



UNITED STATES
COAST GUARD
AUXILIARY



Uniform Procurement Guide

**1 January 2005
through
31 December 2005**

LOOK SHARP!
WEAR THE PROPER UNIFORM

ILLUSTRATIONS AND INSTRUCTIONS

ANSC# 7053

UNIFORM PROCUREMENT GUIDE

1 JANUARY 2005 - 31 December 2005

A. PURPOSE:

The **UNIFORM PROCUREMENT GUIDE** is revised each year to give Auxiliarists the latest in-depth **OFFICIAL** policy and information covering uniform garments, sources of supply, ordering procedures, helpful size charts, prices and who to contact for assistance when purchasing garments. This year's **GUIDE** contains complete information on what to order and how to wear the Operational Dress Uniform correctly.

B. GENERAL:

All Auxiliarists have a responsibility to wear the uniform correctly. The 2005 **UNIFORM PROCUREMENT GUIDE** will help you find and purchase uniform items and provide you with valuable tips on how to wear the uniform correctly. Please take a few minutes to check out the latest edition of the **UNIFORM PROCUREMENT GUIDE**. The **UNIFORM PROCUREMENT GUIDE** includes information from both military and commercial sources. Each source of supply is listed with their procedures for ordering and returns. Return policies vary with suppliers. Be certain you understand what the supplier's return policies are before ordering.

It is the responsibility of members to purchase and maintain a uniform appropriate to the activities in which they will participate. All uniform purchases are tax deductible. Auxiliarists should have at least one uniform. Without a uniform, members are limited in what they can do. Uniforms are required for Public Education Classes, Patrols/Operations and Public Affairs Booth. They are needed when standing watches or providing other assistance at Coast Guard units. Finally, they serve to show that you are a member of the Coast Guard Auxiliary. This can aid the auxiliary mission. Tables 1A and 1B specifies each authorized uniform, when to wear and where to buy it. It also tells what uniform combinations to wear for assigned and routine occasions. In order to make these tables more user friendly, the format lists the items from head to toe (starting with the hat). Use this sheet along with the UDC Price List as a helpful guide when ordering any uniform items. Pictures of all authorized uniforms are in the new **AUXILIARY MANUAL**. Table 1A includes the Operational Dress Uniform with the required items listed and is not included in the new **AUXMAN**.

Members should consider purchasing the Tropical Blue Long uniform with the dress serge trousers and/or skirt. This basic uniform, both summer and winter versions, can be worn for most Auxiliary activities. The Tunic with epaulets, pockets and button placket in exactly the same location as the women's Tropical Blue shirt is now authorized for women who would be more comfortable in a looser fitting shirt to wear as an optional alternative to the Tropical Blue Long shirt. The Tunic shirt worn with the dress serge trousers and/or skirt and Tropical Blue Long uniform, as well as the Service Dress Blue Bravo are the service dress uniforms of the season year round. Even though the Service Dress Blue Alpha uniform was discontinued by the Coast Guard in July 2003, it still remains an approved uniform for auxiliary wear. While it is moderately expensive to buy and maintain a complete set of dress, work and formal uniforms, it need not be costly to own one uniform initially.

As a basic buying guide - what to buy as a new member, I suggest that new members order the Undress Blue Uniform (Winter/long or Summer/short sleeve length shirts) as their first uniform upon which they can build if they become a staff officer or elected officer. There are two versions of this uniform. One is the "Alpha" version, suitable for Meetings, Public Education Classes and Public

Affairs Booths. The second, the “Bravo” version, is recommended for performing Vessel Security Checks, Patrols/Operations and Watchstanding. The only difference between the two versions is the Cap, Trousers and Shoes.

Remember that when ordering clothing items from the Coast Guard Uniform Distribution Center (UDC) they will come with gold buttons where appropriate and you will have to replace them with silver Auxiliary style buttons. Silver buttons can be purchased from UDC and the Coast Guard Auxiliary Center (AUXCEN).

Members are authorized to wear double knit uniform items until no longer serviceable. When an item of uniform made from this material is no longer serviceable, the entire uniform should be updated to the Coast Guard’s current uniform fabrics.

This UNIFORM PROCUREMENT GUIDE is published annually by the Department of Personnel Services, USCG Auxiliary, to make uniform procurement easier for members. Vendors selling uniforms have been authorized by the USCG to do so. Vendors selling uniform parts such as name tapes and insignia have provided sample items to the Division Chief-Uniforms who has found them to be acceptable. Any inquiries or situations not meeting with the member’s satisfaction must be addressed to the individual vendor for resolution.

The question has been raised regarding the wearing of devices for which one is no longer qualified (Coxswain, Pilot, Observer or any other ribbons). Go to the Aux. Boat Crew Training Manual, COMDTINST M16794.51, Chapter 5, Section B4 under “requalification”. It says “losing qualification as a Coxswain does not change a member’s eligibility to wear the Coxswain insignia or any other previously earned insignias and ribbons. That insignia may be worn permanently once earned, even if the member is unable to or no longer desires to maintain qualification and certification.”

THE NEW OPERATIONAL DRESS UNIFORM (ODU) IS HERE

The new Operational Dress Uniform (ODU) is now available for Auxiliary purchase and wear. The old work uniform is still authorized for use for Auxiliarists and no phase out date has been established at this time. Eventually, as the old work uniform becomes unserviceable and cannot be replaced (or has been phased out), Auxiliarists will have two choices for work uniforms:

- **The ODU uniform (provided the Auxiliarist is able to fit into the sizes provided by the Coast Guard).**

The ODU is currently being issued as a unisex uniform but a version with the women’s specific sizing is being developed and will be available in the future. The standard Coast Guard issue version of the ODU will initially only be issued and sold by the Coast Guard Uniform Distribution Center (UDC) in Woodbine, New Jersey. They will serve as the central stocking point for the ODU. This new uniform may eventually become available through Coast Guard Exchange System Stores in the near future.

The ODU can also be purchased from third party sources such as Lighthouse Uniform Company. Please note that Lighthouse Uniform Company purchased a lot of military seconds version of the ODU and there is a slight color variance.

The ODU is based on the design of the Army Battle Dress Uniform (BDU) with modifications to better suit shipboard, small boat and general Coast Guard uses. The ODU is Coast Guard Blue

(essentially the same color as the Working Blue Utility Uniform). It is made of 50 percent cotton and 50 percent nylon fabric in a ripstop weave.

The Uniform Distribution Center website at: <http://www.uscg.mil/hq/g-w/g-wp/udc/index.htm> detailed information about the uniform and includes photos.

AUX. UNIFORM ITEMS THAT MAY BE WORN INFORMALLY WHEN NOT ON DUTY

Only the following uniform items which do not present a distinctive Coast Guard Auxiliary appearance may be worn with civilian attire:

- Trench Coat (w/o insignia)
- Windbreaker (w/o insignia)
- All Weather Parka (w/o insignia)
- Sweaters (Cardigan or Wooly-Pully w/o shoulder boards)
- Belts
- Watch Cap
- Ball Cap (w/o insignia)
- Cold Weather Cap (w/o insignia)
- Blue four-in-hand necktie/Bow Ties
- Shoes/Boots
- Gloves
- White Shirts
- The Auxiliary PFD*

* While the PFD is not normally thought of as a uniform item, it may be worn by Auxiliarists when not under orders and not in uniform (per CHDIRAUX and NACO).

- C. **SUPPLIERS: PRICES AND ORDER FORM/PRICE LISTS** for some sources of uniforms and uniform accessory supplies are attached in Appendices 1-11.
- D. **ADDITIONAL COPIES:** U. S. COAST GUARD AUXILIARY NATIONAL SUPPLY CENTER, 1301 First Street, Suite "E", Granite City, IL 62040-1803 (ANSC) carries a limited stock of the UNIFORM PROCUREMENT GUIDE FOR 2005.
- E. **AUXILIARY NATIONAL WEBSITE:** The UNIFORM PROCUREMENT GUIDE is available on the Auxiliary Website and contains uniform information, prices and order forms. It is kept current with this information through THE INTERCHANGE National Department of Personnel Newsletter.
- F. **ASSISTANCE:** Uniform Distribution Center (UDC), Woodbine, NJ. Use the toll free number (1-800-874-6841) or the commercial voice line which is open for general use (609) 861-1221. For assistance with an online order or problem, contact Christopher E. Bonner, BC-PXL, 4 Davis Avenue, Valhalla, New York 10595-2002, Phone: (914) 761-0370, Fax Number: (914) 997-1193. <mailto:pelagic200@aol.com>

SPECIAL MEASUREMENT PROGRAM: UDC has established a website which includes a new system for ordering clothing made to fit. They've added instructions about how to fill out the forms and take the necessary measurements correctly. Website: <http://www.uscg.mil/hq/g-w/g-wp/udc/index.htm>

USED UNIFORM EXCHANGE: 8WR has a used uniform exchange. Items are listed on their web page: <http://131.230.57.1/district/8wr/8wrnews/used-uni.htm>. Click on “Other Member Services”, then click on “Used Uniform Exchange”. Ms. Virginia Stanek is in charge of the clearinghouse of old or unwanted uniforms for sale by Auxiliarists. She will be happy to assist you with your uniform needs. NOTE: The buyer has to pay the shipping costs when they receive these orders or when they ship anything back because it does not fit.

G. COAST GUARD, AIR FORCE, NAVY, ARMY EXCHANGES & COMMERCIAL SOURCES

Auxiliary members are authorized to purchase only uniform garments from the Coast Guard, Navy, Air Force and Army Exchanges (nothing else). Visiting an Exchange offers the advantage of being able to try on uniform garments to get the correct size. You can take the garments home with you and save shipping costs. To gain entry, Auxiliarists must have their Auxiliary ID Card (USCG-2650) with them when placing an order. To assist you in locating an Exchange Supply Store, use the web site address on page 12 for a directory of all Coast Guard Exchange System Stores, contact the Exchange nearest you for directions. When visiting or ordering from an Exchange for the first time, it is suggested you check on the following:

1. What are the days and hours of operation?
2. What are their return policies?
3. Are checks and/or credit cards accepted?

