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# Uniform Procurement Guide



**U.S. Coast Guard Auxiliary  
Human Resources Directorate**

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## **PURPOSE**

The *Uniform Procurement Guide* (UPG) is designed to provide Auxiliarists the most current resources for auxiliary uniform items and accessories, ordering procedures, and whom to contact for assistance when purchasing garments.

For questions regarding uniform components, accessories, insignia, devices, and proper Auxiliary wear, refer to chapter 10 of the *USCG Auxiliary Manual COMDINST M16790.1 (series)* (AUXMAN) (the most current annotated version can be found on the Chief Director's website).

It is the responsibility of members to purchase and maintain uniforms appropriate to the activities in which they will participate. All uniform purchases are tax deductible. Auxiliarists should have at least two uniforms, one for Dress (Tropical Blue) and one for Work (Operational Dress Uniform (ODU)). Without a uniform, members are limited in the activities they can participate in. Uniforms are required for Public Education Classes, Patrols/Operations, Public Affairs activities, and when standing watches or providing assistance at Coast Guard units. Finally, uniforms identify you as a member of the Coast Guard Auxiliary.

## GENERAL INFORMATION

All Auxiliarists have a responsibility to wear the uniform correctly. The UPG will help you find and purchase uniform components, accessories, insignia, devices, etc. Please ensure you are referencing the most current edition of the UPG, it is posted on the Human Resources Directorate (HRD) web site. This is the only location where revisions to the UPG are current and available in a downloadable pdf format. If a copy of the continually revised UPG is downloaded and used as an information tool in any form or fashion, it is the responsibility of the party doing so to maintain its accuracy by regularly referring to the HRD web site for updates. Questions regarding uniforms and/or the UPG should be directed to the HRD Uniform Division Chief (DVC-HX), refer to the HRD in AuxDirectory for contact information.

### *How do I obtain a Copy of the Uniform Procurement Guide?*

The UPG can be downloaded from the HRD web site. The UPG is under constant revision, refer to the revision DATE at bottom of the UPG's cover page to ensure you always have to most current version.

## STAYING ATTENTIVE

Members are expected to stay abreast of revisions as they occur throughout the year.

Please be advised that members who do not have immediate access to a computer are responsible to maintain an awareness of revisions made to the UPG either through their local flotilla or other resources such as computers at your local library, etc. It is to the member's benefit to acquire revisions to the guide to update their uniform(s) and personal UPG copies.

## UNIFORM VENDORS

**IMPORTANT NOTE:** Information regarding the availability of uniform items from commercial vendors is provided for the members' convenience and does not constitute an endorsement of those vendors or their products by the U.S. Coast Guard Auxiliary.

The UPG includes information from both military and commercial sources. Each resource is listed with procedures for ordering and returns. Return policies vary with suppliers. Be certain you understand what the supplier's return policies are before ordering.

All apparel obtained from the Uniform Distribution Center (UDC), and government uniform items sold through the Coast Guard Exchange System stores shall be considered *regulation uniform items*.

## **UNITED STATES COAST GUARD UNIFORM DISTRIBUTION CENTER (UDC)**

414 Madison Ave  
Woodbine, N.J. 08270  
Customer Service: (800) 874-6841 or (609) 861-1221  
[uscg.mil/uniforms](http://uscg.mil/uniforms)

**ALL Operational Dress Uniform (ODU) components are to be purchased from the UDC, Woodbine, New Jersey.**

### **GENERAL INFORMATION**

The UDC website can be publicly accessed by all personnel. This website is recommended as the most efficient means by which members can fulfill their uniform needs.

On the UDC *Welcome* page, refer to the quick link *Placing Orders*. It is recommended that members peruse the UDC Stock Book and identify both the uniform items desired as well as the corresponding stock numbers. The items listed in the Stock Book are the **ONLY** items managed by the UDC.

### **ADVISORY**

The UDC suggests that Phone Orders are the best and most expeditious method to place an order. Prior to contacting the UDC, please ensure that you have been entered into AUXDATA and you have obtained your Member ID Number. If you are a new member and have not received your Member ID Number, ensure that you are in AUXDATA. The UDC is required to verify each auxiliary member placing an order to ensure proper security protocols are being maintained with regards to the release of official Coast Guard Uniforms.

### **HOW TO ORDER**

There are several ways to place uniform orders with the UDC:

- a. Online Orders *new*
- b. Phone Orders
- c. Mail Orders
- d. Fax Orders
- e. Government Credit Card Orders
- f. Over-the-Counter Sales
- g. Special Orders

Each option is presented in accordance with UDC regulations. Supplementary advice from the Human Resources Directorate/Uniform Division is in CAPITAL LETTERS following the UDC instructions. It is recommended that the UDC website is used simultaneously while reading the following directions.

## A. ONLINE ORDERS

Online ordering is now available from the UDC.

- Click USCG UDC Web Store to gain access.
- To login for the first time, select “Request/Change Login and Password” and complete the form. An e-mail will be sent to you containing your *User Name* and *Password* during normal UDC business hours 0730 to 1600 EDT, Monday – Friday.
- When completing an on-line UDC order, ensure that you select credit card as payment form. Auxiliary members are not authorized to select the CTP (charge-to-pay) option for payment.

## B. PHONE ORDERS

- (800) 874-6841 or (609) 861-1221
- 0800 to 1530 EDT, Monday – Friday. The UDC stops taking orders promptly at 1530 EDT.
- Personal MasterCard, Visa, Discover, or American Express credit cards are accepted. **Coast Guard Active Duty members ONLY may use the Charge-to-Pay method.**
- To reduce phone-holding time, have your list of items prepared along with sizes and/or specific measurements. The *average phone order* takes approximately 4-5 minutes to process. If you are on hold, please BE PATIENT, you should be serviced within 15 minutes or less. It is strongly recommended that you write your order down prior to calling the UDC.

## C. MAIL ORDERS

Orders can be mailed to the UDC by filling out the Standard Order Form available on the website. Include check, money order, or credit card information with your order form. If paying by check or money order, please make payable to U.S. Coast Guard for the EXACT AMOUNT of your order. Consult the Stock Book for the correct prices and stock numbers. The UDC does not charge shipping via parcel post, special or expedited delivery is not available.

Mail or fax your completed order form to:  
U.S. Coast Guard Uniform Distribution Center  
ATTN: Customer Service  
414 Madison Ave.  
Woodbine, N.J. 08270

Remember to sign your Standard Order Form before submitting.

#### **D. FAX ORDERS**

Orders may be faxed to (609) 861-7930, 24 hours a day, 7 days a week, using the same order form mentioned above. Please FAX your order only ONCE to avoid duplicate orders. If you do not receive your order within seven business days, contact Customer Service at (800) 874-6841 to check status.

#### **F. OVER-THE-COUNTER SALES**

The UDC has two locations. Both accept Auxiliarist's personal MasterCard, Visa, Discover, or American Express credit cards, money orders (for the exact amount of the purchase).

**NOTE:** Review the UDC Stock Book and identify desired items prior to your visit. Call ahead to ensure the UDC is open. It is requested that groups of 4 or more make an appointment when planning a visit; changing space is limited and time may not allow for visits of this magnitude. It is always a good idea to call ahead to make any necessary/special arrangements.

#### **Locations:**

- Woodbine, N.J. – MAIN WAREHOUSE  
Over-the-counter sales at the UDC are from 0730 to 1430 EDT, Monday – Friday, excluding holidays. Call (800) 874-6841 or (609) 861-1221 to check availability or schedule an appointment.
- TRACEN, Cape May, N.J.  
Due to recruit issues, over-the-counter sales at Training Center Cape May are limited to Thursdays from 0730 to 1500 EDT. Depending on recruit issue requirements, times are subject to change without notice. Groups of more than three (3) people you **MUST CALL THE DAY BEFORE AND MAKE A APPOINTMENT.** There will be **NO EXCEPTIONS** to this rule. Call (609) 898-6744 to check availability or schedule an appointment.

