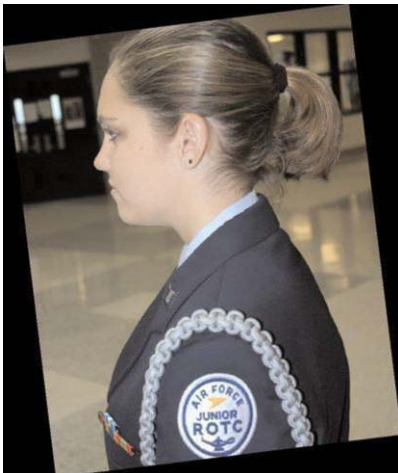
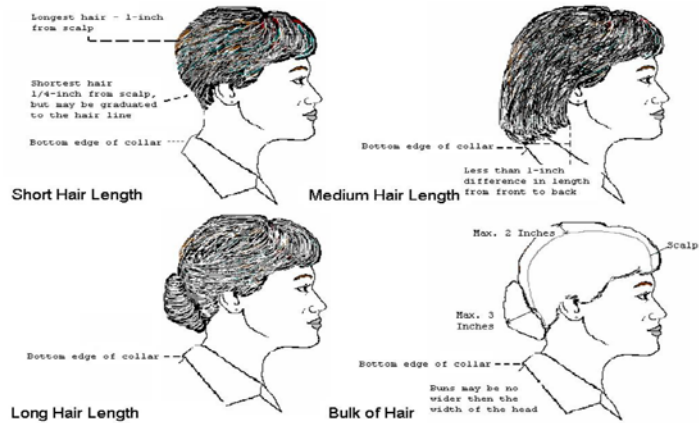
Braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearances. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar Headgear must fit properly.

All braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional appearance. A braid/ twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards defined above.

Exception: Micro-braids or twists are not required to continue to the end of the hair. Unauthorized: Locs and shaved heads. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. Shaved heads are defined as complete removal of all hair to the skin

on the head or portions of the head. See figure below. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

Figure 3.2. Female Hair Grooming Standards



5.44. Cosmetics must be conservative and in good taste.

5.45. Fingernails. Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed 1/4 inch in length beyond the tip of the finger and must be clean and well groomed.

## **SECTION F--GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS**

5.46. Jewelry. While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. You *may* wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are not allowed.

5.47. Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.

5.48. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

5.49. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform.

5.50. Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collar bone and readily visible when wearing an open collar uniform.

5.51. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

5.52. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

5.53. Cadets may wear the pullover all wool, V-neck, long sleeved, with cuffs sweater as an optional item if purchased by the cadet. This is not a standard issue item of MN-941.

## **SECTION G – DRILL TEAM, COLOR GUARD AND EXHIBITION UNIFORMS**

It is important that AFJROTC cadets properly represent the Air Force during events and competitions. No later than 1 March 2016, all AFJROTC and NDCC drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, and/or blue service dress coat or, 2) the ABU. Teams may accessorize their blue drill team, color guard or exhibition uniforms with solid-color berets, ascots, gloves and one shoulder cord. The chrome helmets may be worn with blue drill team, color guard or exhibition uniform combinations only. NOTE: Chrome helmets, ascots and gloves may not be worn on regular uniform days.



## **SECTION H – AIRMAN BATTLE UNIFORM (ABU)**

5.53. The Airman Battle Uniform (ABU) is authorized by AFJROTC as an optional uniform. However, this uniform is only selectively issued by MN-941 and will not be worn for regular blue uniform days, a separate ABU uniform wear day will be designated. Cadets who are members of any service within the United States military are authorized to wear their service-specific utility uniforms during the school day, but are expected to wear the AFJROTC uniform for inspection unless otherwise approved by the SASI/ASI on a case-by-case basis.

**THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES. IT MUST BE CLEAN AND WELL PRESSED. AS AN MN-941 AFJROTC CADET, YOU SHOULD ALWAYS PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE.**