

Uniform and Insignia

Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees

**This copy is a reprint which
includes current pages from
Changes 1 through 7.**

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UNIFORM AND INSIGNIA
FURNISHING UNIFORMS OR PAYING UNIFORM
ALLOWANCES TO CIVILIAN EMPLOYEES

Effective 1 October 1969

This regulation is published to consolidate Army regulations governing uniforms and the payment of uniform allowances to civilian employees, and to convert regulations to large size format. Local supplementation of this regulation is prohibited except as provided in paragraph 1-10.

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CHAPTER 1 GENERAL

1-1. Purpose. This regulation establishes standards and guidelines for furnishing uniforms or paying uniform allowances under the Federal Employees Uniform Allowance Act to Department of the Army civilian employees.

1-2. Scope. This regulation is applicable to all direct-hire civilian employees of the Department of the Army, including noncitizens, whom are to be furnished a uniform or monetary allowance in lieu thereof under the authority of the Federal Employees Uniform Allowance Act. It does not apply to civilian employees furnished special clothing or uniforms under other legal authority.

1-3. Authority. This regulation is based on the Federal Employees Uniform Allowance Act (Title IV, Public Law 83-763, as amended, 5 USC 5901-5903), as implemented by Bureau of the Budget Circular A-30, Revised, 20 August 1966; and, Department of Defense Instruction 1418.2, 5 May 1969.

1-4. Definition of a uniform. *a.* A uniform, as used herein, includes articles of distinctive clothing or insignia which an employee is required to wear as a condition of employment, normally for the purpose of identification, discipline, or other reasons relating to the performance of official duty.

b. Items not furnished or covered by a uniform allowance are

(1) Articles of apparel worn simply as work clothing, such as coveralls normally worn by painters, mechanics, freight loaders, or charwomen; safety clothing such as safety shoes and asbestos gloves; and sanitary clothing. See AR 385-32 and AR 40-5.

(2) Items such as shoes, socks, and shirts, even though they must be of a prescribed color, quality, and appearance when they are suitable to wear as items of civilian dress during off-duty hours. However, when a shirt is of a distinctive uniform appearance, as one may be when worn as an outside garment

in place of a uniform coat or blouse, it is included as an item of allowance.

1-5. Policy. Employees of the Department of the Army will not be required to wear uniforms in connection with their employment except when the wearing of a uniform is necessary for identification, discipline, or other reasons relating to the performance of their official duties. Any employee who is required to wear a uniform as a condition of employment and is not furnished a uniform or paid an allowance under other laws or regulations will be paid a uniform allowance or will be furnished a uniform under this regulation. Employees for whom a uniform is not required by this or other regulations of Headquarters, Department of the Army, who are wearing uniforms pursuant to any other instructions, will be relieved of the requirement.

1-6. Responsibilities. *a. Department of Defense.* The Department of Defense is responsible for the overall application of the Federal Employees Uniform Allowance Act in the military departments. The Department of Defense coordinates the recommendations of each of the military departments for regulatory implementation of the Act, and takes final action on any differences in requirements not resolved within 45 days after coordination with other military departments is initiated.

b. Department of the Army. Responsibilities within the Department of the Army are assigned as follows:

(1) *Deputy Chief of Staff for Personnel.* The Deputy Chief of Staff for Personnel will—

(a) Establish basic standards and guidelines for furnishing uniforms or paying uniform allowances.

(b) Consider recommendations for issuance of regulations covering additional occupational groups of employees, or changes to this regulation and take appropriate action.

(c) Refer to the Assistant Secretary of

Defense (Manpower and Reserve Affairs) for resolution, with a full statement of recommended action, any differences in requirements not resolved within 45 days after coordination with other military departments is initiated.

(2) *Staff Responsibilities.* Heads of Department of the Army staff agencies within the scope of responsibilities outlined herein will—

(a) Recommend those groups of employees under their functional jurisdiction who should be required to wear uniforms.

(b) Recommend whether or not uniform should be provided under the Federal Employees Uniform Allowance Act or under other law or regulation.

(c) Recommend the items of uniform to be required for each group of employees and whether or not uniforms should be furnished or allowances paid under the Federal Employees Uniform Allowance Act. If payment of allowances is recommended, also recommend the amount of initial and replacement allowances.

(d) Recommend, if uniforms are to be furnished in kind, standards of maintenance and repair of uniforms, requirements for return of uniforms when they are no longer required for official duty, and related requirements needed to protect the government interest.

