



PSCINST 1020.1B

JAN 23 2015

PERSONNEL SERVICE CENTER INSTRUCTION 1020.1B

Subj: PERSONNEL SERVICE CENTER UNIFORM AND CIVILIAN CLOTHING
GUIDANCE

Ref: (a) Uniform Regulations, COMDTINST M1020.6 (series)
(b) Results of Uniform Board No. 46, ALCOAST 171/14
(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 Coast Guard Personnel Service Center (PSC) military personnel.
2. ACTION. PSC Division 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 1020.1A 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 reference (a) for guidance on when the wear of SDBs is more appropriate than Trops. Specific wearing of either uniform may be designated for any particular day or time period by the PSC Commander or Unit Commanding Officers.

DISTRIBUTION – SDL No. 152

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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 II (FWPII) with or without fleece liner is authorized for wear with Trops, WDB, ODU or SDB uniform from 1 November through 31 March, during periods of precipitation from 1 April through 31 October or when the exterior temperature is below 40 degrees Fahrenheit.
- 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 semi-annually to ensure consistency of wear and acceptable appearance of personnel uniforms.

6. CHANGES:

- a. PSC Unit Ball Caps are authorized as an optional uniform item with ODUs at the member's expense.
- b. The garrison cap and FWP are authorized for wear with SDBs.
- c. Authorized sunglasses now include frames (of a conservative nature) with unadorned black or navy blue material or gold or silver wire.
- d. Wrist watches that are black, brown, navy blue, silver or gold are authorized. Diamond covered, neon, bright colored, white banded, and bands that exceed 1-inch width are prohibited.
- e. Replica of miniature officer, CPO, enlisted or other CG insignia tie tacks are authorized as well as replicas of military school insignia or elements thereof (earned while in the Coast Guard).
- f. Female handbags with or without a plain fold-over flap are now authorized.
- g. When wearing pumps or flats, female hosiery is required.

- h. The wear of small plain scrunchies that are black, navy blue, brown or a color similar to individual's hair is authorized.
 - i. The wear of Aiguillettes is authorized for Captains serving in designated Deputy positions to Flag Officers.
 - j. Alterations to the ODUs such as permanently sewn rolled-up sleeves or sewn-in blousing bands are not authorized.
7. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>
10. RECORDS MANAGEMENT CONSIDERATIONS: This instruction was thoroughly reviewed during the directives clearance process and it was determined there are no further records scheduling requirements in accordance with the Federal Records Act, 44 U.S.C. 3101, et esq., NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
11. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.

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12. FORMS/REPORTS. None



M. L. AUSTIN
Commander, Personnel Service Center