



PSSUCLEVEINST 1020.1
MAR 23 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 1020.1

Subj: UNIFORM POLICIES AND CIVILIAN ATTIRE

Ref: (a) Uniform Regulations, COMDTINST M1020.6 (series)

1. **PURPOSE.** This instruction establishes policy for the wearing of uniforms and civilian attire throughout the Personnel Services and Support Unit Cleveland.
2. **ACTION.** The authority to designate a day of the week as a relaxed attire day rests with the PSSU Commanding Officer and Executive Officer. On relaxed attire days, those conducting business outside the Federal Building or with members of other commands or the public must wear the uniform of the day (military) or appropriate civilian attire (civilians). Branch Chiefs shall implement these policies and bring this instruction to the attention of the personnel under their direction.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** Due to the wide variance of weather conditions inherent to the Cleveland area, discretion is authorized within the framework of the following policy.
5. **PROCEDURE.** Branch Chiefs shall adhere to the following:
 - a. The Service Dress Blue, Tropical Blue Long and Operational Dress Uniforms (ODU) are all prescribed as uniform of the day, year-round. As a guideline, the Service Dress Blue is more appropriate for wear during the following occasions, or as directed by the senior officer of any unit, or present at a common function:
 - (1) When a participant or guest at ceremonies or functions for which military or civilian host requires the use of their equivalent of Service Dress Blue.

DISTRIBUTION – SDL No.152

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B																										
C																										
D																										
E																										
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: All ISC Cleveland Staff Components, Divisions and Branches, PSC (BOPS)

- (2) When a participant or guest in any ceremony or function in which a higher level of formality is traditional or normal.
 - (3) When serving as Coast Guard or military representatives at military funerals.
 - (4) Whenever the dignity, gravity, or grandeur of a situation indicates a need for a more formal appearance.
 - (5) When indicated by military protocol. If otherwise unsure, request direction from higher authority or from Commandant (CG-12).
- b. Winter Dress Blue is an optional uniform and is authorized for wear from 1 November through 30 April.
 - c. The Commanding Officer may designate Full Dress Blue or Service Dress Blue for wear at a function anytime of the day or year.
 - d. Uniforms for Change of Command ceremonies shall be prescribed by the officer in command being relieved, in consultation with the presiding official. Service Dress Blue is the standard, but Tropical Blue Long may be elected in warm weather. The official party may wear a more formal uniform than that of the assembled crew, but never the less formal.
 - e. All uniforms and devices shall be worn as per Ref (a).
 - f. Military visitors to the Ninth District Offices and DCMS units shall wear the prescribed uniform of the day. Visitors and working group/conference attendees should contact the event sponsor for the prescribed uniform prior to arrival/attendance.
 - g. Military work parties in the Anthony J. Celebrezze Federal Building shall wear a clean and neat ODU Uniform if the work being accomplished would soil a dress uniform. Coveralls or other civilian attire are not authorized for working parties in the Federal Building.
 - h. PSSU Cleveland military members who choose to commute to/from work in civilian clothes shall not linger in their commuting attire in office spaces. Work-out attire is not appropriate for wear on the 19, 20th or 21st decks. If work outside normal business hours is required, either for an individual or group, the wearing of the uniform or civilian attire will be at the discretion of the Branch Chief.
 - i. Civilian employees are expected to dress in professional office attire while on duty in the office. Commonly acceptable business attire includes dress shirts, pants and ties for men and blouses, skirts/slacks or dresses for women. Jeans, t-shirts, fleece or nylon athletic wear are discouraged. Mini-skirts, shorts or any attire that is see through or otherwise revealing in the office is prohibited. This list is not all-inclusive. Personnel are encouraged to discuss variations with supervisors. Supervisors remain responsible for ensuring personnel are in appropriate attire at all times in the workplace or on work assignments.

MAR 23 2010

PSSUCLEVEINST 1020.1

6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of the instruction and have been determined to be not applicable.
7. **FORMS/REPORTS.** None.


JEAN A. PASCHAL