(e) Develop and recommend regulations or changes thereto which establish the conditions for furnishing uniforms or paying uniform allowances to a specific group of employees (para 1-11).

(f) Coordinate recommended regulations or changes thereto with counterpart staff offices of other military departments to assure that consistent regulations regarding uniforms are established among the military departments. If differences in requirements are not resolved within 45 days after coordination is initiated, refer to Deputy Chief of Staff for Personnel, ATTN: Director of Civilian Personnel, Department of the Army, Washington, DC 20310, a full statement of recommended action.

(g) Recommend to the Deputy Chief of Staff for Personnel, ATTN: Director of Civilian

Personnel, action regarding issuance of new, or changes to current, regulations governing the wearing of uniforms.

(3) *Command responsibilities.* Commanding generals of major commands and chiefs of Army staff agencies exercising command supervision over field installations and activities will—

(a) Provide guidance, advice, and staff assistance to subordinate commands and installations to insure compliance with the intent and requirements of this regulation.

(b) In accordance with paragraph 1-7 a review requests submitted by installations under their jurisdiction, and forward requests given favorable consideration to the appropriate Army staff agency (para 1-12). Major oversea commanders will make final decisions on requests concerning non-United States citizen employees.

(4) *Installation commanders.* Installation commanders will—

(a) Insure that no employees are required to wear uniforms unless such requirement is established by a regulation of Headquarters, Department of the Army.

(b) Inform both supervisors and employees who are required to wear uniforms of the conditions and requirements for wearing uniforms and of the provisions made for furnishing uniforms or for payment of allowances.

(c) Insure compliance with this regulation.

(d) Issue any necessary local instructions to carry out this regulation.

(5) *Installation civilian personnel officers.* Installation civilian personnel officers will —

(a) Secure statements from employees being reassigned or transferred from other Department of Defense installations (para 1-9g(4)).

(b) Check Official Personnel Folder, Standard Form 66, of employees who are reassigned, transferred, or reemployed under the conditions set forth in paragraph 1-9g(4) for verification of the employee's statement.

(6) *Operating officials and supervisors.* Operating officials and supervisors will—

(a) Insure the employees' uniforms

meet minimum standards prescribed by this regulation.

(b) Initiate payment of allowances to eligible employees (para 1-9h(3)).

(7) *Uniformed civilian employees.* Civilian employees to whom a uniform is furnished or a uniform allowance is paid will appear for work properly uniformed.

1-7. Authorization to require uniforms. The occupational groups of employees within the Department of the Army who are required to wear uniforms under the provisions of the Federal Employees Uniform Allowance Act are listed in paragraph 1-12. The allowances, requirements, and conditions specific to each of these groups except those shown in paragraph 1-12 as being covered by Corps of Engineer Regulations, are contained in the pertinent chapter of this regulation. The authority of oversea commanders to cover non-United States citizen personnel under the Act is contained in paragraph 1-10.

a. Local commanders are delegated authority to delete uniform items because of climatic conditions, subject to coordination with heads of other military departments in the area (para 1-8a(2)). Authority to require additional groups of employees to wear uniforms, to change or add to the items required for a standard uniform, to deviate from established standards of quality of uniform items, to increase or decrease uniform allowances, or for exceptions to standards or this regulation must be requested. Requests for such authority will be submitted through command channels and to the extent appropriate, will include the following information in detail:

(1) Identification of the occupational group of employees involved.

(2) Conditions of employment which make a uniform necessary or which justify establishment of standards of quality deviating from those stated in this regulation governing the occupational group.

(3) Statement of standards covering items, color, quality, and quantity of both summer and winter uniforms.

(4) List of items, original cost of total

uniform, replacement schedule, and estimated total annual replacement cost.

(5) Reasons for any exceptions to prescribed standards or regulations.

b. The command headquarters, if it approves a request, will forward the request with recommendations to the Army Staff agency having functional responsibility over the specific group of employees involved (para 1-12). Where the functional responsibility has not been assigned, requests which the command headquarters approves will be forwarded to the Deputy Chief of Staff for Personnel, ATTN: Director of Civilian Personnel, Department of the Army, Washington, DC 20310. If the command headquarters disapproves a request, it will return to the originating installation. Major oversea commanders will make final decisions on requests concerning non-United States citizen employees.

c. When the Army Staff agency having functional responsibility (para 1-12) recommends approval of a request, it will coordinate its recommendation with its counterpart organizations in the other military departments. If the agency disapproves the request, it will return the request to the command headquarters with appropriate explanation. After a recommendation on a request has been coordinated and approved, it will be forwarded to the Deputy Chief of Staff for Personnel, ATTN: Director of Civilian Personnel, for consideration and appropriate action.