H. SUPPLIERS ASSISTING THE COAST GUARD AUXILIARY WITH OUR UNIFORM PROGRAM:

1. UNIFORM DISTRIBUTION CENTER, WOODBINE, NJ

The UDC Forms ANSC 7051 (Auxiliary Uniform Order Form), ANSC 7052 (Auxiliary Uniform Size Chart) and ANSC 7055 (Auxiliary Uniform Price List) are being discontinued effective immediately. The Uniform Distribution Center has a website, www.uscg.mil/hq/g-w/g-wp/udc/index.html that can be accessed by all personnel. It includes a unisex size chart for the new Operational Dress Uniforms (ODU), a current size chart for female uniforms that is easier and much simpler to use than the current form, and a Standard Uniform Order form online. The UDC has their complete stock book online broken down by category with pictures of all items and current prices. Currently a member's 7 digit Identification number is required on all orders for verification. This authorizes members to order Coast Guard specific uniforms from the only uniform distribution center operated by the U.S. Coast Guard for all Active duty, Reserve and Auxiliary personnel.

APPENDIX 1.

2. U.S. COAST GUARD AUXILIARY CENTER, ST. LOUIS, MO.

The Auxiliary Center (AUXCEN) serves as the business office and warehouse operations facility for the Coast Guard Auxiliary Association (CGAuxA). CGAuxA is the only non-profit corporation authorized by the Commandant of the U.S. Coast Guard to conduct the business affairs for the U.S. Coast Guard Auxiliary National Board. The AUXCEN provides the materials for all U.S. Coast Guard Auxiliary educational courses through the District Staff Officer for Materials (DSO-MA) in each district. It also provides uniform accessories, flags, pennants, burgees, required Auxiliary operational facilities signage and equipment, and Auxiliary logo items such as caps, shirts, sweaters, jackets, Padfolio, portfolios, watches and many other items. These items may be ordered

using your district's procedures through the DSO-MA. Each district publishes a catalog of items for their members. A copy should be available through your FSO-MA or on your District's web site. You may also view various items and obtain their stock numbers by visiting the AUXCEN web page at: <http://www.uscgaux.org/-auxcen/auxcen/index.html>

The proceeds received from sales of AUXCEN items through your DSO-MA are used to support the various programs of the U.S. Coast Guard Auxiliary including local District programs.

APPENDIX 2.

3. U.S. NAVY SUPPORT CENTER, CHESAPEAKE, VA.

Stock sizes of men and women's Dinner Dress Uniform with White and Dark Blue Jackets. They carry Women's long and short sleeve White Shirts to wear with their Service Dress Blue (Alpha) uniform. They also stock Reefer Coats.

APPENDIX 3.

4. U.S. COAST GUARD ACADEMY, NEW LONDON, CT.

Walk in orders accepted only at the CLOTHING LOCKER. No mail orders at this time. Special uniform orders can be placed by telephone through the EXCHANGE.

APPENDIX 4.

5. KINGFORM CAP COMPANY, INC., HOLLIS, NY.

Men's and Women's Combination Hats. They do the embroidered hat bands for the Combination Hat and also carry White vinyl hat covers.

APPENDIX 5.

6. LIGHTHOUSE UNIFORM COMPANY, SEATTLE, WA.

A stocking, mail order distributor of Men's Service Dress Blue Uniforms and Dinner Dress Uniforms, also in White, in sizes up to 56, as well as the necessary sleeve striping, shields, shoulder boards, shirts, ties, belts and caps. Also available, Ladies Service Dress Blues, on a made to order basis. They also carry unisex ODU uniforms (military seconds) for Auxiliarists. Coast Guard Auxiliary web site @ www.lighthouseuniform.com.

APPENDIX 6.

7. PROPPER INTERNATIONAL CO., ST. CHARLES, MO.

This approved optional wear item All Weather Parka with zip-in Liner can be purchased from this firm. The order is placed in the St. Charles, Missouri business office but the Parka will be sent from their factory in Tennessee which will create a few extra days delay for delivery.

APPENDIX 7.

8. SEW ON UNIFORM INSIGNIA (ONLY 5 AUTHORIZED COMPANIES)

Cloth name tapes and collar devices can be sewn on the Dark Blue Working Uniforms, the Operational Dress Uniform and the Auxiliary Jumpsuit. The sew-on Coxswain insignia is approved for wear on the Working Blue Uniform. You can obtain the sew-on devices from the same vendors that have been previously listed for the collar insignia as well as other sources that supply CG bases and training centers.

APPENDIX 8.

9. ULTRA THIN, MOORE, OK.

Magnetic Ribbons. Allow you to attach ribbons to your shirt without poking holes. Magnetics are not for use on the Service Dress Coat due to the increased fabric thickness. They are also not recommended for sets of less than six ribbons. **APPENDIX 9.**

I. MEN'S & WOMEN'S AUXILIARY UNIFORMS & UNIFORM ACCESSORIES

TABLES 1A - 1C

PAGES 7-12

J. CARE AND MAINTENANCE OF AUXILIARY UNIFORMS

A brief section at the end of this Guide has been provided to help you care and maintain your uniform. This would be an excellent member training topic following a flotilla meeting. Appropriate care can improve the performance of your garments. Like all information, it is only as good as your ability to access and apply it. So I've tried to assemble it all here –in one place.

PAGES 38-40

K. PROPER POSITIONING OF COLLAR DEVICES

I've included instructions and illustrations for the proper positioning of collar devices commonly worn on most uniforms.

PAGES 40

L. PROPER PLACEMENT OF RIBBONS, NAME TAGS & QUALIFICATIONS DEVICES

Illustrations and instructions indicate the proper placement of ribbons, the name tag, breast and qualification devices.

PAGES 41

M. SOME GROOMING TIPS

I've included a brief section on some grooming tips in this Guidebook which will be helpful since our men and women are expected to present a neat, well groomed appearance at all times. These hints will help.

PAGES 43-45

Copies may be made of all material in this guide.

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DISTRIBUTION: All DIRAUX, All DCOs, VCOs, DSO-PSs, DCPs, FCs, SO-PSs, FSO-PSs, DVC-PR, NEXCOM, G-OCX-1/2, UDC, ANSC, AUXCEN.

MEN'S AUXILIARY UNIFORMS

Table 1A

	Working Blue**	Undress Blue Summer – Bravo	Undress Blue Summer – Alpha	Undress Blue Winter	ODU * Unisex
Occasion	VSC's and Operations	VSC's, Classroom and Operations	Classrooms, meetings, boating safety booths	Classrooms, meetings, boating safety booths	Operations
Hat	Unit ball cap with metal collar device or utility cap with cap device	Unit ball cap with metal collar device or utility cap with cap device	Combination Cap or Garrison Cap	Combination Cap or Garrison Cap	Ball Cap Or Tilley Hat
Shirt	CG dark blue working shirt – short or long sleeves	Light blue short sleeve shirt w/ epaulets	Light blue short sleeve shirt w/ epaulets	Light blue, long sleeve, with epaulets	ODU Top CG Blue
Tie	None	None	None	CG blue 4-in Hand or optional clip-on	None
Trousers	CG Blue Undress	CG Blue Undress	CG Service Dress	CG Service Dress	ODU CG Blue
Socks	Black	Black	Black	Black	Black
Shoes	Blue, white or brown boat shoes	Blue, white or brown boat shoes	Black Dress Shoes	Black Dress Shoes	Blue, white or brown boat shoes
Gloves	None	None	None	Black (Optional)	None
Insignia	Sew on or metal collar devices	Metal collar devices	Metal collar devices	Enhanced or soft shoulder boards	Sew on or metal collar devices
Ribbons Medals Breast Device	Sew on or metal coxswain device - no ribbons	Auxiliary qualification devices -- no ribbons	Auxiliary qualification devices -- no ribbons	Auxiliary qualification devices -- no ribbons	None
Name Tags	Sew on name tags / USCG Auxiliary tape	Plastic name tag	Plastic name tag	Plastic name tag	Sew on name tags / USCG Auxiliary tape
Access,	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip,	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	T Shirt CG Blue Short Sleeve Crew Neck
Authorized Outer Garment	Windbreaker, all weather parka, work jacket, cold weather jacket	Windbreaker, work jacket, all weather parka, reefer, overcoat, trenchcoat,	Windbreaker, all weather parka, reefer, overcoat, trenchcoat,	Windbreaker, all weather parka, reefer, overcoat, trenchcoat	