#### **G. SPECIAL ORDERS**

If the UDC does not stock a size that you need, you may request that item by completing a special order form available online. While every order is expedited, the average completion time to fill a special order is approximately three months. Call (609) 861-7934 for assistance. **IT IS RECOMMENDED THAT YOU OBTAIN THE MEASUREMENT FORMS AVAILABLE AT THE UDC WEBSITE AND BRING THESE WITH YOU TO A LOCAL TAILOR FOR AN ACCURATE MEASUREMENT. THERE ARE NO RETURNS OF SPECIAL ORDER UNIFORMS.**

#### ***PLEASE READ THOROUGHLY***

Uniform items that are altered in ANY WAY after their receipt are NOT returnable. Uniform items may not normally be returned after 120 days from the date of invoice, even if not worn or altered. Requests to return uniform items after 120 days will be reviewed on a

case-by-case basis by the UDC. Due to problems with returned items being lost in shipment, members are advised to ship their returns back by requesting a return-receipt confirmation from the shipping source used. The cost of shipping the return back to the UDC is the member's responsibility. This does not include SPECIAL TAILORED UNIFORMS.

For uniform returns, send your items with a legible copy of your invoice to:

U.S. Coast Guard Uniform Distribution Center  
ATTN: Uniform Returns  
414 Madison Avenue  
Woodbine, N.J. 08270

If you are returning items for an EXCHANGE, please indicate the sizes and quantities you need. You can write this either on the copy of the invoice you include with your return, or on a separate sheet of paper. Please include a phone number where you can be reached and check your shipping address for accuracy. To contact the Returns Directorate, call Customer Service at (800) 874-6841.



## COAST GUARD EXCHANGE (CGX)

Per ALAUX 014/13 – Coast Guard Exchange Announces New Online Store Available for USCG Auxiliarists, the CGX system is available to Auxiliarists for the purchase of anything except tobacco and liquor products.

The CGX is available online to Auxiliarists at [www.shopCGX.com](http://www.shopCGX.com). To place orders online:

- Auxiliarists will click on the "Checkout" tab on the upper right hand corner of their computer screen after they've selected all the items that they wish to purchase.
- A welcome window will appear inquiring if the customer is a U.S. Coast Guard Auxiliarist. Auxiliarists are to check the box "If you are a USCG Auxiliarist, please check this box."
- The window will then show two boxes, in which Auxiliarists are to enter their member number in one box and their Auxiliary member zone password (the same password that is utilized for Aux Directory/Aux Officer) in the other.
- After their identification and membership has been entered and verified, they'll be free to make purchases at their convenience!

There are over 500 individual products now available at [www.shopcgx.com](http://www.shopcgx.com) including computers, tablets, headphones, iPods and mp3 players and other small electronics, sunglasses, fragrances, and of course Coast Guard apparel and gifts. And when you shop on line at [shopCGX.com](http://shopCGX.com), a portion of every sale supports your Coast Guard Morale, Well-being, and Recreation (MWR) programs. In fact, over the last 10 years, CGX has contributed over \$22.7M to Coast Guard MWR programs.

To shop locally, CGX Regions nearest you can be found at [www.cg-exchange.com](http://www.cg-exchange.com).

Visiting an Exchange offers the advantage of being able to try on uniform items to get the correct size and save shipping costs. To gain entry, Auxiliarists must have their Auxiliary Membership ID Card (USCG-2650A), which is also required to make a purchase. When visiting or ordering from an Exchange for the first time, it is suggested you check on the following:

- What are the days and hours of operation?
- What are their return policies?
- Are checks and/or credit cards accepted?

## **AIR FORCE, NAVY, and ARMY EXCHANGE STORES**

Auxiliarists are limited to purchasing ONLY uniform items at the exchanges of other military services (AAFEES, NEX, etc.).

To shop locally, State Regions nearest you can be found at [www.cg-exchange.com](http://www.cg-exchange.com).

Visiting an Exchange offers the advantage of being able to try on uniform items to get the correct size and save shipping costs. To gain entry, Auxiliarists must have their Auxiliary Membership ID Card (USCG-2650A), which is also required to make a purchase. When visiting or ordering from an Exchange for the first time, it is suggested you check on the following:

- What are the days and hours of operation?
- What are their return policies?
- Are checks and/or credit cards accepted?

## **COAST GUARD AUXILIARY CENTER (AUXCEN)**

ST. LOUIS, MO

PHONE: (314) 962-8828

[auxcen@sbcglobal.net](mailto:auxcen@sbcglobal.net)

The Auxiliary Center (AUXCEN) serves as the business office and warehouse operations facility for the Coast Guard Auxiliary Association, Inc. (CGAuxA). CGAuxA is the only non-profit corporation authorized by the Commandant of the U.S. Coast Guard to conduct the business affairs for the U.S. Coast Guard Auxiliary National Board.

The AUXCEN provides the materials for all U.S. Coast Guard Auxiliary educational courses through the District Staff Officer for Materials (DSO-MA) in each district. It also provides uniform accessories, flags, pennants, burgees, required Auxiliary operational facilities signage and equipment, and Auxiliary logo items such as caps, shirts, sweaters, jackets, padfolio, portfolios, watches, and many other items. You may view various items and obtain stock numbers by visiting the AUXCEN web page at: <http://www.cgauxa.org>

The proceeds received from sales of AUXCEN items are used to support the various programs of the Coast Guard Auxiliary including local District programs. Some of the items available from the AUXCEN are:

- Belts & Buckles
- Enhanced Shoulder Boards
- Buttons
- Hard Shoulder Boards
- Cap Accessories
- Tilley Hats
- Combination Caps (members & officers)
- Combination Cap Frames (members & officers)
- Garrison Caps
- Sleeve lace and shields
- Collar & Coat insignia
- Ball Caps
- Sew-on insignia devices
- Ribbons/medals
- Hat Bands (men & women)
- Blazer Patches
- Past Officer and AUXOP Devices
- Uniform & Social Name Tags
- To request an OPS Polo Shirt form, contact [auxcen@sbcglobal.net](mailto:auxcen@sbcglobal.net)

**U.S. NAVY UNIFORM SUPPORT CENTER (Dress Uniforms Only)**

1545 CROSSWAYS BLVD.  
CHESAPEAKE, VA 23320  
PHONE: (800) 368-4088  
[uscgovt@hq.nex.net.com](mailto:uscgovt@hq.nex.net.com)

**PHONE ORDERS ONLY**

Charge to Auxiliarist's personal MasterCard, VISA, Discover, or AMEX. No Mail Orders. Express shipping is available. **Prices are subject to change without notice.** Inquire when ordering.

- MEN'S DINNER DRESS WHITE JACKET, 36-52, S-R-T-XT \$137.00
- MEN'S DINNER DRESS NAVY BLUE JACKET, 35-52, S-R-T-XT \$155.00
- MEN'S DINNER DRESS NAVY BLUE TROUSERS, 28-48, S-R-T-XT \$ 59.00
- MEN'S REEFER COAT, 32R-52XL - PLUS COST OF BUTTONS (\$1.70 EA)  
\$134.05
- WOMEN'S REEFER COAT, 6R-2XL - PLUS COST OF BUTTONS (\$1.70 EA)  
\$128.30
- WOMEN'S DINNER DRESS WHITE JACKET, SP4-28WT \$147.00
- WOMEN'S DINNER DRESS SHIRT (PLEATED W/TIE), LS, UP TO 46X34 \$ 34.00
- CUFF LINKS (BRUSHED SILVER) FOR ABOVE DRESS SHIRT (will need two pairs) \$5.00
- STUDS (BLACK) FOR ABOVE DRESS SHIRT (will need two pairs) \$ 9.09
- WOMEN'S DINNER DRESS SKIRT (LONG) 4-24 WR \$ 90.00
- WOMEN'S SERV. DRESS WHITE SHIRT, SMALL SIZE \$ 25.50
- WOMEN'S SERV. DRESS WHITE SHIRT, LARGE SIZE \$ 27.00

This pricing information is included for Auxiliary members who meet this criterion. All Auxiliarists can continue to order their formal uniforms from the U.S. Navy Uniform Support Center. Auxiliarists are not granted access to NEX web site per the Department of Defense directive.