1-8. Standards. Conditions and requirements outlined below will be followed in furnishing uniforms or paying uniform allowances.

a. *Type, quality, and variation of uniforms.*

(1) The uniform will be of the most economical type which will provide adequate quality to satisfy the purpose for which the uniform is worn. Uniforms will be substantially the same throughout the military departments for identical occupational groups, except where variation is necessary because of climate, conditions peculiar to a specific locality, variations in duty or mission, or other reasonable differences in conditions of employment. Employees should purchase a sufficient number of articles to provide for cleaning and laundering.

(2) In order that unnecessary out-of-pocket expenses by employees may be avoided, the prescribed items of clothing listed in the pertinent chapter of this regulation will be the standard uniform which will be required for each employee subject to the regulation. Local commanders are authorized to eliminate prescribed uniform items when climatic conditions make such items unnecessary. Commanders will consult with heads of other military installations in the area having employees in the same occupational group before arriving at a decision to delete a required item. After reaching a decision to delete an item, the local commander will request the responsible agency (para 1-12) to adjust allowances accordingly. Requirement of additional items must be requested in accordance with paragraph 1-7.

b. Furnishing uniform.

(1) If a uniform is furnished, the total cost of the items furnished will not exceed \$125 per year for each employee.

(2) Uniforms may be procured by purchase or rental.

c. Appearance of uniforms. Employees will be required to keep uniforms in a clean and neat condition and wear them in the manner prescribed by instruction or administrative order. Under no circumstances may provision be made for the cleaning and laundering at Government expense of uniforms furnished in kind or provided for by monetary allowance under the authority of the Federal Employees Uniform Allowance Act. This will not preclude the cleaning and laundering at Government expense of uniforms furnished under other authority. Where the station laundry and dry-cleaning plant are the only available facilities, as at isolated installations, such facilities may be used to clean uniforms of employees covered under the provisions of the Act, provided employees are charged the commercial rate.

1-9. Allowances. a. General.

★(1) There will be an initial allowance and replacement allowance. The purpose of the initial allowance is to help defray the initial cost of the uniform at the time the employee

reports for duty. The purpose of the replacement allowance is to help defray the cost of replacing uniform items which are worn out as a result of normal wear. Replacement costs are based on initial item cost prorated over the estimated life of the article rather than an amount necessary to defray replacement cost of articles to be replaced within any specific year. Allowances will be paid only to those employees who are serving in positions requiring uniforms at such time as payment of allowances is authorized by this regulation. Civilians employed before the issuance date of a regulation covering their occupational category who possess uniform items that differ from those prescribed in the regulation will be permitted to wear such uniforms until replacements are required. However, supervisors will insure that any replacements are purchased according to the regulation. The effective date of the initial allowance is the date the employee is initially required to wear a uniform.

(2) Allowances paid under this regulation will not be considered as pay, salary, or compensation within the meaning of the Civil Service Retirement Act of 1930, as amended, or as wages within the meaning of section 209 of the Social Security Act, as amended, or chapters 21 and 24 of the Internal Revenue Code of 1954.

b. Amount. The amount of the initial allowance and replacement allowance within a maximum limit of \$125 per annum for each employee will be specified in regulations governing the particular occupational groups brought under the provisions of the Federal Employees Uniform Allowance Act (para 1-11).

c. Advance payment. The initial allowance and subsequent replacement allowances will be paid in advance. No employee will be required to refund an advance allowance payment. An advance payment will not be made where it is known that the employee will not occupy the position requiring a uniform for at least 30 days of the period covered by the allowance.

d. Periods covered by allowance payments. The period covered by the initial allowance is 1

year. The period covered by each replacement allowance is a fiscal quarter.

