



PSCINST 1020.1A

DEC 21 2011

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1020.1A

Subj: PERSONNEL SERVICE CENTER UNIFORM AND CIVILIAN CLOTHING GUIDANCE

Ref: (a) Uniform Regulations, COMDTINST M1020.6 (series)
(b) Honoring Our Profession – Uniform Guidance and Results of Uniform Board No. 44, ALCOAST 291/11
(c) Uniform Policies for Military Personnel in the National Capitol Region, CGHQINST 1020.9I

1. **PURPOSE.** This instruction provides amplifying guidance on field-level delegated uniform standards and civilian clothing attire for the Coast Guard Personnel Service Center (CG PSC) military personnel.
2. **ACTION.** CG PSC division chiefs and staff chiefs must ensure compliance with the provisions of this instruction. Subordinate commands must create similar guidance based on their respective geographical region. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** PSCINST 1020.1 of July 8, 2011 is cancelled.
4. **DISCUSSION.** Reference (a) governs the wearing of uniform attire for all Coast Guard military personnel. Reference (b) and (c) provides updated policy to reference (a). Supervisors of CG PSC military personnel are expected to be familiar with the provisions of reference (a) through (c), as well as this instruction, and are expected to enforce these standards equitably and diligently.
5. **POLICY.**
 - a. Uniform of the Day: Service Dress Blue (SDB) or Tropical Blue (Trops). Either uniform may be worn year-round depending on the level of formality required. See references (a) and (b) for guidance on when wear of the SDB is more appropriate than Trops. Specific

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wearing of either uniform may be designated for any particular day or time period by the PSC Commander or unit COs.

b. Optional Uniforms:

1. The Winter Dress Blue (WDB) is authorized between 1 November and 31 March.
2. The Operational Dress Uniform (ODU) is not appropriate in office settings, but may be authorized as an alternative to the uniform of the day in limited circumstances to include: when appropriate due to physical nature of the work being performed, for visits to Coast Guard operational units, or when attending military functions when the prescribed uniform of the day is ODU or DoD equivalent. When worn, the ODU blouse must be worn unless otherwise authorized and sleeves shall be in a rolled-down position between 1 November through 31 March and in a rolled-up position between 1 April through 31 October.

c. Authorized Outerwear: The windbreaker is authorized to be worn in lieu of the SDB coat, except when the SDB coat is more appropriate for an occasion's formality. The windbreaker shall be the standard outerwear with Trops or with the WDB. The foul weather parka (FWP) with fleece liner is authorized for wear with Trops or with the WDB uniform from 1 November to 31 March, during periods of precipitation from 1 April to 31 October or when the exterior temperature is below 40 degrees F. PSC unit ball caps are authorized as an optional uniform item with ODUs at the member's expense.

d. Civilian Clothing: Military members will be in uniform at all times in the workplace except when transiting directly to and from work at the beginning and end of the workday or otherwise authorized. Attire shall be in good taste and not frayed, torn, or ill-fitting. Attire may not display offensive pictures, images, or language. The term "offensive" will be judged by professional work place standards. Attire shall not reveal mid-section of the body or be too short in length.

e. Uniform inspections will be conducted at least annually to ensure consistency of wear and acceptable appearance of personnel uniforms.

6. CHANGES. The following service-wide changes to the uniform regulations are of particular note to those members of CG PSC. Enclosure (1) also provides an easy to reference matrix of authorized uniform options.

- a. The garrison cap and foul weather parka are not authorized for wear with SDBs.
- b. The ball cap is not authorized for wear with Trops or with the WDB uniform.
- c. Civilian attire is not authorized in lieu of the uniform of the day.
- d. Oak leaves and acorns (scrambled eggs) are not authorized on ball caps.

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- e. The hot weather uniform is not authorized.
 - f. The existing or "old style" foul weather parka fleece liner is not authorized as a standalone jacket at any time. The "new" FWP liner is pending approval as a standalone garment. Once approved, the FWP liner may be worn with ODUs year round. The FWP liner may not be worn with Tropical Blue or WDBs; the windbreaker is the appropriate lightweight jacket.
 - g. Deadline for full implementation of untucked ODU is 1 July 2012, after which, tucked versions of the ODU will not be authorized.
 - h. Alterations to the ODU such as permanently sewn rolled-up sleeves or sewn-in blousing bands are not authorized.
 - i. The tiara is not authorized.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
8. FORMS/REPORTS. There are no forms or reports required by this instruction:



D. R. MAY
Commander, Personnel Service Center

Encl: (1) Internal Comms Bulletin No. 004-11, Uniform Matrix

UNIFORM MATRIX

This matrix reflects changes to uniform regulations issued in ALCOAST 291/11 to further clarify uniform options and appropriate use. For further policy guidance, reference: <http://tinyurl.com/USCGDirectives>

	Bridge Coat	Trench Coat	Wardraker	Combination Cap	Garrison Cap	Standard Ball Cap	Unit Ball Cap	Foil Ball Cap	Foil Weather Parks	OPS Wear	Office Wear	Civilian Coat and Tie	Leave/Liberty	Commute
SDB	✓	✓	★	✓	✗	✗	✗	✗	✗	✓	✓	✓	✓	✓
Trops	✗	✓	✓	✓	✗	✗	✗	★	★	✓	✓	✗	✓	✓
WDB 01 Nov - 31 Mar	✓	✓	✓	✓	✗	✗	✗	★	✗	✓	✓	✗	✓	✓
ODU	✗	✗	✗	✗	✓	★	★	✓	✓	★	✗	✗	✗	✓

✗	Not Authorized
✓	Always Authorized
★	Commander's Discretion