*** Note : Belt / Buckle - Black Webbing With Black Metal Tip and Buckle – Black Subdued, Open Framed**

MEN'S AUXILIARY UNIFORMS

Table 1A

	Winter Dress Blue		Tropical Blue		Service Dress Blue**		Dinner Dress White Jacket	
Occasion	In lieu of Service Dress Blue, except where a jacket and tie are appropriate		Authorized all year for meetings, classroom, official functions		Authorized all year for meetings, classroom, official functions		Formal Evening Occasions	
Hat	Combination Cap or Garrison Cap		Combination Cap or Garrison Cap		Combination Cap or Garrison Cap		Combination Cap	
Shirt	CG dark blue - long sleeve		Light blue shirt sleeve shirt with epaulets		Light blue long or short sleeve shirt with epaulets		White Formal	
Tie	CG blue 4-in Hand or optional clip-on		None		CG blue 4-in Hand or optional clip-on		Black Bow Tie	
Coat	None		None		Service Dress CG Blue coat w/ silver buttons		White mess jacket (summer) / Black mess jacket (winter)	
Trousers	CG Service Dress		CG Service Dress		CG Service Dress		Formal blue, high waisted	
Socks	Black		Black		Black		Black	
Shoes	Black Dress Shoes		Black Dress Shoes		Black Dress Shoes		Black Dress Shoes	
Gloves	Black (optional)		None		Black (optional)		White	
Insignia	Metal collar devices		Enhanced or soft shoulder boards		Full sleeve lace on coat & shoulder boards on shirt		Hard shoulder boards/ white jacket; Full sleeve lace/ black jacket	
Ribbons Medals Breast Device	Auxiliary qualification devices and Ribbons		Auxiliary qualification devices and Ribbons		Devices and Ribbons on coat		Miniature medals & devices; AUXOP & Past Officer	
Name Tags	Plastic name tag		Plastic name tag		Plastic name tag		None	
Access,	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip		Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip		Black belt with silver buckle and tip		Silver Cummerbund; suspenders optional	
Authorized Outer Garment	Windbreaker, all weather parka, reefer, overcoat, trenchcoat		Windbreaker, all weather parka, reefer, overcoat, trenchcoat		Reefer, all weather parka, overcoat, trenchcoat		Trenchcoat, overcoat	

****NOTE:** The Service Dress Blue Alpha (still approved for Auxiliary wear for solemn occasions such as funerals or for ceremonies as well as after 6 p.m. at social activities) consists of Service Dress Blue Jacket, Blue Dress Trousers, White Long Sleeved Shirt, Blue Four-In-Hand Neck Tie, Black Belt, Black Socks & Black Dress Shoes. Only the Combination Cap is appropriate for wear with this uniform.

WOMEN'S AUXILIARY UNIFORMS

Table 1B

	Working Blue**	Undress Blue Summer – Bravo	Undress Blue Summer – Alpha	Undress Blue Winter	ODU * Unisex
Occasion	VSC's and Operations	VSC's and Operations	Classrooms, meetings, boating safety booths	Classrooms, meetings, boating safety booths	Operations
Hat	Unit ball cap with metal collar device or utility cap with cap device	Unit ball cap with metal collar device or utility cap with cap device	Combination Cap or Garrison Cap	Combination Cap or Garrison Cap	Ball Cap Or Tilley Hat
Shirt	CG dark blue working shirt - short or long sleeves	Light blue short sleeve shirt w/ epaulets	Light blue short sleeve shirt w/ epaulets	Light blue, long sleeve, with epaulets	ODU Top CG Blue
Tie	None	None	None	Blue Tab Tie	None
Slacks/Skirt	CG blue undress slacks	CG blue undress slacks	CG Service Dress slacks or skirt	CG Service Dress slacks or skirt	ODU CG Blue Slacks
Socks / Stockings	Black socks	Black socks	Black socks or fleshtone stockings	Black socks or fleshtone stockings	Black
Shoes	Blue, white or brown boat shoes	Blue, white or brown boat shoes	Black oxfords w/slacks or black dress pumps with skirt	Black oxfords w/slacks or black dress pumps with skirt	Blue, white or brown boat shoes
Gloves	None	None	None	Black (optional)	None
Insignia	Sew on collar devices are authorized	Metal collar devices	Metal collar devices	Enhanced or soft shoulder boards	Sew On Or Metal Collar Devices
Ribbons Medals Breast Device	Sew on coxswain device is authorized - no ribbons	Auxiliary qualification devices -- no ribbons	Auxiliary qualification devices -- no ribbons	Auxiliary qualification devices -- no ribbons	None
Name Tags	Sew on name tags / USCG Auxiliary tapes	Plastic name tag	Plastic name tag	Plastic name tag	Blue, white or brown boat shoes
Access,	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	T Shirt CG Blue Short Sleeve Crew Neck
Authorized Outer Garment	Windbreaker, all weather parka, work jacket, cold weather jacket	Windbreaker, work jacket, reefer, all weather parka, overcoat, trenchcoat	Windbreaker, all weather parka, work jacket, reefer, overcoat, trenchcoat	Windbreaker, all weather parka, work jacket, reefer, overcoat, trenchcoat	

*** Note : Belt / Buckle - Black Webbing With Black Metal Tip and Buckle – Black Subdued, Open Framed**

WOMEN'S AUXILIARY UNIFORMS

Table 1B

	Winter Dress Blue	Tropical Blue *	Service Dress Blue Bravo**	Dinner Dress
Occasion	In lieu of Service Dress Blue, except where a jacket and tie are appropriate	Authorized all year for meetings, classroom, official functions	Authorized all year for meetings, classroom, official functions	Formal Evening Occasions
Hat	Combination Cap or Garrison Cap	Combination Cap or Garrison Cap	Combination Cap or Garrison Cap	Hat not required - Tiara (optional)
Shirt	CG dark blue - long sleeve	Light blue shirt sleeve shirt with epaulets	Light blue long or short sleeve shirt with epaulets	White Formal
Tie	CG blue 4-in Hand or optional clip-on	None	Blue Tab Tie	Black velvet crescent tie
Coat	None	None	Service Dress CG Blue coat w/ silver buttons	White mess jacket (summer) / Black mess jacket (winter)
Slacks/Skirt	CG Service Dress slacks or skirt	CG Service Dress slacks or skirt	CG Service Dress slacks or skirt	Black floor length or street length skirt
Socks / Stockings	Black socks or fleshtone stockings	Black socks or fleshtone stockings	Black socks or fleshtone stockings	Fleshtone stockings
Shoes	Black oxford w/slacks- black dress pumps w/skirt	Black oxford w/slacks- black dress pumps w/skirt	Black oxford w/slacks- black dress pumps w/skirt	Black Dress Shoes
Gloves	Black (optional)	None	Black (optional)	White
Insignia	metal collar devices	Enhanced or soft shoulder boards	Full sleeve lace on coat & shoulder boards on shirt	Hard shoulder boards/ white jacket; Full sleeve lace/ black jacket
Ribbons Medals Breast Device	Auxiliary qualification devices and Ribbons	Auxiliary qualification devices and Ribbons	Devices and Ribbons on coat	Miniature medals & devices; AUXOP & Past Officer
Name Tags	Plastic name tag	Plastic name tag	Plastic name tag	None
Access,	Wooly Pully or Cardigan ,all weather parka,sweater, / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater/ Black web belt with silver buckle and tip	Black belt with silver buckle and tip	Silver Cumberbund
Authorized Outer Garment	Windbreaker, reefer, overcoat, trenchcoat Parka	Windbreaker, reefer, overcoat, trenchcoat All Weather Parka	Reefer, overcoat, trenchcoat	Trenchcoat, overcoat

NOTE: ** The Service Dress Alpha Uniform (still authorized for Auxiliary wear at solemn occasions such as funerals and for ceremonies after 6 p.m. at social activities) consists of Service Dress Blue Jacket, Service Dress Blue Skirt, White Long Sleeved Shirt, Black Tab Tie, Black Belt, Stockings & Black Dress Pumps. Only the Combination Cap is appropriate for wear with this uniform.

Auxiliary Uniform Accessories

All Weather Parka	The Parka may be worn with or without the zip-in fleece liner with the Working Blue, Undress Blue, Tropical Blue Long & Winter Dress Blue uniforms. It may also be worn with the Service Dress Blue uniform in place of the Service Dress Coat in the same manner as the Windbreaker when less formality in appearance is appropriate.
Belt	A black web belt with a silver buckle and tip must be worn with all women's slacks and men's trousers, with the exception of the formal Dinner Dress trousers. The buckle may be plain or display an approved Auxiliary emblem. A belt is not worn with the women's skirts.
Gloves	White gloves are made of cotton or other suitable cloth material. Black gloves are made of leather or other synthetic substitute. Glove stitching will match glove color.
Handbags	Women's handbags are black and made of leather or suitable synthetic material. They are plain or embossed with a leather grain and are an envelope style with a detachable shoulder strap. The nominal size is 11" wide by 7 1/2 " deep.
Scarves	Members may wear the white or dark blue scarf with the reefer, overcoat or trenchcoat. The blue scarf may be worn with the undress or working uniforms and all outer garments authorized with those uniforms.
Sweaters	The CG blue Wooly Pully sweater and the Air Force cardigan are both authorized for Auxiliary use. The sweater is not an outer garment for travel purposes. Enhanced or soft shoulder boards are worn on both sweaters.
Undershirts	Men's "V" neck undershirts are required with jumpsuits and all short sleeve shirts with open collars.
Umbrella	A black folding type umbrella is authorized with all Auxiliary uniforms.

Additional detailed information on Auxiliary uniforms can be found in the Auxiliary Manual COMDTINST M16790.1F.

MEN AND WOMEN'S TROPICAL BLUE LONG UNIFORM
TABLE 1C

This approved year round uniform may be worn instead of the Service Dress Blue, Bravo uniform except when a coat and a tie are more appropriate.

HAT: The Garrison or Combination Cap is worn with this uniform.

SHIRT: Women wear the new light blue shirt with epaulet, pockets and placket front closure. Men wear the Air Force style short sleeve shirt with a stand-up collar with stays and epaulets. With this shirt, the collar is worn open, without a tie.

SHOULDER BOARDS: Either the enhanced or soft shoulder boards are worn on the shirt.

BREAST INSIGNIA/DEVICES: Name tag, ribbons, breast insignia and Auxiliary Qualification devices are worn.

TROUSERS/SKIRT: Trousers shall be the same as those prescribed for Service Dress Blue uniform. Women may wear the CG Dress Blue Skirt in place of the pants if they wish.

BELT: A black web belt with a silver buckle and tip. The buckle may be plain or display the Auxiliary emblem.