★*e. Appointment for temporary period.* An employee appointed or assigned for a temporary period exceeding 3 months but less than 1 year to a position requiring the wearing of a uniform will be required to wear only such uniform items as are determined by the commanding officer to be necessary. Further, he will be paid an initial allowance proportionate to the cost of the items required. If the employee receiving the adjusted allowance is terminated and reemployed temporarily during the year, he is not entitled to an initial allowance until after the expiration of one year from the date of his first employment. An employee will not be required to wear a uniform, and the allowance is not payable, if the appointment or assignment is for a period of less than 3 months.

f. Replacement allowances. The first replacement allowance will be payable 1 year after the effective date of the initial allowance and will be prorated from the date on which it falls due to the end of the quarter. The prorated amount due will be determined by considering all months as 30-day months, dividing the replacement allowance by 90 for a daily rate and multiplying the daily rate by days to be prorated.

(1) Subsequent replacement allowances will be payable in advance at the beginning of succeeding fiscal quarters. However, they will be proportionately reduced for continuous periods of absence in nonpay status in excess of 30 calendar days during a preceding replacement allowance period. Periods of absence in nonpay status are not cumulative; they are only considered for the effect they have on each replacement allowance. Such periods during the initial allowance period have no effect on entitlement to replacement allowance.

(2) When an employee has been in a continual nonpay status throughout a preceding replacement allowance period, for which payment has been made, no replacement allowance will be paid for the subsequent period.

★(3) Advance payment of replacement allowance will not be made when it is known that an employee will be in a continual nonpay status during the quarter or when he is in a terminal leave status at the beginning of a quarter.

g. Effect of position change on allowance.

(1) An employee who, following payment of an initial or replacement allowance, is reassigned or transferred to, or reemployed in, a position in the Department of Defense with the same uniform requirements as applied in the previous position will not be paid a further allowance until the period covered by the last allowance payment comes to an end. For example, a guard paid an initial allowance as of 1 July 1968, who transfers to a guard position at another Department of Defense activity at any time within the year, receives only a replacement allowance as of 1 July 1969.

(2) An employee who leaves a position in which he was receiving a uniform allowance and is later reassigned or transferred to, or reemployed in, a position in which an identical or a similar uniform is required will be eligible to be paid an initial allowance upon reemployment, provided that at least 1 full year has elapsed since the end of the period covered by the last allowance payment.

(3) An employee who is reassigned or transferred to, or reemployed in, a new position with different uniform requirements from those of the previous position will be paid the initial allowance appropriate for the new position. For example, a guard who was paid the initial allowance as of 1 July 1968, and who is later appointed to a Firefighters position, is paid the initial allowance of a Firefighter, as of the date he becomes a Firefighter.

(4) When an employee enters on duty at an Army installation in a position with uniform requirements and he has been employed at another Department of Defense installation within the previous year, the civilian personnel office at the new employing installation will obtain a statement from him as to whether or not he has received a uniform allowance within the previous year (para 1-6b(5)). The statement will be obtained at the time he is being processed and will indicate the position for which the allowance was paid, type of allowance (initial or replacement), period covered, and amount received. It will be forwarded to the appropriate operating official or supervisor for his use in initiating payment of uniform allowances (*h*(3) below).

h. Procedure for payment.

(1) Standard Form 1034 (Public Voucher for Purchases and Services other than Personal) and Standard Form 1035 (Continuation Sheet)

will be used in making payment of uniform allowances. Vouchers will be prepared in accordance with Chapter 4, AR 37-107.

(2) The commanding officer will designate an appropriate official as authenticating officer for the purpose of carrying out this procedure. The authenticating officer(s) will furnish the disbursing officer an authenticated specimen signature on DD Form 577 (Signature Card). See paragraph 2-57, AR 37-103.

(3) Operating officials or supervisors will notify the authenticating officer of employees under their supervision who are eligible for either an initial or replacement allowance. Such notification will be in the form of a request for payment and will be made promptly at the time each employee becomes eligible. Where a statement has been obtained from the employee (g(4) above), it will be forwarded to the authenticating officer with the request for payment.

(4) The authenticating officer will ascertain that each employee who has been indicated as eligible for an allowance by operating officials does, in fact, meet eligibility requirements. After such determination is made, the authenticating officer will prepare and certify vouchers for payment of those employees who are eligible.

(5) After the vouchers have been certified, they will be presented to the disbursing officer servicing the installation.

(6) Wherever possible, voucher transactions for the payment of allowances will be consolidated to avoid unnecessary preparation of separate vouchers. Standard Form 1166 (Voucher and Schedule of Payments) and Standard Form 1167 (Continuation Sheet) will be used when making payments in this manner.

