

U.S. Department of
Homeland Security

United States
Coast Guard



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Headquarters Support Command

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HQINST 1020.9H

22 DEC 2006

HEADQUARTERS INSTRUCTION 1020.9H

Subj: UNIFORM POLICY AND REGULATIONS

Ref: (a) Uniform Regulations, COMDTINST M1030.6 series

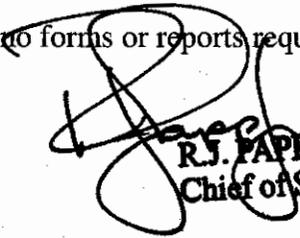
1. **PURPOSE.** This Instruction prescribes uniform and civilian attire standards for Coast Guard military personnel in the National Capital Region (NCR). The NCR is defined to include Coast Guard Headquarters (CGHQ) and Coast Guard units in the Washington DC area. This Instruction also prescribes standards for the wear of uniforms and civilian attire for military personnel specifically at or in the vicinity of CGHQ. CGHQ is defined as the Transpoint and Jemal Riverside buildings.
2. **ACTION.** Assistant Commandants for Directorates, Judge Advocate General, and special staff offices at Headquarters; Commanding Officers of Air Station Washington, Headquarters Support Command, Intelligence Coordination Center, Marine Safety Center, National Maritime Center, Navigation Center, & Recruiting Command; Commanders of Coast Guard Personnel Command & Telecommunications Information Systems Command; and Director of the National Pollution Funds Center shall insure their personnel are aware of this Instruction. Internet release authorized.
3. **DIRECTIVES AFFECTED.** Uniform Policy and Regulations, HQINST 1020.9G is cancelled.
4. **DISCUSSION.** Reference (a) governs the wearing of uniforms and civilian attire for all Coast Guard military personnel. Organizational clothing and special duty status clothing will be worn in accordance with reference (a) within the NCR unless otherwise stated herein. Enclosure (1) provides uniform standards for Coast Guard military personnel within the NCR. Enclosure (2) prescribes civilian attire standards for Coast Guard military personnel within the NCR. Supervisors of Coast Guard military personnel are expected to be familiar with the provisions of reference (a) and enforce these standards equitably and diligently.

DISTRIBUTION – SDL No. 145

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NON-STANDARD DISTRIBUTION:

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of the directives and have been determined to be not applicable.
6. FORMS/REPORTS. There are ~~no~~ forms or reports required by this instruction.



R.J. FAPP, JR.
Chief of Staff

- Encl: (1) Uniform Standards For the NCR and CGHQ
(2) Civilian Attire Standards for Military Personnel for the NCR and CGHQ

UNIFORM STANDARDS FOR THE

NCR and CGHQ

1. **SERVICE DRESS BLUE (SDB)**: is the prescribed uniform of the day. It is authorized year round and is required for:
 - a. Participants in scheduled hearings, briefings, and social events on Capitol Hill. For briefings to Congressional staffs, Tropical Blue Long may be selected as the prescribed uniform at CG-0921 discretion.
 - b. Personnel attending military funerals. The uniform for participants in the ceremony will be prescribed by Headquarters Notice.
 - c. See reference (a) for guidelines for when the SDB is more appropriate than the Tropical Blue Long uniform.
2. **AUTHORIZED ALTERNATE UNIFORMS**:
 - a. Tropical Blue Long is authorized, except when SDB would be more appropriate for the occasion, or as directed by prescribing authority. Ball caps are not authorized for wear with Tropical Blue Long at CGHQ.
 - b. Winter Dress Blue is authorized from 1 November through 31 March, except when SDB would be more appropriate for the occasion, or as directed by prescribing authority.
 - c. Operational Dress Uniform (ODU) is authorized, except when SDB or Tropical Blue Long would be more appropriate for the occasion, or as directed by prescribing authority. Within the NCR, the ODU blouse shall NOT be removed unless the member is assigned to a work detail and climate or safety conditions require removal. Guidance for wearing the ODU at meetings or outside CGHQ shall be made at the supervisory level after considering reference (a) and such factors as where the meeting is being held, the nature and rank/grade of the audience to be addressed, the subject to be discussed or presented, and character of the setting. The character of the setting takes into account the image that should be portrayed; in some cases, it may be appropriate to wear the ODU despite the high-visibility or senior level of participants at the particular event.
3. **FULL DRESS BLUE**: May be the prescribed uniform for appropriate military ceremonies or occasions. When Full Dress Blue is the prescribed uniform, military guests should be directed to wear SDB or service equivalent.
4. **SERVICE DRESS WHITE (Officers only)**: May be the prescribed uniform for appropriate military ceremonies or occasions occurring from 1 April through 31 October. When Service

Dress White is the prescribed uniform, military guests should be directed to wear Tropical Blue Long or service equivalent.

5. MILITARY CEREMONIES: The uniform for military ceremonies will be prescribed by separate Headquarters Notice as needed.

6. EVENING OFFICIAL AND SOCIAL OCCASIONS: When representing the Coast Guard at evening events, the uniform will be Service Dress Blue, or as prescribed by the hosting organization (Reference (a), Chapter 4, lists appropriate uniforms for various occasions).