**U.S. COAST GUARD ACADEMY CLOTHING LOCKER**

15 MOHEGAN AVENUE  
NEW LONDON, CT 06320-4195  
PHONE: (860) 444-8300

**WALK IN ONLY**

No mail orders at this time. Auxiliarist's personal VISA and MasterCard are accepted. There is also an Exchange, the Cadet Book Store, and the Uniform Store at this location. The Clothing Locker has USED but still serviceable uniforms at half-price. The Clothing Locker is in the north end of Chase Hall and is only open during the week. The Exchange is in Johnson Hall and does have some Auxiliary items. Size and selection at the Clothing Locker is geared toward the aspiring Coast Guard officer candidate. If you are near military weight, you will find plenty of good items at the Clothing Locker. Call before visiting since local operations can affect the days and hours the Clothing Locker is open.

**HOURS**

Monday through Friday 0700-1500 EDT

## OTHER RESOURCES

**IMPORTANT NOTE:** Information regarding the availability of uniform items from commercial vendors is provided for the members' convenience and does not constitute an endorsement of those vendors or their products by the U.S. Coast Guard Auxiliary.

### **THE BENT NEEDLE**

1444 COMMERCIAL STREET  
ASTORIA, OR 97103  
PHONE: (503) 325-0638  
[www.bentneedle.net](http://www.bentneedle.net)

Name tapes-Cotton  
Name tapes-Rip Stop  
Collar Insignia  
Coxswain device

### **DEEBEE's TAILORING & CLEANERS**

2064 LINCOLN AVE  
ALAMEDA CA 94501  
PHONE: (510) 522-1531  
[dbtailor@hotmail.com](mailto:dbtailor@hotmail.com)

Name Tapes  
Collar devices  
Coxswain Device

### **KINGFORM CAP COMPANY**

121 NEW SOUTH ROAD  
HICKSVILLE, NY 11801-5230  
PHONE: (516) 822-2501  
FAX: (516) 822-2536

### **LIGHTHOUSE UNIFORM COMPANY**

1532 15TH AVENUE WEST  
PO BOX 19213  
SEATTLE, WA 98119  
PHONE: (800) 426-5225  
FAX: (206) 282-5662  
[Light@LighthouseUniform.com](mailto:Light@LighthouseUniform.com)

### **MUSTANG SURVIVAL PRODUCTS**

[mustangsurvival.com/professional/coast-guard](http://mustangsurvival.com/professional/coast-guard)

### **ULTRA THIN RIBBONS & MEDALS**

P.O. BOX 7161  
MOORE, OK 73153  
PHONE: (800) 758-7265

**UNIFORM NAMETAPE COMPANY**  
5701 SOUTH DALE MABRY HIGHWAY  
TAMPA, FL 33611  
PHONE: (800) 237-0011 (outside Florida)  
PHONE: (813) 839-6737  
[www.uniformnametape.com](http://www.uniformnametape.com)

Name tapes  
Collar devices  
Coxswain device

**VANGUARD (East)**  
1172 AZALEA GARDEN RD  
NORFOLK, VA 23502  
Order online or phone  
PHONE: (800) 221-1264  
FAX: (757) 857-0222  
[vanguard@vanguardmil.com](mailto:vanguard@vanguardmil.com)

Coxswain device  
Collar device  
Aux OP device  
Other devices

## **ADDITIONAL ONLINE RESOURCES**

- General info <http://www.uscg.mil/auxiliary/cginfo/uniforms/default.asp>
- CG/AuxA <http://www.shopauxiliary.com/>

## IMPORTANT NOTES

Vendors selling uniform items such as name tapes and insignia have provided samples that were found to be acceptable. Cloth name tapes and collar devices can be sewn on the Dark Blue Working Uniforms, the Operational Dress Uniform, and the Auxiliary Jumpsuit. The sew-on Coxswain insignia is approved for wear on the Working Blue and ODU Uniform. You can obtain the sew-on devices from the same vendors that are listed for the collar insignia as well as other sources that supply CG bases and training centers. Companies authorized to sell sew-on uniform insignia are the ANSC (Auxiliary National Supply), Exchanges, and Vanguard.

It is suggested that, when ordering name tapes, you provide the vendor with the width of your shirt pocket to ensure that the name tapes sent will extend to the edges of the pocket (but not beyond) when it is sewn on. You should have enough material to turn the edges under before sewing the name tapes on your uniform. If the edges are not sewn under, they will fray when washed.

For the safety of members participating in operations missions, be sure to wear the sew-on cloth tapes when wearing a personal flotation device (PFD), as the regular name tags and insignia can easily become snagged on the mesh liner and cause injury to the wearer.

Phone orders are accepted from the companies listed above. All accept the credit cards listed. Member collar devices are available as well as officer devices. One word of caution, however; anyone sewing on officer collar devices may have to change them or wear an alternate shirt if they crew on a Coast Guard vessel or with Coast Guard Aviation. In that case, all that should be worn are member devices so as not to confuse the active duty Coast Guard personnel.

**ALWAYS call for pricing for all vendors.**



## **CARE AND MAINTENANCE OF AUXILIARY UNIFORMS**

Uniforms are a big investment, and with conscientious care, they can truly last for years and can be a pleasure to wear. The best way to make uniforms last and keep them looking sharp is to give them proper care. Keep them cleaned, and on hangers when possible. No matter how well a new uniform fits, it will lose its shape, especially coats, if the pockets bulge with odds and ends. Trousers should never be tossed over a chair but hung to keep the press in. Use hangers specially made for pants, and hang them with empty pockets and no belt. As a rule of thumb, clean your tailored trousers every second or third wearing. More casual pants (cotton) could use a more frequent cleaning. Brush them in between cleanings. We recommend turning cotton trousers inside out before washing and drying to cut down on undue abrasion. Damp clothing should be carefully hung and smoothed out to avoid wrinkles as it dries.

### **SILVER LACE, CAP DEVICES, AND BUTTONS**

Silver lace, or braid, will tarnish and is best cleaned by an experienced tailor. However, most uniform shops sell a commercial cleaner that will remove light tarnish. Embroidered cap devices and other insignia may be kept bright by light brushing with a small brush and ammonia diluted in water. This should be done at the first signs of tarnish. After heavy discoloration, the device cannot be restored to its original condition. Metal cap devices can be kept bright by using soap and water or polishing the silver with any silver polish.

### **SINGE MARKS**

A singe mark can be removed by rubbing vigorously with the flat side of a silver coin. Some singe marks can be removed by sponging with a 3 percent solution of hydrogen peroxide and drying in direct sunlight. Never use this treatment on wool or dyed fabrics. Cuts, burns, or moth holes can be rewoven by a skillful tailor, who takes thread from another part of the garment; the shiny spots on serge can be removed by first sponging with a 1:20 solution of ammonia, then covering with a damp cloth, pressing with a hot iron, and rubbing gently with "00" sandpaper or emery cloth, but it's best to let an experienced tailor do this.

### **MEDALS**

The surfaces of decorations are protected with an oxidized satin finish and a lacquer coating. They will not tarnish, and need no polishing; polishing may remove the finish. Medals may be cleaned with soap and water. The ribbons may be dry-cleaned, or replaced.

### **MOTHS**

The best way to discourage moths is to brush clothing frequently and expose it to sunshine and fresh air when possible. If clothing is to be stored for any time, pack items in airtight plastic bags with camphor balls, naphthalene, or cedar wood.

### **MILDEW**

New mildew can be washed out with cold water. Old stains in white cotton can be removed with a household laundry bleach.

## **STAINS**

It is possible to stain a uniform with anything from alcohol to zinc chromate, but if you know what made the stain, an expert cleaner can remove it. In the way of first aid to a uniform before it goes to the cleaner, try soap and water—cool water for wool and warm water for cotton.