SOCKS/STOCKINGS: Socks shall be black, made of knitted or rib knit, undecorated material. Women shall wear flesh-color, undecorated (seamless) stockings when wearing the CG Dress Blue Skirt.

SHOES: Shoes shall be black, with heels, made of smooth leather or a synthetic material. Shoes shall be low cut of plain style with out decoration. There shall be no stitching or seams across the toe. Heels shall be no higher than 1 inch. Sole edges, heels and laces must be black. Women shall wear Black Dress Pumps or Black Oxfords with Trousers.

ACCESSORIES: The Wooly-Pully Sweater or Air Force Cardigan with enhanced or soft shoulder boards may be worn with this uniform. Women may carry a black handbag (optional).

G. COAST GUARD, AIR FORCE, NAVY, ARMY EXCHANGE STORES

For locating the State and CGES Regions nearest you, use the web site address:
www.cg-exchange.com

APPENDIX 1
UNIFORM DISTRIBUTION CENTER (UDC)
WOODBINE, NJ

All apparel obtained from the Uniform Distribution Center (UDC), Woodbine, NJ and government uniform items sold through the Coast Guard Exchange System stores shall be considered regulation uniform items.

HOW TO ORDER: The Coast Guard Uniform Distribution Center has a website, www.uscg.mil/hq/g-w/g-wp/udc/index.html, that can be accessed by all personnel. It includes a unisex size chart for the new Operational Dress Uniforms (ODU), a current size chart for female uniforms that is easier and much simpler to use than the current form, and a Standard Uniform Order form online. The UDC has their complete stock book online broken down by category with pictures of all items and current prices. Currently a member's 7 digit Identification number is required on all orders for verification. This authorizes members to order Coast Guard specific uniforms from the only uniform distribution center operated by the U.S. Coast Guard for all Active duty, Reserve and Auxiliary personnel.

They also handle special measurement orders for clothing.

TELEPHONE FOLLOW-UP: Inquiries are made to: 1-609-861-1221 for follow-up action on an online order. You can also contact Mr. Christopher E. Bonner, Branch Chief, Auxiliary Uniform Liaison Officer at (UDC), 4 Davis Avenue, Valhalla, NY 10595, Phone: (914) 761-0370, E-Mail: pelagic200@aol.com. Mr. Bonner is our On Scene Trouble Shooter between (UDC) and the Auxiliary and will be pleased to help you with your problem

SHIPPING: Items in stock will be shipped via UPS within 5 days. Overnight express type shipment services are not available at this time.

RETURNS : All uniform items sold at reduced price are non-returnable, except for cases of improper fit or defective items. Improperly fitting or defective items will be replaced on a one for one basis. Socks and swim suits are sold on a non-returnable basis. Uniform items that are altered IN ANY WAY after their receipt are NOT returnable. Uniform items may not normally be returned after 3 months from the date of invoice, even if not worn or altered. Requests to return uniform items after this 3 month period will be reviewed on a case-by-case basis at UDC. Due to problems with returned items lost in shipment, members are advised to ship their returns using a return receipt request from the shipping source used. The cost of shipping the return back to the UDC is the member's responsibility. When returning all or part of an order, insure the package and ship to UDC, including a copy of the online order and invoice for future reference.

REFUNDS: Refunds will be made by check or by crediting your credit card account for amounts exceeding \$1.00. No refunds are made for less than \$1.00.

SPECIAL MEASUREMENT GARMENTS MAY NOT BE RETURNED:

Be sure and follow all the instructions. It is important you have an understanding with the tailor, if the garments don't fit correctly will he take care of the alterations without any charge.

This, of course, will be between you and the tailor. Your help in identifying defective uniform items is very important to improving the quality of CG uniforms. If you find a defect (wrong item sent,

improper fit due to manufacture, defect in manufacturing or item damaged in shipment) in an article of uniform clothing, please complete a Notification of Uniform Clothing, Form CG-5407, and forward it, with the defective item, to the UDC for replacement. For advice or assistance with uniform problems at UDC, you are encouraged to call Mr. Christopher Bonner, BC-PXL, Phone: 914-761-0370 or E-Mail: pelagic200@aol.com, who will assist you.

NOTE: To facilitate ordering the uniform items from UDC, there are a few things that will help in your ordering online process. The new uniforms are sized differently than the old ones. There will be 3 size categories to choose from: juniors, misses and women's. The new sizes are much closer to what you would wear on the outside.

Further information on uniforms and their expected production/delivery dates can be referred to CWO3 Travers at: 1-(609) 861-7925.

The attached partial list of vendors is provided as a courtesy to our members and is not a commercial endorsement of the vendors or their services.

APPENDIX 2.

U.S. COAST GUARD AUXILIARY CENTER

ST. LOUIS, MO

(314) 962-8828

auxcen@sbcglobal.net

The Auxiliary Center (AUXCEN) serves as the business office and warehouse operations facility for the Coast Guard Auxiliary Association (CGAuxA). CGAuxA is the only non-profit corporation authorized by the Commandant of the U.S. Coast Guard to conduct the business affairs for the U.S. Coast Guard Auxiliary National Board.

The AUXCEN provides the materials for all U.S. Coast Guard Auxiliary educational courses through the District Staff Officer for Materials (DSO-MA) in each district. It also provides uniform accessories, flags, pennants, burgees, required Auxiliary operational facilities signage and equipment, and Auxiliary logo items such as caps, shirts, sweaters, jackets, Padfolio, portfolios, watches and many other items. You may also view various items and obtain their stock numbers by visiting the AUXCEN web page at:

<http://www.uscgaux.org/-auxcen/auxcen/index.html>

The proceeds received from sales of AUXCEN items through your DSO-MA are used to support the various programs of the U.S. Coast Guard Auxiliary including local District programs. Some of the items available from the AUXCEN through your DSO-MA are:

Belts & Buckles

Enhanced Shoulder Boards (regular/small)

Buttons

Hard Shoulder Boards (regular/small)

Cap Accessories

Tilley Hats

Combination Caps (members & officers)

Garrison Caps

Collar & Coat Insignia

Ball Caps

Cardigan Sweaters

Ribbons/Medals

Ribbon/Medal Attachments

Hat Bands (men & women) w/Cap Device Embr

Uniform & Social Name Tags

Coxswain/Aviation-Air Crew Devices

Marine Safety Trident Devices

Comb Cap Frames (members & officers)

Sleeve lace and shields

Combination Cap Covers

VSC Golf-style shirts

Uniform & Social Ties

Ribbon/Medal Bars/Unimounts

Cummerbunds/Cuff Links & Studs

Hat Bands (men & women)

Blazer Patches

Past Officer and AUXOP Devices

PWC Operators Device

APPENDIX 3

U.S. NAVY UNIFORM SUPPORT CENTER

1545 CROSSWAYS BLVD.

CHESAPEAKE, VA. 23320

1-800-368-4088

E-Mail: uscgovt@hq.nex.net.com

PHONE ORDERS ONLY. Charge to MasterCard, VISA, Discover or AMEX.

No Mail Orders. UNIFORM GARMENTS AVAILABLE. Express shipping available.

MEN'S DINNER DRESS WHITE JACKET, 36-52, S-R-T-XT	\$137.00
MEN'S DINNER DRESS NAVY BLUE JACKET, 35-52, S-R-T-XT	\$155.00
MEN'S DINNER DRESS NAVY BLUE TROUSERS, 28-48, S-R-T-XT	\$ 59.00
MEN'S REEFER COAT, 32R-52XL – PLUS COST OF BUTTONS (\$1.70 EA)	\$134.05
WOMEN'S REEFER COAT, 6R-2XL–PLUS COST OF BUTTONS (\$1.70 EA)	\$128.30
WOMEN'S DINNER DRESS WHITE JACKET,SP4-28WT	\$147.00
WOMEN'S DINNER DRESS SHIRT (PLEATED W/TIE), LS, UP TO 46X34	\$ 34.00
CUFF LINKS (BRUSHED SILVER) FOR ABOVE DRESS SHIRT (will need two pairs)	\$ 5.00
STUDS (BLACK) FOR ABOVE DRESS SHIRT (will need two pairs)	\$ 9.09
WOMEN'S DINNER DRESS SKIRT (LONG) 4-24 WR	\$ 90.00
WOMEN'S SERV. DRESS WHITE SHIRT, SMALL SIZE,	\$ 25.50
WOMEN'S SERV.DRESS WHITE SHIRT,LARGE SIZE	\$ 27.00

The U.S. Naval Support Center presently provides uniforms to retired Coast Guard, Active Duty and Reserve only. This pricing information is included for Auxiliary members who meet this criteria. All Auxiliarists can continue to order their formal uniforms from the U.S. Navy Uniform Support Center.

APPENDIX 4

U.S. COAST GUARD ACADEMY

CLOTHING LOCKER

15 MOHEGAN AVENUE

NEW LONDON, CT

06320-4195

(860) 444-8300

Walk in only. No mail orders at this time. VISA and MasterCard are accepted. There is both an Exchange and the Cadet Uniform Store. The Exchange has used but still serviceable uniforms at 1/2 price. The Uniform Store is in the north end of Chase Hall and is only open during the week. The Exchange is in Johnson Hall and does have some Auxiliary items. The size/selection is geared toward the aspiring Coastie officer candidate. If you're near military weight, you'll find plenty of good items. Hours: Monday/Tuesday & Thursday: 0900-1530; Wednesday & Friday: 0900-1130.

APPENDIX 5

KINGFORM CAP COMPANY, INC.

