



PSCINST 1020.1C

JAN 17 2017

PERSONNEL SERVICE CENTER INSTRUCTION 1020.1C

Subj: PERSONNEL SERVICE CENTER UNIFORM AND CIVILIAN CLOTHING GUIDANCE

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

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 shall 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 1020.1B is cancelled.
4. **DISCUSSION.** Reference (a) governs the wearing of uniform attire for all Coast Guard military personnel. This Instruction authorizes certain uniforms for different time periods during the year.
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 SDB's is more appropriate than Trops. Specific wearing of either uniform may be designated for any particular day or time period by Commander, PSC or Unit Commanding Officers.
 - b. **Optional Uniforms:**
 - (1) The Winter Dress Blue (WDB) is authorized during the period of 01 November-31 March.
 - (2) The Operational Dress Uniform (ODU) is not appropriate in office settings, but may be authorized as an alternate to the uniform of the day in limited circumstances to include: when appropriate due to physical nature of 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 during the period of 01 November-31 March, and in a rolled-up position during 01 April-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 Parker, with or without fleece liner, is authorized for wear with Trops, WDB, ODU, or SDB uniform from 01 November-31 March, during periods of precipitation from 01 April-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 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 determined by professional and work place standards. Attire shall not reveal mid-section of the body or be too short in length.
6. **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.
7. **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.
8. **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>
9. **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.
10. **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, 2703 Martin Luther King Jr. Ave. SE, Washington, DC 20593-7200.



M. T. BELL, Jr.
Rear Admiral, U. S. Coast Guard
Commander, Personnel Service Center