Dress uniforms should always be professionally dry-cleaned. Never apply a hot iron directly to dress uniforms; if pressing is required between dry-cleaning, place a damp cloth over the area to be pressed prior to ironing. When caring for all uniforms, always look for care and cleaning instructions on the label, and follow them strictly.

The following specific hints may assist you in the general care of uniform items:

### **OIL OR GREASE**

Put clean cloth or absorbent paper under the garment, apply commercial cleaning fluid (or lighter fuel) to the stain, and tamp it, driving the oil or grease through to the cloth or paper. If the stain is heavy, shift the cloth to a clean place and use more cleaning fluid. To avoid a ring around the stain, wet a clean cloth with cleaning fluid and sponge lightly, working outward from the center of the area.

### **PAINT**

Fresh paint should be handled as if it were oil or grease. Once it is dry and hard, the uniform should be sent to a professional cleaner. If this is not possible, apply turpentine and let it stand for an hour, then use a spoon or some other blunt object to break up the paint and flush it out as done for oil and grease. (Never rub when spotting fabric; this will leave a chafed area, with subsequent damage to color and weave. Always use a tamping action with a brush.)

### **PARAFFIN OR WAX**

Put blotting paper over the spot and apply a hot iron. Continue, using clean blotting paper, until the spot is soaked up

## **CARE OF OPERATIONAL DRESS UNIFORM SHIRTS**

Pre-shrink U.S. Coast Guard Auxiliary Tapes and Name Tapes before sewing them onto your ODU or Working Blue uniforms. Rinse each tape in warm water for 2 minutes and lay them out flat to dry. In other words, if you get a new shirt and new name tape, throw both into the washer/dryer a few times before you actually get the tapes affixed to the shirt. The reason for this is that the shirt and tape may not wear the same way, and you might end up with a nametape that makes the shirt all wrinkly around the edges. The wash process should be done at least 3-4 times before you sew-on the tapes.

## **DEVICES USE AND MAINTENANCE TRICK FROM MEMBERS**

Nametags, ribbons, and certain devices can be prevented from “flopping” by using a backing. This makes your uniform shirts look “high speed”. Exchanges carry backing material, which you wear inside the shirt, cut to the device size. As an alternative, use thin white cardboard or plastic, such as that from a margarine container lid.

## **SHIRTS - PUTTING CREASES IN YOUR SHIRTS**

Military creases are not required but may be worn at the member’s option. For military creases, you do not need the dry cleaner! It’s easy! On the front of the shirt, iron a crease straight up and down centered through the pocket flap buttons from the collar to the tails/bottom. Thus, you will end up with 2 creases down the front of the shirt. Needless to say the “point” of the crease faces outwards.

For the back of the shirt, find the center of the shirt, and crease from about 2 inches below the collar (the yoke) to the bottom. Once that is ironed, carefully pick up the shirt and align the two side seams, which help you find the exact center of the shirt. That is dampened and ironed. The two side seams are established as near to half way between the center crease and the sleeve seam as possible. A quick spray (use spray bottle with tap water), and then fold a line parallel to the center crease. Repeat for the other side of the shirt. The “secret” is to only iron the crease, about 1 inch of material, not the entire area. This helps you avoid over ironing a part of the shirt that might be under the area that you are ironing. Another version is to take a dollar bill and place it spread out lengthwise to each side to find the side creases. These creases will begin about an inch lower than the primary creases and go to the bottom. Thus, you will end up with three back creases.

**NOTE:** Sewn-in military creases are not authorized. Don’t forget to press the sleeves

## **SHOES/BOOTS**

Keep your black shoes shiny! Total investment under 5 dollars. Here’s how: The Exchanges should have a few things you need: Polish, a Shoe Brush, and a Rag. Read the directions on whatever black polish you pick. If they differ, follow their directions, not mine. Basically, you apply a thicker layer first, allow it to dry for a few minutes, then brush that layer to create the base. Not much shine will appear after this layer. Then, you apply a thin layer. You don’t need to let it dry. By gently sprinkling water on the new layer, then buffing it with a soft cloth, you will begin to develop a nice shine. You can repeat a few times if necessary. The only caveat in this process is if you go too crazy with the buffing, you’ll actually over buff your shoes, lose the shine, and have to start over.

## UNIFORM CONSISTENCY and CONFORMANCE

It is important to keep a sharp military appearance when in uniform. A poor uniform may reflect poorly on you, but that's the least of the reasons for wearing a properly coordinated uniform. An uncoordinated uniform reflects poorly on the United States Coast Guard, the Reserve, the Auxiliary, and the military in its entirety.

Pencils, pens, watch chains, pins, combs, smoking material, or jewelry (i.e. necklace/chains except for rings) are not to be worn or carried exposed on a uniform. Wristwatches and identification bracelets are permitted. Earrings are prohibited for men in uniform under any circumstances, and are prohibited in civilian clothing aboard any vessel, aircraft, or on any military installation, or when directed to wear civilian clothing while on official duty. No other type of body piercing ornamentation is authorized for men or women. Women can wear only one (not multiple) pair of earrings at a time, ¼ inch maximum size round ball-style in gold, silver or pearl are authorized with all uniforms: when formal or dinner dress uniform is worn, ¼ inch maximum, diamond earrings are authorized.

The bottoms of trousers or slacks should touch the shoe tops from instep rearward. The socks must not be exposed when the wearer is standing.

Men's hair should be neat and clean, not touch the collar, (not square-back) and be away from the ears. Back of women's hair may touch but not fall below the bottom edge of the collar. Women's hair shall not show under the front brim of the cap or extend below the eyebrows when headgear is removed. A single ponytail is authorized for female members, as long as it does not detract from the uniform, extend beyond the top of the collar, exceed the bulk limit, or interfere with the wearing of headgear. No more than one braid shall be worn in the hair. Afro, natural, bouffant, and other similar hairstyles are permitted, but exaggerated styles, including those with excess fullness or extreme height are not authorized. Eccentric styles or colors may not be worn while in uniform or in a duty status. Varying hairstyles are permitted provided these styles meet the criteria of bulk and do not interfere with the proper wearing of military headgear.

Throughout your Auxiliary career, there will be many opportunities to wear your uniform. You must have a clean, pressed uniform and meet personal appearance standards. Women's skirt hemline should end at crease in back of knee but can go no lower than 2 inches below the crease. Handbag style should be hand/over shoulder but can be shortened to wear over arm.

Windbreaker jackets are authorized for use with the tropical, winter dress, undress, and working uniforms. When worn, the jacket shall be zipped at least ⅔ the way up.

Wooly Pulley and Cardigan Sweaters may be worn with Service Dress Blue, Tropical Blue, Undress, and working uniforms. They cannot be worn as OUTER WEAR, on commercial transportation, parade, etc. They may be worn inter-office or inter-building only. Men should wear only V-neck white undershirts with the Tropical Blue, and working blue uniform. With all open neck shirts (except flight suits and the ODU) your undershirt or garment should not be showing. ODUs require a blue crew neck undershirt that does show. It is available for purchase from the UDC. Are all your buttons buttoned (dress jackets are only worn buttoned, never open and hanging loose); is your hair too long and untidy; are your shoes shined; your hands should not be in your pockets; are your trousers pressed to show the crease front and back; if outdoors— is your cap or hat on (it should be)?

## **AFTERWARD**

Suggestions are appreciated and considered. Send to DVC-HX. Because we add some of your suggestions and because the Coast Guard Auxiliary regulations change, the UPG is constantly being updated. You may wish to periodically confirm you have the most current information, by going to the Human Resources Directorate website or the Uniform Division web page and click on the UPG link. All updates are done on an as-required basis.

## **TO PONDER**

You represent the United States Coast Guard, Coast Guard Reserve, Coast Guard Auxiliary, and the Civilian Coast Guard Family. This is a huge responsibility as a member of the Coast Guard Auxiliary to live up to. The public (our customers) will be watching, and your appearance will affect people's attitudes toward you, your mission, and, more importantly, the United States Coast Guard Mission.