7. OTHER UNIFORM ITEMS AND APPEARANCE:

a. Security badges shall be worn within CGHQ. They shall be worn in front, above the waist and visible at all times. Outside the buildings, security badges should be removed or covered by outerwear. The security badge shall be worn as follows:

(1) Security badges may be worn on either the wearer's right pocket flap or on the wearer's right epaulet.

(2) As an option, the security badge (clip removed) may be suspended from a chain and worn around the neck outside the collar.

b. The pullover sweater (Wooly-Pully) and Cardigan Sweater are authorized for wear in accordance with reference (a) within the NCR.

c. The Air Force Cold Weather Hat may be worn during cold weather within the NCR.

d. When coats, jackets, or the windbreaker are worn, they will be fully buttoned and/or the zipper shall be at least two-thirds closed.

e. The All Weather Parka (AWP) may be worn IAW reference (a). The AWP liner (fleece) may not be worn independently as an outer garment within the NCR.

CIVILIAN ATTIRE STANDARDS

FOR MILITARY MEMBERS FOR THE NCR AND CGHQ

1. Within the NCR, civilian attire shall always be appropriate for the work place. Coast Guard military personnel that travel/commute to work in civilian attire should arrive in time to change into the uniform of the day prior to the commencement of any work within the workplace. With the exception of Casual Days (discussed below) as authorized by commands within the NCR, members should not be conducting business in civilian attire during the workday. The workday is defined for CGHQ as Monday through Friday, (except holidays) 0600-1800, and always when in a duty status regardless of the day or time. Local commands shall define the workday for applying this section to their command.
2. Within the NCR, military personnel participating in Casual Day shall wear appropriate attire suitable for a professional workplace. Appropriate civilian attire is relaxed business attire: collared and button shirts, casual wear slacks, closed footwear for men, and the equivalent casual civilian attire for women. Inappropriate civilian attire is that attire that is sporty or athletic in nature, or that presents a more than relaxed business attire appearance. Shirts and blouses shall be tucked in unless they are specifically designed to wear over pants or skirts. Women may wear sleeveless blouses professional in appearance. Men shall wear socks at all times.
3. Within the NCR workplaces, at no time shall frayed, torn, thread bare or poorly fitting clothing be worn. Additionally, no see-through clothing, muscle shirts, or halter tops shall be worn. Civilian headgear (e.g. ball caps, etc.) is not allowed.
4. Within the NCR, Coast Guard military personnel choosing not to participate in a Casual Day, shall be in the prescribed uniform of the day for that member at his/her command.
5. Within CGHQ, Casual Days are authorized on Friday every week of the year. Other Casual Days may be authorized for special occasions and shall be announced in advance by the Commanding Officer, Headquarters Support Command. Advance notice that a Casual Day is cancelled will also be provided if special circumstances on a Friday require that all personnel be in proper uniform or authorized alternative.
6. At CGHQ the uniform of the day must be worn when conducting business with CG-00, CG-09, or CG-01 on the 2nd deck and as appropriate for other meetings, ceremonies or events. The uniform of the day must also be worn if conducting business outside of CGHQ. Therefore, every member participating in Casual Days must maintain an appropriate uniform in his or her workplace.
7. Within the NCR work places, specific rules apply to more relaxed civilian attire. For the purposes of this section, "non-offensive" includes statements, slogans, images, and pictures.
 - a. Members should not enter office spaces or other work spaces while wearing gym clothes except to deposit or retrieve clothing from their work space. Members returning to their building location in gym clothes should proceed directly to the locker room and not transit other spaces or

offices in the building other than to retrieve clothing from their work space. In no case, shall members linger or conduct any business, including checking email or voicemail, in their work space or workplace in gym clothes. This includes spandex, bicycle, running, exercise, gym or specialized sports clothing. Outside of the work day and during exercise, these items may be worn provided they are non-offensive, non-frayed, not torn and well-fitting.

b. No shorts, no skorts (shorts with a front panel that looks like a skirt), and no zip-off shorts/pants combos may be worn during the workday. Outside of the work day and during exercise, these items may be worn provided they are non-offensive, non-frayed, not torn, and well-fitting, and are not considered "short-shorts".

c. No t-shirts of any kind may be worn during the workday. Outside of the work day and during exercise, these items may be worn provided they are non-offensive, non-frayed, not torn, and well-fitting.

d. Jeans, defined as any pants made of light or heavy denim or canvas, and fatigues of any color are not appropriate during the workday. The ODU or coveralls are the appropriate uniform for those tasks during the workday that require work clothes. Outside of the workday, non-offensive, non-frayed, not torn, well-fitting jeans may be worn.

e. No sneakers, water shoes, athletic sandals, flip-flops, or open-toed footwear for men. Outside of the workday, these may be worn provided they are in good condition.

8. Inappropriate Attire To and From the Workplace.

a. Within the NCR, attire to and from the work place shall be in good taste and not frayed, torn, or ill-fitting. Attire may not display offensive pictures, images, or language. "Offensive" will be judged by professional work place standards. Attire shall not reveal midsection of the body or be too short in length. For example, running shorts, halter tops, swimwear, etc are inappropriate attire to commute to and from the workplace in the NCR.