184-08 JAMICA AVENUE

HOLLIS, NY 11423

1-(718) 776-7070, FAX: 1-(718) 776-6826, E-Mail: Lenny@Kingform.Cap.com

HOW TO ORDER MEN'S & WOMEN'S COMBINATION HAT: Orders are placed by mail using KINGFORM'S Combination Order Form/Price List. Send your hat with your order if you are only purchasing a new embroidered band. If you are ordering a new hat, be sure and put your name, address and phone number in it so you get your own hat back. Keep a copy of your order.

#33632 OFFICER'S COMBINATION HAT with White vinyl cover, Blue hat band, Officer insignia mount, Silver Auxiliary buttons - Cost: \$70.00. No embroidery. Shipping and Handling \$12.95.

#33634 - OFFICER'S COMBINATION HAT: With White vinyl cover, embroidered Blue hat band with single row of oak leaves and acorns and cap insignia. The top of the band will be edged with Silver braid. Cost: \$105.00. Shipping and Handling \$12.95.

#33635 - OFFICER'S COMBINATION HAT: With White vinyl cover, embroidered Blue hat band with double row of oak leaves and acorns and cap insignia. The top of the band will be edged with Silver braid. Cost: \$120.00. Shipping and Handling \$12.95.

White vinyl #1700 Hat Cover. Cost: \$12.00. Shipping and Handling \$9.95.

NOTE: One row of oak leaves and acorns are embroidered on the Combination Hat for the following officers: ELECTED OFFICERS: DISTRICT VICE COMMODORE (VCO), DISTRICT REAR COMMODORE (RCO), AND DIVISION CAPTAIN (DCP). APPOINTED OFFICERS: DEPARTMENT CHIEF (DC) AND DIVISION CHIEF (DVC).

Two rows of oak leaves and acorns are embroidered on the Combination Hat for the following officers: NATIONAL COMMODORE (NACO), NATIONAL VICE COMMODORE (NAVCO), NATIONAL REAR COMMODORE (NARCO) AND DISTRICT COMMODORE (DCO).

NOTE: Prices can change without notice



ENCLOSURE 5: KINGFORM CAP CO. COMBINATION ORDER FORM AND PRICE LIST

**KINGFORM CAP COMPANY, INC
184008 JAMICA AVENUE
HOLLIS, NY 11423
1-718-776-7070**

WOMEN'S COMBINATION HAT

DATE _____

SHIP TO:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DO NOT USE P.O.BOX

Enclosed is a check for \$ _____ Payable to Kingform Cap Company, Inc.

Enclosed is a Money Order for \$ _____ Payable to Kingform Cap Company

Charge to VISA/MASTERCARD

Card Number _____ Expires _____

Card Holder'Signature _____

STOCK NO.	DESCRIPTION	QTY.	PRICE	TOTAL
#33632	Officer's Combination Hat With White Vinyl cover, Blue Hat Band, Officer Insignia Mount, Silver Auxiliary Buttons No Embroidery		\$ 70.00	
	Size _____	SHIPPING & HANDLING	\$ 12.95	
#33634	Officer's Combination Hat With White Vinyl cover, Embroidered Blue Hat Band With Single Row Of Oak Leaves And Acorns and Cap Insignia. The Top Of The Band Will Be Edged With Silver Braid.		\$ 105.00	
	Size _____	SHIPPING & HANDLING	\$ 12.95	
#33635	Officer's Combination Hat With White Vinyl cover, Embroidered Blue Hat Band With Double Row Of Oak Leaves And Acorns And Band Will Be Edged With Silver Braid		\$120.00	
	Size _____	SHIPPING & HANDLING	\$ 12.95	
#1700	White Vinyl Hat Cover		\$ 12.00	
	Size _____	SHIPPING & HANDLING	\$ 9.95	

TOTAL _____

APPENDIX 6

LIGHTHOUSE UNIFORM COMPANY

1532 15TH AVENUE WEST

P.O.BOX 19213

SEATTLE, WA 98119

1-800-426-5225

FAX: (206) 282-5662, E-Mail: Light@LighthouseUniform.com

An appreciative thank you to the Coast Guard Auxiliary for this opportunity to participate in its uniform and accessory procurement process and also an invitation to visit and utilize our Coast Guard Auxiliary web page. Get there by going to your National.Board Inc.'s Web site and clicking over via the Lighthouse link.

HOW TO ORDER: Use the toll free number when ordering. They've included an Order Form for you to use. The easiest way to order is to fill out the attached order form then read it when you call them. They will accept MasterCard, Visa, Discover and American Express credit cards. Your order will be processed and shipped via UPS and Airborne. They also offer express delivery via UPS Next Day Air, 2nd Day Air, and 3rd Day Select. All packages are insured.

You can also visit their Website at HYPERLINK <http://www.lighthouseuniformco.com>. Lighthouse Uniform Company is a full service uniform store for men in the U.S.Coast Guard Auxiliary. They specialize in oversize uniform items and do carry some things for women in the Auxiliary including the new women's service dress blue jacket. Lighthouse now stocks the ODU uniforms for men and women. They are, however, military seconds with a very slight color variance in shade. In addition, they have a restriping service available for men and women plus carry a full line of Military Large Medals, Miniature Medals and Ribbons. They have been providing service to the U.S.C.G. Auxiliary for the last 35 years. They have four in-house tailors to make your uniform fit correctly.

Lighthouse Uniform Company

We believe these prices to be accurate.
Prices subject to change without notice.

Uniform, Men's Dinner Dress Blue - 55% poly 45% wool Tropical Worsted, includes Coat with Auxiliary Buttons and High Waisted Trousers (call us for striping cost).

Sizes 36 to 46..... \$289.95
Sizes 48 to 54..... call for pricing

Uniform, Men's Mess Jacket, White - CNT, lined, with Auxiliary Buttons.

Sizes 36 to 46..... \$189.95
Sizes 48 to 54..... call for pricing

Trouser, Men's High-Waisted, Black - 55% poly 45% wool Tropical Worsted.

Sizes 30 to 42..... \$ 79.95
Sizes 44 to 50..... \$ 99.95

Uniform, Men's Bravo - (The Davis Model) Tropical Worsted (call for striping cost)

Sizes 36 to 46.....\$289.95
Sizes 48 to 54..... call for pricing

Lighthouse Uniform Company

Order Form

Ordered by:

Ship to: (Only if different from Ordered by;)

Name _____ rank _____
 c/o _____
 Address _____
 City _____
 State _____ Zip _____
 Day Phone (____) _____

Name _____ rank _____
 c/o _____
 Address _____
 City _____
 State _____ Zip _____
 Day Phone (____) _____

Quantity	Item No. / Description	Size	Price Ea.	Total

Method of Payment:

Total Price of items
 Delivery in WA add 8.2% Sales Tax
 Shipping, Packing, Handling and Insurance
Total

Check or Money Order enclosed

Charge to my: Master Card Visa American Express

ORDER TOLL FREE: 1-800-426-5225

For faster order placement fill out order form,
 then call us toll-free with your order.

Card number: _____

Expiration date: _____

X _____
 Signature(as shown on credit card)

LIGHTHOUSE UNIFORM COMPANY
1532 15th Ave W. Seattle, WA 98119
800-426-5225 • FAX (206) 282-566Z

APPENDIX 7

PROPPER INTERNATIONAL CO

520 HUBER PARK COURT

ST. CHARLES, MO 63304

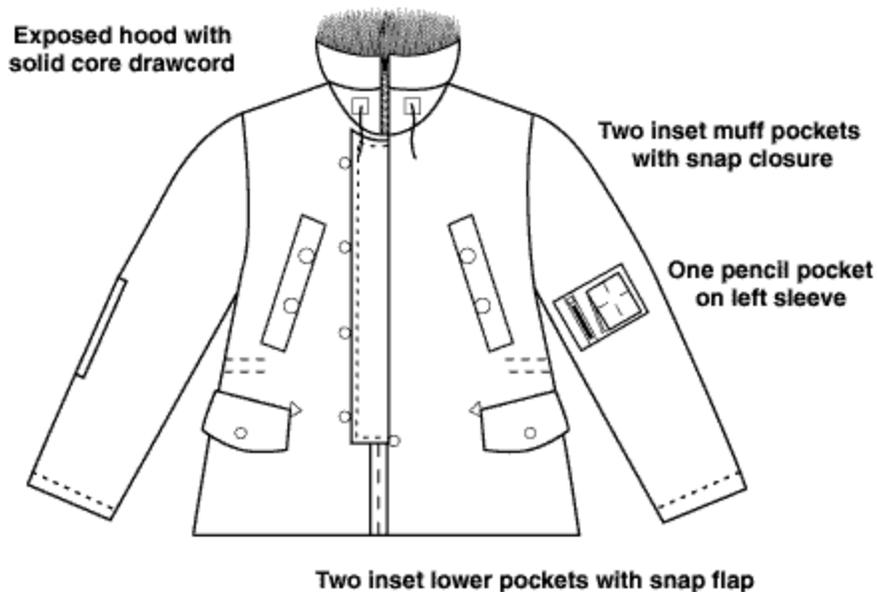
PHONE: 636-685-1041

FAX: 636-685-1005

The All Weather Parka is approved as an optional outer garment for foul and cold weather. It was tested under extreme weather conditions in afloat and ashore operational environments. It is of an upper thigh length with a CG Blue Laminated supplex nylon and core-tex outer waterproof shell with foldaway hood and a wind stopping polar-fleece zip-in Liner. It is rated for use in temperatures down to 0 degrees Fahrenheit. The All Weather Parka will be approved for wear with many Coast Guard Auxiliary uniform ensembles, except with uniforms and during occasions where more formality is required. It may be worn with or without the zip-in liner.

The AWP is sold under the description, Foul Weather Parka, Model #F5406: \$ 166.94

The Zip-in Front Polartec Jacket Liner, Model # F5412: \$ 40.72



Smaller Collar insignia is worn centered on rank tab on front of Parka.