The uniform worn by Auxiliary members is that of the United States Coast Guard.  
*Please wear the Auxiliary Uniform smartly and proudly!*

***SEMPER PARATUS***

## APPENDIX – ALAUX and ALCOAST Affecting Uniforms

[CHDIRAUX-L] COAST GUARD EXCHANGE ANNOUNCES NEW ONLINE STORE AVAILABLE FOR USCG AUXILIARISTS 04/13

Office of Auxiliary (CG-5421)

*Tue Jun 21 21:23:12 EDT 2011*

1. The following release was issued earlier today by the Coast Guard Community Services Command which oversees management of Coast Guard Exchanges (CGX). It announces a well-deserved and valuable change to Auxiliarists' CGX privileges:

As volunteer shipmates, the Coast Guard Auxiliary has been vital in the Coast Guard's ability to provide safety and security for citizens, ports, and waterways. With nearly 32,000 men and women, the Coast Guard Auxiliary is a unique volunteer organization that carries out an array of responsibilities, touching almost every facet of America's maritime environment as we continuously balance our missions that emerged as a result of a post-9/11 era.

Just like Coast Guard active duty and reserve, Auxiliarists are deserving of the best we can offer. Shopping at the Coast Guard Exchange (CGX) offers savings directly to the pocketbook of Coast Guard Auxiliarists. More than just tax-free shopping, price comparisons show that CGX offers an average savings of 20% or more when compared to private sector retailers "outside the gate."

Recognizing that many Auxiliarists don't live near a CGX and aren't able to take advantage of what they've earned, CGX is proud to announce the opening of its online store at [www.shopCGX.com](http://www.shopCGX.com). Shopping online brings the savings and tax-free values of Coast Guard Exchange to every Auxiliarist, and it's as close as your computer, tablet or smart phone.

To place orders online, Auxiliarists will click on the "Checkout" tab on the upper right hand corner of their computer screen after they've selected all the items that they wish to purchase. A welcome window will appear inquiring if the customer is a U.S. Coast Guard Auxiliarist. Auxiliarists are to check the box "If you are a USCG Auxiliarist, please check this box." The window will then show two boxes, in which Auxiliarists are to enter their member number in one box and their Auxiliary member zone password (the same password that is utilized for Aux Directory/Aux Officer) in the other. After their identification and membership has been entered and verified, they'll be free to make purchases at their convenience!

## Uniform Procurement Guide

There are over 500 individual products now available at [www.shopcgx.com](http://www.shopcgx.com) including computers, tablets, headphones, iPods and mp3 players and other small electronics, sunglasses, fragrances, and of course Coast Guard apparel and gifts. And when you shop on line at [shopCGX.com](http://shopCGX.com), a portion of every sale supports your Coast Guard Morale, Well-being, and Recreation (MWR) programs. In fact, over the last 10 years, CGX has contributed over \$22.7M to Coast Guard MWR programs.

More products will be continuously added to [shopCGX.com](http://shopCGX.com), but we need your feedback to keep growing. Contact us directly on Facebook [www.facebook.com/coastguardexchange](http://www.facebook.com/coastguardexchange) or by email at [customerservice@shopcgx.com](mailto:customerservice@shopcgx.com). We want to hear from you.

As CGX stores continue their mission to remodel and renovate their existing stores, we've invested over \$22M over the past 10 years to provide our Coast Guard shipmates and their families the shopping experience they want and deserve. It's our way of thanking you for your service and dedication to the Coast Guard.

CGX is part of the United States Coast Guard Community Services Command with a vision to be your destination of choice for Exchange and MWR benefits. Our mission is to deliver outstanding value, service, and convenience to the Coast Guard family and support the readiness and retention of those who protect and defend the homeland.

**[CHDIRAUX-L] AUXILIARY UNIFORM GUIDANCE 015/11****Office of Auxiliary (CG-5421)***Tue Jun 21 21:23:12 EDT 2011*

1. Coast Guard uniform policies were recently changed as described in ALCOAST 291/11. Although considerable latitude was provided to minimize the impacts of these changes on Auxiliary uniform policies, several changes to Auxiliary uniform policies are appropriate in order to sustain a high degree of servicewide continuity. The following provisions summarize the main impacts on and resultant effective changes to Auxiliary uniform policies stemming from that ALCOAST. Due to the nature and breadth of uniform policies, not all uniform policy impacts to all sections of Chapter 10 of the Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series) can be described in this message. Additional detailed changes will be included in the forthcoming revision to that manual.

## 2. Primary Uniform Policy Changes

**a. Service Dress Blue (SDB) uniform:**

- (1) May be worn year-round for business within the Coast Guard and for special occasions where the civilian equivalent is coat and tie.
- (2) Authorized for wear in a travel status pursuant to Coast Guard assignment to duty.
- (3) Prescribed outer wear with the SDB are the bridge coat or trench coat with combination cap. The overcoat, reefer coat, foul weather parka (FWP), garrison cap, and Air Force cold weather cap will no longer be authorized for Auxiliary wear with the SDB uniform as of December 31, 2012.
- (4) The windbreaker may be worn in lieu of the SDB coat except when the SDB coat is more appropriate for an occasion. Auxiliarists shall conform to Coast Guard unit policies regarding such wear whenever interacting with or representing the unit.

**b. Tropical Blue uniform:**

- (1) May be worn year-round for appropriate assignments to duty. It may be worn in lieu of the SDB, but not to functions where civilian dress is coat and tie.
- (2) Authorized for wear in a travel status pursuant to Coast Guard assignment to duty.
- (3) Prescribed outer wear with the Tropical Blue uniform are the windbreaker and trench coat with combination cap or garrison cap (ball caps of any type are not authorized for wear with the Tropical Blue uniform). The overcoat, reefer coat, and work jacket will no longer be authorized for Auxiliary wear with the Tropical Blue uniform as of December 31, 2012.
- (4) The FWP may be worn with the Tropical Blue uniform if adverse environmental conditions dictate the need for this heavier outer wear (such wear shall be limited to necessary occasions or periods). Auxiliarists shall otherwise conform to Coast Guard unit



policies regarding such wear whenever interacting with or representing the unit.

**c. Winter Dress Blue (WDB) uniform:**

- (1) May be worn between November 1 and March 31 for general office wear, visits to Coast Guard units, and appropriate assignments to duty. It is the basic cold climate, non-operational uniform and may be worn in lieu of the SDB, but not to functions where civilian dress is coat and tie.
- (2) Authorized for wear in a travel status pursuant to Coast Guard assignment to duty.
- (3) Prescribed outer wear with the WDB are the windbreaker, bridge coat, or trench coat with garrison cap or combination cap (ball caps of any type are not authorized for wear with the WDB uniform). The overcoat, reefer coat, and Air Force cold weather cap will no longer be authorized for Auxiliary wear with the SDB uniform as of December 31, 2012.
- (4) The FWP may be worn with the WDB if adverse environmental conditions dictate the need for this heavier outer wear (such wear shall be limited to necessary occasions or periods). Auxiliarists shall otherwise conform to Coast Guard unit policies regarding such wear whenever interacting with or representing the unit.
- (5) The developmental WDB shirt with permanent silicone creases shall not be authorized for Auxiliary wear until approved by the Coast Guard Uniform Board as a standard seabag item.

**d. Operational Dress Uniform (ODU):**

- (1) May be worn year-round primarily as a field utility and watchstanding uniform, and may be worn in an office environment.
- (2) Auxiliarists shall carefully consider the appropriateness of ODU wear in settings that are highly representational in nature, where the type of interaction with the public dictates more formality, or settings in an interagency environment. In DoD, joint or inter-service environments, wear of the ODU should align with the DoD equivalent uniform of the day. The ODU should not be worn for visits to civilian agencies or non-Coast Guard organizations unless the prescribed uniform of the day is the ODU or DoD equivalent at the visit site. However, in some cases the ODU may be appropriate due to the operational nature of the visit or the nature of the work to be performed. The ODU may be worn for commuting to and from duty assignments, using either private or public forms of transportation. Auxiliarists shall otherwise conform to Coast Guard unit policies regarding such wear whenever interacting with or representing the unit.
- (3) Prescribed outer wear with the ODU is the FWP with the standard Auxiliary ball cap (or Coast Guard unit ball cap, if authorized due to the nature of support provided to the Coast Guard unit), knit watch cap, or the Auxiliary sun (Tilley) hat. The windbreaker, work jacket, trench coat, wooly-pully, cardigan sweater, and blue

working utility cap will no longer be authorized for Auxiliary wear with the ODU as of December 31, 2012.

- (4) Shoes that are worn with the ODU shall be well-blackened 8-inch or 10-inch safety boots. When worn in an office, boots shall be shined. Excess laces shall be tucked away so they cannot be seen. The boat shoe (dark blue or brown leather, low cut of moccasin type construction with functional rawhide lacing, brass eyelets, and non-marking sole) is an authorized option for Auxiliarists, regardless of type ODU that is worn (regular or Hot Weather Uniform).
- (5) Auxiliarists are authorized to remove the ODU blouse when engaged in demanding, prolonged operations in high temperatures. In all such cases, the Coast Guard dark blue crew neck T-shirt shall be worn stenciled or embroidered with the words "USCG AUXILIARY" across the front left chest in white ¾-inch tall block-style letters. It shall be in good condition with no tears or stains. It may be 100 percent cotton or may be made of a cotton-polyester blend to facilitate moisture wicking. This relaxed ODU wear is not intended for routine wear in the office environment or public. It is not authorized for wear while commuting to and from duty assignments, including in private vehicles. Auxiliarists shall otherwise conform to Coast Guard unit policies regarding such wear whenever interacting with or representing the unit.
- (6) All Auxiliarists shall pay particular attention to appearance while wearing the ODU. The ODU shall be serviceable, well-maintained, clean, and not faded or discolored.
- (7) The tucked ODU shall remain authorized for Auxiliary wear until no longer serviceable.

**e. Hot Weather Uniform:**

- (1) Though no longer authorized for active duty personnel, the Hot Weather Uniform remains authorized for Auxiliary wear.
- (2) The prescribed shirt for the Hot Weather Uniform is the Coast Guard dark blue crew neck T-shirt shall be worn stenciled or embroidered with the words "USCG AUXILIARY" across the front left chest in white ¾-inch tall block-style letters. It shall be in good condition with no tears or stains. It may be 100 percent cotton or may be made of a cotton-polyester blend to facilitate moisture wicking. The Auxiliary operations polo shirt may be worn with this uniform as an alternative (note - the Auxiliary operations polo shirt may be worn as an alternative to the Coast Guard working blue uniform shirt, the ODU top, and the Hot Weather Uniform shirt). Additionally, the Vessel Examiner shirt may be worn with this uniform as an alternative when conducting vessel safety checks. The standard Coast Guard light blue (Air Force) short sleeve shirt (undress blue) and the standard Coast Guard dark blue short sleeve shirt (working blue) will no longer be authorized for Auxiliary wear with the Hot Weather Uniform as of December 31, 2012.

## Uniform Procurement Guide

3. ALCOAST 291/11 also conveyed the Coast Guard Uniform Board's concern about several other items, as addressed below:

**a. Ball Caps:**

- (1) In support of the Uniform Board's determinations, only three sources of ball caps for Auxiliarists are authorized: the Coast Guard Auxiliary Center (AUXCEN), the Coast Guard Uniform Distribution Center (UDC), and the Coast Guard Exchange System (CGES).
- (2) The standard Auxiliary ball cap worn by Auxiliarists shall conform to the provisions of ALCOAST 291/11 that deal with material, circumstances for wear, and general appearance.
- (3) Oak leaves and acorns (aka, scrambled eggs) will no longer be authorized for wear on any ball cap worn by Auxiliarists as of December 31, 2012.
- (4) Insignia wear and markings on the standard Auxiliary ball cap shall remain as otherwise prescribed in the Auxiliary Manual.

**b. Liners:** The Foul Weather Parka FWP liner or other liners are not authorized as a standalone jacket.

**c. Women's Uniform Items:**

- (1) The tiara is not authorized as an optional item for women's dress uniforms.
- (2) Pumps are an optional item for women's dress uniforms and shall be worn in accordance with provisions of the Auxiliary Manual.

ALCOAST 291/11

COMDTNOTE 1020

**SUBJ: HONORING OUR PROFESSION - UNIFORM GUIDANCE AND RESULTS OF UNIFORM BOARD NO. 44**

- A. AUXILIARY MANUAL, COMDTINST M16790.1 (SERIES)
  - B. UNIFORM REGULATIONS, COMDTINST M1020.6 (SERIES)
  - C. MARITIME LAW ENFORCEMENT MANUAL, COMDTINST M16247.1 (SERIES)
1. THE COAST GUARD UNIFORM IS A SYMBOL OF OUR UNIQUE HERITAGE AS AN ARMED SERVICE AND MUST ALWAYS REFLECT THE PRIDE WE SHARE AS COAST GUARDSMEN. COMMON CONFIGURATION AND UNIFORMITY ARE CORE TO MAINTAINING A PROFESSIONAL MILITARY APPEARANCE BOTH INDIVIDUALLY AND AS AN ORGANIZATION. IT IS FIRST AND FOREMOST, THE MEMBERS RESPONSIBILITY TO ALWAYS LOOK SHARP IAW UNIFORM STANDARDS. UNIFORM APPEARANCE IS A LEADERSHIP PRIORITY. LEADERS ARE RESPONSIBLE FOR ENSURING PERSONNEL WEAR UNIFORMS WITH CONSISTENCY, PROFESSIONALISM, AND PRIDE. OVER THE YEARS, CG UNIFORM REGULATIONS HAVE EXPANDED THE NUMBER OF OPTIONS FOR UNIFORM WEAR, WHICH IN SOME CASES HAS CAUSED CONFUSION AND INCONSISTENCY FOR OUR COAST GUARD MEN AND WOMEN. THIS INCONSISTENCY HAS CREATED A CULTURAL TREND THAT HAS LED TO UNIT AND INDIVIDUAL MODIFICATION AND SUBSTITUTION OF UNIFORM ITEMS, SOME UNAUTHORIZED. THIS CULTURE MUST CHANGE. UNDER THE COMMANDANTS GUIDING PRINCIPLE OF HONORING OUR PROFESSION, IN THE MONTHS AHEAD THE UNIFORM BOARD WILL UNDERTAKE AN EFFORT TO TIGHTEN UP UNIFORM STANDARDS AND FIND WAYS TO PROMOTE CONSISTENCY IN OUR UNIFORM REGULATIONS.
  2. COMMANDERS, COMMANDING OFFICERS AND OFFICERS IN CHARGE ARE RESPONSIBLE FOR THE APPEARANCE AND UNIFORMITY OF UNIT PERSONNEL AND SHALL PRESCRIBE THE UNIFORM OF THE DAY, USING SUCH TOOLS AS THE PLAN OF THE DAY, PLAN OF THE WEEK OR UNIT INSTRUCTION. OUR PRIDE AND SERVICE CULTURE ENCOURAGE AND REQUIRE US TO CORRECT UNIFORM DISCREPANCIES WHEN OBSERVED. AS A REMINDER, PERSONNEL INSPECTIONS REMAIN AN EFFECTIVE METHOD TO MAINTAIN UNIFORM CONDITION AND APPEARANCE ACROSS OUR SERVICE, AND SHOULD BE CONDUCTED WITH REGULARITY. USCG AUXILIARY UNIFORMS SHALL BE WORN AS PRESCRIBED IN CHAPTER 11 OF REFERENCE (A).
  3. THE COAST GUARD HAS FOUR BASIC UNIFORMS THAT MAKE UP THE UNIFORM OF THE DAY:
    - A. **SERVICE DRESS BLUE (SDB)** MAY BE WORN YEAR-ROUND FOR BUSINESS WITHIN THE COAST GUARD AND FOR SOCIAL OCCASIONS WHERE CIVILIAN EQUIVALENT IS COAT AND TIE. THE SDB IS AUTHORIZED FOR WEAR IN A LIBERTY OR TRAVEL STATUS. AUTHORIZED OUTER WEAR WITH SDB: BRIDGE COAT OR TRENCH COAT WITH COMBINATION CAP. EFFECTIVE IMMEDIATELY THE GARRISON CAP AND FOUL WEATHER PARKA (FWP) ARE NOT AUTHORIZED FOR WEAR WITH THE SDB UNIFORM. AS A REMINDER, REFERENCE (B) ALLOWS MEMBERS TO WEAR THE WINDBREAKER IN LIEU OF THE SDB COAT EXCEPT WHEN THE SDB COAT IS MORE APPROPRIATE FOR AN OCCASIONS FORMALITY. COMMANDERS, COMMANDING OFFICERS, AND OFFICERS

IN CHARGE SHALL DETERMINE WHEN WEARING THE WINDBREAKER IS APPROPRIATE TO ENSURE UNIFORM CONSISTENCY AND PROFESSIONALISM.