APPENDIX 8

SEW-ON UNIFORM INSIGNIA
(5 AUTHORIZED COMPANIES)

SEW-ON COLLAR, COXSWAIN DEVICES & NAME TAGS

Member devices, Coxswain device and collar device replicas embroidered on cloth tape may be sewn on the collars and shirts of all Dark Blue Working Uniforms and the Auxiliary Jumpsuit. Sew-on devices may also be used on the Dark Blue Unit Baseball Cap that has the letters U.S.C.G. arched over AUX. (AUXMAN. Ch.10.)

Auxiliarists may purchase authorized name tapes, Coxswain and collar devices from:

- **The Bent Needle**
1444 Commercial Street
Astoria, OR 97103
1-503-325-0638
E-Mail: www.bentneedle.net

name tapes	\$1.75 each
collar devices	\$5.00 pair
Coxswain device	\$3.50 one
plus shipping	\$2.00
MC/VISA/Check	

- **DeeBee's Tailoring & Cleaners**
USCG SUPTCEN
P.O. Box 5041
Coast Guard Island
Alameda, CA 94501-5100
PH: 1-(510) 536-4252
E-Mail: www.dbtailor@hotmail.com

name tapes	\$2.95 each:
collar devices	\$4.95 pair
Coxswain device	\$3.95 one
plus shipping	\$1.95
MC/VISA/Check	

- **Uniform Name Tape Company**
6807 MacDill Ave.
Tampa, Florida 33611
PH: 1-(813) 839-6737
Tel: 1-800-237-0011 (outside Florida)

name tapes	\$1.50 each
collar devices	\$2.00 set
Coxswain device	\$2.00 each
(plus shipping(up to 30pcs)	\$3.00
MC/VISA/AMEX/Check	

- **Wings and Things**
3815 Navy Blvd.
Pensacola, Florida 32507
PH: 1-(850) 455-3081
E-Mail: www.wingthings@aol.com

name tapes	\$1.25 each
collar devices	\$2.00 pair
Coxswain device	\$2.00 one
plus shipping	
MC/VISA/AMEXP/DISC/Check	

- **Voyager Custom** Sew-on Air Crew Wings only \$1.99 each
3707 Lockport RD
Sanborn, NY 14132-9705
PH: 1(716) 731-4121
Toll-Free: 1-800-828-1601, x440

HOW TO ORDER: Phone orders are accepted from the companies listed above. Member collar devices are available as well as officer devices.

above. All accept the credit cards listed. Member collar devices are available as well as officer devices. One word of caution, however, anyone sewing on officer collar devices may have to change them or wear an alternate shirt if they crew on a Coast Guard vessel. In that case, all that should be worn are member devices so as not to confuse the public with a two star taking orders from a third class.

It is suggested that, when ordering name tapes, you provide the vendor with the width of your shirt pocket to ensure that the name tapes sent will extend to the edges of the pocket (but not beyond) when it is sewn on. You should have enough material to turn the edges under before sewing the name tapes on your uniform. If the edges are not sewn under, they will fray when washed. When ordering your collar devices, be sure to indicate whether you need red or blue A.

For the safety of our members participating in operations missions, be sure to wear the sew-on cloth tapes when wearing a PFD, as the regular name tags and insignia can easily become snagged on the mesh liner or cause injury to the wearer.

The sew-on Coxswain device has been officially approved for wear. A sew-on AUXOP or Past Officer Device tape has not been approved.

COMDTNOTE 1020:

Item 12 A. Embroidered Qualification Insignia. This uniform program was directed to prepare designs and specifications for sew-on embroidered qualification insignias for wear on the utility uniform. Until embroidered qualification insignias are available, **CG PERSONNEL MAY WEAR SEW-ON EMBROIDERED INSIGNIA WHICH CLOSELY RESEMBLE THE METAL VERSIONS OF THE EQUIVALENT INSIGNIA.** Local commands shall ensure that members do not wear poor quality interim insignia. Local commands have the authority to not allow wear of sew-on qualification insignia at their discretion. This also includes sew on for the ODU's.

Enclosure 8A: The Bent Needle Order Form

Enclosure 8B: DeeBee's Order Form

Enclosure 8C: Uniform Tape Company's Order Form

Enclosure 8D: Wings and Things Order Form

NOTE: . Call Voyager Custom Company direct to place an order.

Enclosure 8 A:

**THE BENT NEEDLE
1444 COMMERCIAL STREET
ASTORIA, OR 97103**

SEW ON TAPES FOR THE U.S.C.G. AUXILIARY

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

=====

PRINT CLEARLY:	QUANTITY	COST	TOTAL
-----------------------	-----------------	-------------	--------------

=====

NAME TAPE:		\$ 1.75	
-------------------	--	----------------	--

U.S.C.G. AUXILIARY TAPE:		\$ 1.75	
---------------------------------	--	----------------	--

SEW ON MEMBER DEVICE:		\$ 5.00	
------------------------------	--	----------------	--

SEW ON COXSWAIN DEVICE:		\$ 3.50	
--------------------------------	--	----------------	--

SHIPPING:		\$ 2.00	
------------------	--	----------------	--

TOTAL AMOUNT ENCLOSED:			
-------------------------------	--	--	--

*****STITCHED IN THE USA*****

VISA OR MASTERCARD ACCEPTED WITH PURCHASE OF \$15.00 OR MORE.

CARD# _____ **EXP.DATE:** _____

SIGNATURE _____

Enclosure 8 B:

**DEE BEE'S TAILOR & CLEANERS
U.S.C.G. SUPPORT CENTER
P.O. BOX 5041
COAST GUARD ISLAND
ALAMEDA, CA. 94501-5100
510/536-4252 * 437-3726
FAX - 510/536-4252**

QUANTITY

\$2.95 EACH	-	U.S.C.G. AUXILIARY (CLOTH)	_____
\$3.95 EACH	-	U.S.C.G. AUXILIARY COXSWAINS (CLOTH)	_____
\$4.95 PR	-	U.S.C.G. AUXILIARY COLLAR DEVICES (CLOTH)	_____

YOUR RANK _____

ADD POSTAGE AND HANDLING **\$ 1.95** _____

ADD 8.25% SALES TAX IF IN CALIF _____

TOTAL _____

NAME: _____

ADDRESS: _____

CITY AND STATE: _____

ZIP: _____

PHONE ORDERS WELCOME

Enclosure 8 C:

**UNIFORM TAPE COMPANY
U.S.C.G. AUXILIARY SEW-ON INSIGNIA ORDER FORM**

NAME: _____ DATE: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____

QUANTITY	DESCRIPTION	PRICE
	COXSWAIN DEVICE	\$2.00 SET
	MEMBER COLLAR INSIGNIA	\$2.00 SET
	SINGLE BAR W/A	
	FLOTILLA STAFF OFFICER GOLD/RED	\$2.00 SET
	ASSIST. DIST. STAFF OFF. SILVER/RED	\$2.00 SET
	DIST COMMODORES AIDE SILVER/RED	\$2.00 SET
	BRANCH ASSISTANT SILVER/RED/RED	\$2.00 SET
	LEAF W/A	
	VICE CAPTAIN GOLD/BLUE	\$2.00 SET
	DIVISION CAPTAIN SILVER/BLUE	\$2.00 SET
	DIST STAFF OFFICER GOLD/RED	\$2.00 SET
	BRANCH CHIEF GOLD/RED	\$2.00 SET
	DIVISION CHIEF SILVER/RED	\$2.00 SET
	EAGLES W/A	
	VICE COMMODORE SILVER/BLUE	\$2.00 SET
	REAR COMMODORE SILVER/BLUE	\$2.00 SET
	DEPARTMENT CHIEF SILVER/RED	\$2.00 SET
	NAT'L COMMODORE'S AIDE SILVER/RED	\$2.00 SET
	STAR (S) W/A	
	DISTRICT COMMODORE 1 SILVER/ 1 SMALL BLUE	\$2 00 SET
	NAT'L VICE COMMODORE 2 SILVER/ 1 LARGE BLUE	\$2.00 SET
	NAT'L COMMODORE 3 SILVER/ 1 SMALL. BLUE	\$2.00 SET
	TAPES	
	U.S.C.G AUXILIARY	\$1.00 EA
	NAMES:	\$1.50 EA
	PLASTIC TAG - WHITE W/BLUE LETTERS	
	NAMES:	\$4.50 EA

CREDIT CARD #: _____
 EXPIRATION DATE: _____
 SIGNATURE: _____

SUB TOTAL	\$ _____
FL RESIDENTS 6.75% TAX	\$ _____
SHIPPING UP TO 50 PCS	\$ _____
TOTAL	\$ 3.00

VISA MC AMEX ACCEPTED
 6807 S MacDill Avenue . Tampa, Florida 33611 . (813) 839-6737 . (800) 237-0011 . Fax (813) 839-6001

Enclosure 8 D:

WINGS and THINGS MONOGRAMMING

3815 Navy Blvd.
Pensacola, FL 32507
850- 455-3081 (fax) 850-453-0092 Silver

Ordered by:

Ship to: (Only if different from Ordered by:)

Name _____	Name _____	Date _____
Address _____	Address _____	
City _____	City _____	
State _____ Zip _____	State _____ Zip _____	