- B. **TROPICAL BLUE UNIFORM** MAY BE WORN YEAR-ROUND FOR GENERAL OFFICE WEAR AND VISITS BETWEEN COMMANDS. IT MAY BE WORN IN LIEU OF SDB, BUT NOT TO FUNCTIONS WHERE CIVILIAN DRESS IS COAT AND TIE. THE TROPICAL BLUE UNIFORM IS AUTHORIZED FOR WEAR IN A LIBERTY OR TRAVEL STATUS. AUTHORIZED STANDARD OUTER WEAR WITH THE TROPICAL BLUE UNIFORM IS THE WINDBREAKER OR TRENCH COAT WITH COMBINATION CAP OR GARRISON CAP. COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN CHARGE RETAIN THE AUTHORITY TO PRESCRIBE THE FWP FOR WEAR WITH THE TROPICAL BLUE UNIFORM IF ADVERSE ENVIRONMENTAL CONDITIONS DICTATE THE NEED FOR THIS HEAVIER OUTER WEAR. COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN CHARGE SHALL DETERMINE WHEN WEARING THE FWP WITH THE TROPICAL BLUE UNIFORM IS APPROPRIATE, SHOULD LIMIT ITS USE TO NECESSARY OCCASIONS OR PERIODS, AND SHOULD ENSURE USE IS UNIT-WIDE WHEN PERMITTED. EFFECTIVE IMMEDIATELY THE STANDARD BALL CAP OR UNIT BALL CAP ARE NOT AUTHORIZED FOR WEAR WITH THE TROPICAL BLUE UNIFORM.
- C. **WINTER DRESS BLUE (WDB)** MAY BE WORN BETWEEN 01 NOVEMBER-31 MARCH FOR GENERAL OFFICE WEAR AND VISITS BETWEEN COMMANDS. IT IS THE BASIC COLD CLIMATE, NON-OPERATIONAL UNIFORM AND MAY BE WORN IN LIEU OF THE SDB, BUT NOT TO FUNCTIONS WHERE CIVILIAN DRESS IS COAT AND TIE. WDB IS AUTHORIZED FOR WEAR IN A LIBERTY OR TRAVEL STATUS. AUTHORIZED STANDARD OUTER WEAR WITH WDB: WINDBREAKER, BRIDGE COAT OR TRENCH COAT WITH COMBINATION CAP OR GARRISON CAP. COMMANDING OFFICERS RETAIN THE AUTHORITY TO PRESCRIBE THE FWP FOR WEAR WITH THE WDB UNIFORM IF ADVERSE ENVIRONMENTAL CONDITIONS DICTATE THE NEED FOR THIS HEAVIER OUTER WEAR. COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN CHARGE SHALL DETERMINE WHEN WEARING THE FWP WITH WDB IS APPROPRIATE, SHOULD LIMIT ITS USE TO NECESSARY OCCASIONS OR PERIODS, AND SHOULD ENSURE USE IS UNIT-WIDE WHEN PERMITTED. EFFECTIVE IMMEDIATELY THE STANDARD BALL CAP AND UNIT BALL CAP ARE NOT AUTHORIZED WITH WDB. THE DEVELOPMENTAL WDB SHIRT WITH PERMANENT SILICONE CREASES IS AUTHORIZED FOR WEAR. THIS UNIFORM WILL BE ISSUED TO MEMBERS OF THE USCGA CORPS OF CADETS, AND THE NEXT UNIFORM BOARD WILL CONSIDER THE ADDITION OF THIS UNIFORM TO THE SEABAG.
- D. **OPERATIONAL DRESS UNIFORM (ODU)** MAY BE WORN YEAR-ROUND PRIMARILY AS A FIELD UTILITY AND WATCHSTANDING UNIFORM, AND MAY BE WORN IN AN OFFICE ENVIRONMENT. HOWEVER, COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN CHARGE SHALL DESIGNATE SLEEVES UP OR SLEEVES DOWN WHEN PRESCRIBING THE UNIFORM OF THE DAY, AND CAREFULLY CONSIDER THE APPROPRIATENESS OF ODU WEAR IN OFFICE SETTINGS THAT ARE HIGHLY REPRESENTATIONAL IN NATURE, WHERE THE TYPE OF INTERACTION WITH THE PUBLIC DICTATES MORE FORMALITY, OR SETTINGS IN AN INTERAGENCY ENVIRONMENT. IN DOD, JOINT OR INTERSERVICE ENVIRONMENTS, WEAR OF THE ODU SHOULD ALIGN WITH THE DOD EQUIVALENT UNIFORM OF THE DAY. THE ODU SHOULD NOT BE WORN FOR VISITS TO CIVILIAN AGENCIES OR NON-COAST GUARD ORGANIZATIONS UNLESS THE PRESCRIBED UNIFORM OF THE DAY IS ODU OR DOD EQUIVALENT AT THE VISIT SITE. HOWEVER, IN SOME

CASES THE ODU MAY BE APPROPRIATE DUE TO THE OPERATIONAL NATURE OF THE VISIT OR THE NATURE OF THE WORK TO BE PERFORMED. THE ODU MAY BE WORN FOR COMMUTING TO AND FROM WORK, USING EITHER PRIVATE OR PUBLIC FORMS OF TRANSPORTATION. AUTHORIZED OUTER WEAR WITH ODU: FWP AND STANDARD BALL CAP OR UNIT BALL CAP (AS DEFINED BELOW). ALL COAST GUARDSMEN SHALL PAY PARTICULAR ATTENTION TO APPEARANCE WHILE WEARING THE ODU. THE ODU SHALL BE SERVICEABLE, WELL-MAINTAINED, CLEAN, AND NOT FADED OR DISCOLORED. WE CONTINUE TO CLOSELY MONITOR THE IMPLEMENTATION OF THE UNTUCKED ODU AND HAVE REACHED THE RIGHT SOLUTION WITH THE LATEST VERSION. ACCORDINGLY, THE NEW DEADLINE FOR FULL IMPLEMENTATION OF UNTUCKED ODUS IS 01 JULY 2012, AFTER WHICH, TUCKED VERSIONS OF THE ODU WILL NO LONGER BE AUTHORIZED FOR WEAR.