Day Phone (_) _____ Day Phone (_) _____

Qty	Product	Description	Price	Total
	Coxswain Device	Bronze Emblem	\$2.00	
	Aircrew Wings	Sew-On-Wings	\$2.00	
	Member Device	Crossed Anchors-Gold and Blue Inside Shied in Center	\$2.00	
	Member Collar Insignia	Crossed Anchors-Gold and Blue Inside	\$2.00	
	Flotilla Staff Officer	Collar-Shoulder Rank 1 Gold Bar With Red A	\$2.00	
	Vice Flotilla Commander	Collar-Shoulder Rank 1 Silver Bar With Blue A	\$2.00	
	Division Staff Officer	Collar-Shoulder Rank 1 Silver Bar With Red A	\$2.00	
	Flotilla Commander	Collar-Shoulder Rank 2 Silver Bars With Blue A	\$2.00	
	Asst. District Staff Officer	Collar Shoulder Rank 2 Silver Bars With Red A	\$2.00	
	Vice Captain	Collar-Shoulder Rank Gold Leaf With Blue A	\$2.00	
	Division Captain	Collar-Shoulder Rank Silver Leaf With Blue A	\$2.00	
	District Staff	Collar-Shoulder Rank Gold Bar With Red A	\$2.00	
	Division Chief	Collar-Shoulder Rank Silver Leaf With Red A	\$2.00	
	Vice Commodore	Collar-Shoulder Rank Silver Eagle With Blue A	\$2.00	
	Deputy Chief Or Nat'l Staff	Collar-Shoulder Rank Silver Eagle With Red A	\$2.00	
	USCGAUX Aviator	Silver Wings With Shield	\$2.00	
	Auxiliary Operation (AUXOP)	Crossed Anchors,Gold and Blue Inside Circled BY Wreath	\$2.00	
	USCG Auxiliary	Webbing Strip With Embroidery	\$1.25	
	Namestrips	Webbing Strip With Embroidery	\$1.25	

Sub Total _____

Sales Tax 7.5% _____

Shipping _____

Grand Total _____

Method of Payment Check _____ Money Order _____ Amount Enclosed \$ _____

Visa _____ Master Charge _____ Discover _____

Number # _____

Expiration Date Month _____ Yr. _____ Signature _____

APPENDIX 9

ULTRA THIN RIBBONS & MEDALS

P.O.BOX 7161

MOORE, OK 73153

1-(800) 758-7265

HOW TO ORDER: There are four ways to place your order: Toll free Phone, by Mail, by Toll free Fax or by E-MAIL. Fax number is: 1-(800)-962-1451. The E-MAIL number is: UltraThin@aol.com. They will accept VISA, MasterCard, American Express & Discover credit cards. Checks accepted but no COD shipments).

MAGNETIC RIBBONS: Ultra Thin magnetics allow you to attach ribbons to your shirt without poking holes. Put them on or take them off as many times as you wish with no tell tale holes left in the shirt. Magnetics are not for use on the Service Dress Coat due to the increased fabric thickness. To order, check the box for magnetic fastener and add \$3.00 in the Additional Services block.

To obtain a copy of order form/price list call toll free: 1-(800) 758-7265 or order on line at:
<http://www.ultrathin.com>.

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J. CARE AND MAINTENANCE OF AUXILIARY UNIFORMS

Some know-how is necessary in caring for your uniform. It is the responsibility of all Auxiliarists to maintain their uniforms. A uniform indoctrination class is an excellent idea for every flotilla given annually to include all new members.

Uniforms are a big investment, and with conscientious care they can truly last for years and be a pleasure to wear. The best way to make uniforms last and keep them looking sharp is to give them proper care. Keep them cleaned, and on hangers when possible. No matter how well a new uniform fits, it will soon lose its shape - especially the coat - if the pockets bulge with odds and ends. Trousers should never be tossed over a chair but hung to keep the press in. Use hangers specially made for pants. And hang them with empty pockets and no belt. As a rule of thumb, clean your tailored trousers every second or third wearing. More casual pants (cotton) could use a more frequent cleaning. Brush them in between cleanings. We recommend turning cotton trousers inside out before washing and drying to cut down on undue abrasion. Damp clothing should be carefully hung and smoothed out to avoid wrinkles as it dries.

When a label says wash or dry clean, any normal method, it means the garment can be:

- Machine washed in any temperature water.
- Tumble dried at any temperature.
- Ironed, even hot, if ironing is needed.
- Dry cleaned in all common solvents.

SILVER LACE, CAP DEVICES AND BUTTONS

Silver lace, or braid, will tarnish and is best cleaned by an experienced tailor. However, most uniform shops sell a commercial cleaner that will remove light tarnish. Embroidered cap devices and other insignia may be kept bright by light brushing with a small brush and ammonia diluted in water. This should be done at the first signs of tarnish, after heavy discoloration, the device cannot be restored to its original condition.

Metal cap devices can be kept bright by using soap and water or polishing the silver with any silver polish.

SINGE MARKS

A singe mark can be removed by rubbing vigorously with the flat side of a silver coin. Some singe marks can be removed by sponging with a 3 percent solution of hydrogen peroxide and drying in direct sunlight. Never use this treatment on wool or dyed fabrics. Cuts, burns, or moth holes can be reweven by a skillful tailor, who takes thread from another part of the garment; the shiny spots on serge can be removed by first sponging with a 1:20 solution of ammonia, then covering with a damp cloth, pressing with a hot iron, and rubbing gently with "00" sandpaper or emery cloth, but it's best to let an experienced tailor do this. A light and expensive job, but cheaper than buying a new uniform.

MEDALS

The surfaces of decorations are protected with an oxidized satin finish and a lacquer coating. They will not tarnish, and need no polishing; polishing may remove the finish. Medals may be cleaned with soap and water, the ribbons may be dry-cleaned, or replaced.

MOTHS

The best way to discourage moths is to brush clothing frequently and expose it to sunshine and fresh air when possible. If clothing is to be stored for any time, pack items in air-tight plastic bags with camphor balls, naphthalene or cedar wood.

MILDEW

New mildew can be washed out with cold water. Old stains in white cotton can be removed with a household laundry bleach.

STAINS

It is possible to stain a uniform with anything from alcohol to zinc chromate, but if you know what made the stain, an expert cleaner can remove it. In the way of first aid to a uniform before it goes to the cleaner, try soap and water - cool water for wool and warm water for cotton.

Dress uniforms should always be professionally dry-cleaned. Never apply a hot iron directly to dress uniforms; if pressing is required between dry cleaning, place a damp cloth over the area to be pressed prior to ironing. When caring for all uniforms, always look for care and cleaning instructions on the label, and follow them strictly.

The following specific hints may assist you in the general care of uniform items:

A. OIL OR GREASE

Put clean cloth or absorbent paper under the garment, apply commercial cleaning fluid (or lighter fuel) to the stain, and tamp it, driving the oil or grease through to the cloth or paper. If the stain is heavy, shift the cloth to a clean place and use more cleaning fluid. To avoid a ring around the stain, wet a clean cloth with cleaning fluid and sponge lightly, working outward from the center of the area.

B. PAINT

Fresh paint should be handled as if it were oil or grease. Once it is dry and hard, the uniform should be sent to a professional cleaner. If this is not possible, apply turpentine and let it stand for an hour, then use a spoon or some other blunt object to break up the paint and flush it out as done for oil and grease. (Never rub when spotting fabric; this will leave a chafed area, with subsequent damage to color and weave. Always use a tamping action with a brush.)

C. PARAFFIN OR WAX

Put blotting paper over the spot and apply a hot iron. Continue, using clean blotting paper, until the spot is soaked up.

CARE OF OPERATIONAL DRESS UNIFORM SHIRTS

Pre-shrink U.S. Coast Guard Auxiliary Tapes and Name Tapes before sewing them onto your ODU or Working Blue uniforms. Rinse each tape in warm water for 2 minutes and lay them out flat to dry. In other words, if you get a new shirt and new name tape, throw both into the washer/dryer a few times before you actually get the tapes affixed to the shirt. The reason for this is that the shirt and tape may not wear the same way, and you might end up with a name tape that makes the shirt all wrinkly around the edges. The wash process should be done at least 3-4 times before you go sewing on the tapes.

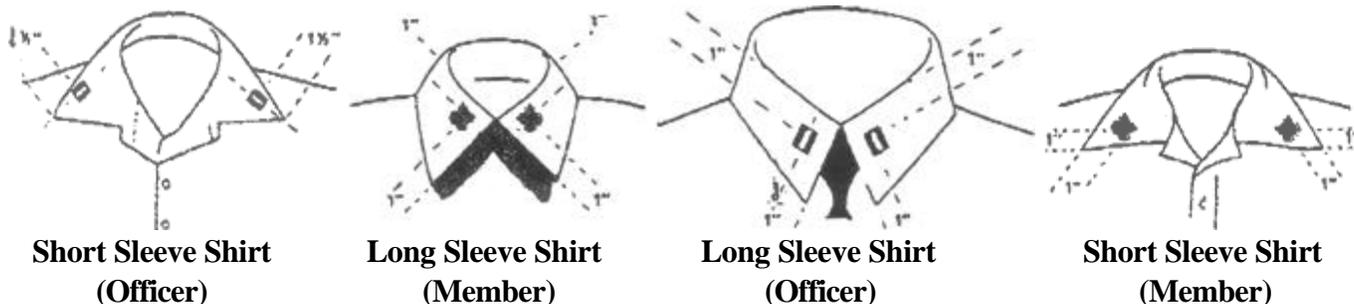
For future spots, consult the Soap and Detergent Association's stain-removal guide at www.sdahq.org/laundry/fact/staintable.html.

K. PROPER POSITIONING OF COLLAR INSIGNIAS ON CGAUX UNIFORMS:

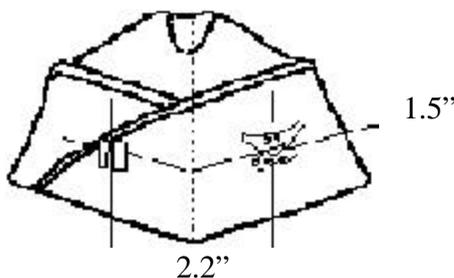
The illustrations below indicate how members should wear collar insignias on the various shirts for which they are authorized. In certain cases, the insignia of current or highest past office is replaced with the Member Device.