- E. A PRACTICE THAT HAS CREPT INTO OUR SERVICE IS THE GRANTING OF CASUAL OR DRESS DOWN DAYS WHERE MILITARY MEMBERS ARE ENCOURAGED TO WEAR CIVILIAN CLOTHES IN LIEU OF THE UNIFORM OF THE DAY. THIS PRACTICE IS NO LONGER AUTHORIZED SINCE IT IS INCONSISTENT WITH PARAGRAPH 1. THIS CHANGE DOES NOT ALTER THE PROVISIONS OF REFERENCE (B) AUTHORIZING APPROPRIATE WEAR OF CIVILIAN CLOTHES FOR OFFICIAL DUTIES UNDER CERTAIN CONDITIONS.
4. RESULTS OF UNIFORM BOARD NO. 44 EFFECTIVE 01 OCT 2011 INCLUDE BALL CAPS. THE UNIFORM BOARD HAS IDENTIFIED A NEED TO ELIMINATE THE WIDE VARIETY OF STYLES AND SHADES OF BALL CAPS, PROVIDE A MORE UNIFORM APPEARANCE IN THE ODU, AND OFFER A LOWER COST, MORE AVAILABLE/REPLACEABLE COVER FOR CG PERSONNEL. THIS WILL BE ACCOMPLISHED BY AUTHORIZING ONLY TWO SOURCES (UDC AND CGES) OF BALL CAPS AND THROUGH THE INTRODUCTION OF A STANDARDIZED BALL CAP TO BE WORN IN TWO CONFIGURATIONS:
- A. CONFIGURATION 1 - USCG STANDARD BALL CAP: THIS BALL CAP WILL BE MADE OF ODU MATERIAL WITH SPECIFIC COLOR/DESIGN/CONSTRUCTION SPECIFICATIONS AND DISPLAY U.S. COAST GUARD. THE STANDARD BALL CAP WILL BE AVAILABLE ONLY THROUGH THE UDC AND CGES STORES. THESE BALL CAPS WILL BE AVAILABLE IN NOMINAL AMOUNTS BEGINNING 01 JULY. MEMBERS CAN EXPECT FULL STOCK AVAILABILITY BY 01 SEP. THIS IS THE OFFICIAL USCG UNIFORM BALL CAP FOR WEAR WITH THE ODU AT ALL TIMES AND IS REQUIRED TO BE WORN WHILE ON TDY OR VISITING OTHER UNITS/LOCATIONS OUTSIDE THE MEMBERS ASSIGNED UNIT AOR. THE METAL COLLAR INSIGNIA LISTED IN REFERENCE (B) WILL BE WORN ON THE CAP. FOR SENIOR OFFICERS, OAK LEAVES AND ACORNS (SCRAMBLED EGGS) ARE NO LONGER AUTHORIZED ON THE STANDARD BALL CAP. IN ADDITION, ALL ENLISTED MEMBERS WILL RECEIVE A ONE TIME INCREASE TO THEIR CLOTHING MAINTENANCE ALLOWANCE (CMA) IN THE COMING MONTHS TO PURCHASE THE NEW STANDARD BALL CAP.
  - B. CONFIGURATION 2 - THE UNIT BALL CAP: COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN CHARGE MAY AUTHORIZE THE WEAR OF UNIT BALL CAPS ON THEIR UNITS. THE UNIT BALL CAP WILL BE MADE OF ODU MATERIAL WITH COLOR/DESIGN/CONSTRUCTION SPECIFICATIONS (THE SAME AS THE STANDARD BALL CAP). A STANDARD UNIT NAME DISPLAY FORMAT, LETTER AND FONT TYPE/SIZE

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WILL BE SPECIFIED TO CGES AND THE SAME AS THE STANDARD BALL CAP. AS WITH THE STANDARD BALL CAP, THE METAL COLLAR INSIGNIA LISTED IN REFERENCE (B) WILL BE WORN ON THE UNIT BALL CAP. FOR SENIOR OFFICERS, OAK LEAVES AND ACORNS (SCRAMBLED EGGS) ARE NO LONGER AUTHORIZED ON UNIT BALL CAP. NO OTHER MARKINGS OR ATTACHMENTS ARE AUTHORIZED ON THE UNIT BALL CAP. THESE BALL CAPS WILL BE AVAILABLE ONLY THROUGH THE CGES. AS A REMINDER, UNIT BALL CAPS ARE NOT AUTHORIZED FOR PURCHASE USING APPROPRIATED FUNDS. COMMANDERS, COMMANDING OFFICERS AND OFFICERS IN CHARGE CAN NOT REQUIRE MEMBERS TO PURCHASE THE UNIT BALL CAP, AS THE STANDARD BALL CAP IS A SEA BAG ITEM, AVAILABLE THROUGH THE UDC, AND CAN BE WORN AT ALL TIMES WITH THE ODU.

### 5. RESULTS OF UNIFORM BOARD NO. 44 EFFECTIVE IMMEDIATELY, INCLUDE:

- A. **THE HOT WEATHER UNIFORM IS NO LONGER AUTHORIZED.** LONG ODU TROUSERS AND 8-10 INCH NON-MARKING SAFETY BOOTS ARE REQUIRED FOR SAFETY REASONS AT ALL TIMES. COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN CHARGE ARE AUTHORIZED TO ALLOW REMOVAL OF THE ODU BLOUSE WHEN PERSONNEL ARE ENGAGED IN DEMANDING, PROLONGED OPERATIONS IN HIGH TEMPERATURES. IN ALL CASES, THE COAST GUARD DARK BLUE CREW NECK T-SHIRT SHALL BE WORN EMBROIDERED WITH THE WORDS U.S. COAST GUARD ACROSS THE FRONT LEFT CHEST IN WHITE 3/4 INCH TALL BLOCK-STYLE LETTERS. THIS RELAXED ODU WEAR IS NOT INTENDED FOR ROUTINE WEAR IN THE OFFICE ENVIRONMENT OR PUBLIC. IT IS NOT AUTHORIZED FOR WEAR WHILE COMMUTING TO AND FROM WORK, INCLUDING IN PRIVATE VEHICLES. FOR USCG AUX MEMBERS, REFERENCE (A) APPLIES.
- B. REFERENCE (C) AUTHORIZES WEARING OF BROWN DECK SHOES AS BOARDING TEAM ORGANIZATIONAL CLOTHING FOR CERTAIN BOARDING OPERATIONS. BROWN DECK SHOES ARE NOT AUTHORIZED FOR WEAR WITH THE UNIFORM OF THE DAY OTHER THAN DURING ACTUAL BOARDING OPERATIONS AS DESCRIBED IN REFERENCE (C).
- C. RATING FORCE MASTER CHIEFS ARE AUTHORIZED TO WEAR THE SEW-ON RFMC IDENTIFICATION BADGE ON THE ODU.
- D. THE FWP FLEECE LINER OR OTHER LINERS ARE NOT AUTHORIZED AS A STAND ALONE JACKET AT ANY TIME. THE FWP LINER WILL BE ADDED AS A SEA BAG REQUIREMENT AND PROVIDED WITH THE FWP UPON INITIAL ISSUE. IN ADDITION, ALL ENLISTED MEMBERS WILL RECEIVE A ONE TIME INCREASE TO THEIR CLOTHING MAINTENANCE ALLOWANCE (CMA) IN THE COMING MONTHS TO PURCHASE THE FWP LINER.
- E. MINOR TAILORING TO THE ODU IS AUTHORIZED IN ORDER TO PROVIDE A BETTER FIT, HOWEVER THE ODU DESIGN MAY NOT BE ALTERED. ALTERATIONS SUCH AS PERMANENTLY SEWN ROLLED UP SLEEVES OR SEWN-IN BLOUSING BANDS ARE NOT AUTHORIZED.
- F. THE TIARA IS NO LONGER AUTHORIZED AS PART OF THE OPTIONAL ITEMS FOR FEMALE DRESS UNIFORMS.

- G. PUMPS ARE AN OPTIONAL ITEM FOR FEMALE DRESS UNIFORMS AND SHALL BE WORN AS LISTED IN REFERENCE (B).
6. INFORMATION ON ITEMS REVIEWED BY A UNIFORM BOARD IS AVAILABLE AT [HTTP://WWW.USCG.MIL/HR/UDC/](http://www.uscg.mil/hr/udc/). POLICY QUESTIONS MAY BE DIRECTED TO CWOR. ENNIS AT 202-475-5369 OR [ROCKWOOD.L.ENNIS@USCG.MIL](mailto:ROCKWOOD.L.ENNIS@USCG.MIL). THESE CHANGES WILL BE REFLECTED IN THE NEXT CHANGE TO REFERENCE (B).
7. RELEASED BY RADM RONALD T. HEWITT, ASSISTANT COMMANDANT FOR HUMAN RESOURCES.
8. INTERNET RELEASE AUTHORIZED.