- a. **Light Blue Shirt and Winter Dress Blue Long Sleeve Shirt:** On a closed collar shirt worn with a tie, the rank insignia is centered on collar between the visible top & bottom collar edges & placed parallel to front edge of collar one (1) inch inward.
- b. **Working Blue Short Sleeve Shirts:** On an open collar shirt, the insignia is centered on "line" bisecting the angle of the collar point.

Device centered between the visible top and bottom collar edges and center of device is 1 inch from the inner edge. Centered on collar, along imaginary line bisecting angle of collar point.



GARRISON CAP. Members may wear the garrison cap with service, tropical, winter dress or undress uniforms. The cap may not be worn with the dinner dress, service dress blue (alpha), work, jumpsuit or blue blazer uniforms. The small garrison cap insignia (left) and small metal office insignia (or member insignia)(right) are worn on the cap as shown in the diagram with both men’s and women’s uniforms.



L. PROPER PLACEMENT OF RIBBONS, NAME TAGS & QUALIFICATION DEVICES:

The illustration indicates the proper placement of ribbons, the name tag, breast and qualification devices. As shown, the lowest row of ribbons is ¼ inch above the top of the pocket. The first breast device, pilot wings in this case, is placed ¼ inch above the top row of ribbons.

The second breast device, if worn, is placed ¼ inch below the top of the pocket. The Coxswain device is shown in this illustration. Members wear ribbons and breast devices on the left side of the uniform.

On the right side of the uniform, members wear the name tag ¼ inch above the pocket. An AUXOP device, if authorized, is worn ¼ inch above the name tag. Members wear the past officers’ device, if required, ¼ inch below the top of the pocket.

Although the illustration shows a Tropical Blue uniform shirt, members wear these items in the same relative position on the Service Dress Blue coat and the Winter Dress Blue uniform shirt.

On the Undress and Working Dress shirts, members do not wear ribbons. The first Auxiliary qualification breast device is worn ¼ inch above the top of the pocket. The second is worn ¼ inch below the top of the pocket.



M. SOME IMPORTANT GROOMING TIPS:

You are a member of the United States Coast Guard Auxiliary and it is important to keep a sharp military appearance when in uniform. You represent the Coast Guard, Coast Guard Auxiliary and the United States Government to the public and your appearance will affect people’s attitudes towards you and the Auxiliary. A sharp military appearance can make a good impression on anyone you meet. We should start firmly enforcing uniform standards. No eccentricities or faddishness in appearance will be permitted. We yearn for respect and approval of the active Coast Guard, but can we honestly expect it if we can’t wear our uniforms correctly?

BELT AND BUCKLE:

Wear belts with all trousers and skirts that have belt loops.

Item	Description	Related Information
BLACK BELT	The black belt is made of black webbing With an attached silver Clip end (metal tip)	<u>Wear With</u> -Dress Blue Trousers -Undress Trousers -Working Blue Trousers
SILVER BELT BUCKLE	The standard belt buckle is silver. It is worn with a Black Belt.	<u>Wear With</u> - Dress Blue Trousers -Undress Trousers -Working Blue Trousers

MANNER OF WEAR FOR STANDARD SILVER BUCKLE:

MEN

Wear the buckle so that the belt clip end (metal tip) touches the wearer’s LEFT side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight line.

WOMEN

Wear the buckle so that the belt clip end touches the wearer's **RIGHT** side of the buckle. Align the left side of the buckle with the opening of the shirt forming a straight line. If men's trousers are worn, align the **LEFT** side of the buckle with the opening of the shirt and position the fly of the trousers to present a neat appearance.

The belt should be cut such that there is not a long "tail" left over. In fact, the silver end of the web belt should just slide through your buckle enough so that it appears an uninterrupted chunk of silver at the buckle. No webbing should be exposed between the belt clip and the buckle.

COVERS (HATS):

Hats, or covers, are to be worn squarely on the head, not tilted back or to the side. Hair or bangs should not be visible below the brim or hatline of the cover. Long hair should be up and away from the collar and contained under the hat, not sticking out the back. Covers should always be worn outdoors, and removed indoors.

DEVICES: USE AND MAINTENANCE TRICK FROM MEMBERS

Name tags, ribbons and certain devices can be prevented from "flopping" by using a backing. This makes your uniform shirts look "high speed". Exchanges carry backing material, which you wear inside the shirt, cut to the device size. As an alternative, use thin white cardboard or plastic, such as that from a margarine container lid.

SHIRTS: - PUTTING CREASES IN YOUR SHIRTS

Military creases may be worn at the member's option. I have however received many requests to include this.

For military creases, you don't need the dry cleaner! It's easy! On the front of the shirt, iron a crease straight up and down centered through the pocket flap buttons from the collar to the tails/bottom. Thus, you will end up with 2 creases down the front of the shirt. Needless to say the "point" of the crease faces outwards.

For the back of the shirt, find the center of the shirt, and crease from about 2 inches below the collar (the yoke) to the bottom. Once that is ironed, carefully pick up the shirt and align the two side seams which helps you find the exact center of the shirt. That is dampened and ironed. The two side seams are established as near to half way between the center crease and the sleeve seam as possible. A quick spray (use spray bottle with tap water), and then fold a line parallel to the center crease. Repeat for the other side of the shirt. The "secret" is to only iron the crease, about 1 inch of material, not the entire area. This helps you avoid over ironing a part of the shirt that might be under the area that you are ironing. Another version is to take a dollar bill and place it spread out lengthwise to each side to find the side creases. These creases will begin about an inch lower than the primary creases and go to the bottom. Thus, you will end up with three back creases.

NOTE: Sewn-in military creases are not authorized. Don't forget to press the sleeves!

SHOES/BOOTS:

Keep your black shoes shiny! Total investment under 5 dollars. Here's how:

The Exchanges should have a few things you need: Polish, a Shoe Brush, and a Rag.

Read the directions on whatever black polish you pick. If they differ, follow their directions, not mine.

Basically, you apply a thicker layer first, allow it to dry for a few minutes, then brush that layer to create

the base. Not much shine will appear after this layer. Then, you apply a thin layer, you don't need to let it dry. By gently sprinkling water on the new layer, then buffing it with a soft cloth, you will begin to develop a nice shine. You can repeat a few times if necessary. The only caveat in this process is, if you go too crazy with the buffing, you'll actually overbuff your shoes, lose the shine, and have to start over.

GENERAL PERSONAL GROOMING DOS AND DON'TS:

It is important to keep a sharp military appearance when in uniform. Poor uniform may reflect poorly on you, but that's the least of the reasons for wearing proper uniform. Shabby uniform reflects poorly on the Coast Guard Auxiliary. The word "Uniform" implies consistency and conformance.

Items worn with uniforms are not to be exposed, except for tie clasps, cuff links, and shirt studs that may be worn as prescribed. Pencils, pens, watch chains, pins, combs, smoking material, or jewelry (i.e. necklace/chains except for rings) are not to be worn or carried exposed on a uniform. Wrist watches and identification bracelets are permitted. Earrings are prohibited for men in uniform under any circumstances, and are prohibited in civilian clothing aboard any military installation, or when directed to wear civilian clothing while on official duty. No other type of body piercing ornamentation is authorized for men or women. Women can wear only one (not multiple) pair of earrings at a time, ¼ inch maximum size round ball-style in gold, silver or pearl are authorized with all uniforms: when formal or dinner dress uniform is worn, ¼ inch maximum, diamond earrings are authorized.

The bottoms of trousers or slacks should touch the shoe tops. The socks must not be exposed when the wearer is standing.

Men's hair should be neat and clean, not touch the collar, and be away from the ears. Beards and sideburns should be neatly trimmed. Back of women's hair may touch but not fall below the bottom edge of the collar. Women's hair shall not show under the front brim of the cap or extend below the eyebrows when headgear is removed. A single pony tail is authorized for female members, as long as it does not detract from the uniform, extend beyond the top of the collar, exceed the bulk limit or interfere with the wearing of head gear. No more than one braid shall be worn in the hair. Afro, natural, bouffant and other similar hair styles are permitted, but exaggerated styles, including those with excess fullness or extreme height are not authorized. Eccentric styles or colors may not be worn while in uniform or in a duty status. Varying hair styles are permitted provided these styles meet the criteria of bulk and do not interfere with the proper wearing of military headgear.

Throughout your Auxiliary career, there will be many opportunities to wear your uniform. You must have a clean, pressed uniform and meet personal appearance standards. Women's skirt hemline should end at crease in back of knee but can go no lower than 2 inches below the crease. Handbag style should be hand/over shoulder but can shorten to wear over arm.

Windbreaker jackets are authorized for use with the tropical, winter dress, undress and working uniforms. When worn, the jacket shall be zipped at least 2/3 the way up.

Men should only wear V-neck undershirts with the Tropical Blue Long uniform - your undershirt should not be showing. Are all your buttons buttoned (dress jackets are only worn buttoned, never open and hanging loose); is your hair too long and untidy; are your shoes shined; are your hands always in your pockets; are your trousers pressed to show the crease front and back; if outdoors - is your cap or hat on (it should be)?

IN CONCLUSION:

You represent the Coast Guard Auxiliary to the public and your appearance will affect people's attitudes toward you and the Auxiliary. This Guidebook can assist you in the proper selection of your uniform, care and maintenance of it. Make it your friend.

Suggestions for improvement of this Guide are greatly appreciated and considered for inclusion into subsequent editions. Because we add some of your suggestions and because Coast Guard Auxiliary regulations change, the UNIFORM PROCUREMENT GUIDE is constantly being updated. You may wish to periodically confirm you have the most current Uniform Guidebook.

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WEAR IT WITH PRIDE