1-10. Non-United States citizen personnel overseas. In the case of non-United States citizens employed outside the United States, its Territories and possessions, whose rates of compensation are fixed on the basis of local prevailing pay practices, the commander in chief of oversea command will determine whether or not a need exists for including these personnel under the Act. The Army commander in the oversea command will—

a. Determine and recommend to the commander in chief whether or not a specific occupational group of non-United States citizen employees in the command should be brought under the pro-

visions of this regulation and, if so, whether or not uniforms should be furnished or allowances paid.

b. Prepare an implementing regulation in accordance with paragraph 1-11 if it is recommended that a specific occupational category be covered under this regulation. When payment of a monetary allowance is proposed, the amount of the allowance will be computed on the basis of local clothing and uniform prices and will be expressed in terms of the local currency. After preparing the regulation, the oversea commander will secure coordination with the other military services within the oversea command. After coordination has been accomplished, he will submit the regulation for approval to the commander in chief of the command. When the regulation is published, the Army commander will send copies of it to the responsible Army staff agency (para 1-12) for informational purposes only. Where responsibility has not been indicated in paragraph 1-12, a copy of the regulation will be sent to HQDA (DAPE-CP) WASH DC 20310.

1-11. Implementing regulations. *a. When required.* An implementing regulation governing an occupational group of employees must be prepared and approved before the occupational group can be brought under the provisions of the Federal Employees Uniform Allowance Act.

b. Content. Regulations applicable to each group of employees required to wear uniforms under the provisions of the Federal Employees Uniform Allowance Act will—

(1) State the purpose of the regulation, define the group of employees to which applicable, and state the conditions which require that a uniform be worn.

(2) List the items of uniform. This list will include the items required, and a description of each article as to quality, color, stripes, insignia, acceptable range in weight of cloth where appropriate, or other factors. The variations allowed because of climate, season, or conditions peculiar to a locality will be indicated.

(3) State that personnel required to wear uniforms by other regulations which do not meet the standards prescribed by the implementing regulation will be permitted to wear such uniforms until replacements are required because of wear.

(4) Indicate whether uniforms are to be furnished or an allowance paid.

(5) Indicate, if uniforms are to be furnished in kind, the conditions and methods of replacing items, and the requirements for return of items by employees who no longer require them for official duty.

(6) Specify the amount of initial and replacement allowances where uniforms are not furnished in kind.

(7) Prescribe standards for appearance and conditions for wearing uniforms.

c. Annual review. Regulations, including those issued by oversea commanders, governing the wearing of uniforms by specific occupational

groups will be reviewed annually to determine that the uniform required is necessary and adequate, and that monetary allowances are in adjustment with actual costs of uniform items, and the provisions are consistent with legal and regulatory requirements.

1-12. Occupational groups covered. Table 1-1 shows—

a. The occupational groups of civilian employees of the Department of the Army who are required to wear uniforms.

b. The Army staff agency assigned responsibility for establishing uniform requirements for each occupational group.

Table 1-1

<i>Occupational group</i>	<i>Responsible agency</i>
★1. Guards	The Deputy Chief of Staff for Personnel.
2. Firefighters	The Chief of Engineers.
3. Chauffeurs	Deputy Chief of Staff for Logistics.
4. Special Service professional recreation personnel.	The Adjutant General.
5. Guides at Visitors Service Center, Arlington National Cemetery.	US Army Military District of Wash- ton.
6. Instructors at the United States Military Academy.	Deputy Chief of Staff for Personnel.
7. United States Citizens in Oversea Areas.	Deputy Chief of Staff for Personnel.
8. Rangers	Chief of Engineers (ER 670-2-1).
9. Lock and Dam Tenders ...	Chief of Engineers (ER 670-2-2).
10. Floating Plant Personnel .	Chief of Engineers (ER 670-2-3).

CHAPTER 2

CIVILIAN GUARD UNIFORMS

Section I. GENERAL

2-1. Purpose. The purpose of this chapter is to prescribe the civilian guard uniform, direct its wear by civilian guards and to authorize the payment of uniform allowances to civilian guards.

2-2. Scope. This chapter applies to civilians hired directly by the Department of the Army as guards in positions covered by US Civil Service Commission Position Classification Standards GS-085-0 (Guard Series) and GS-083-0 (Police Series). Personnel classified under these standards who have primary functions in the fields of investigation and identification are excluded from the provisions of this regulation.

2-3. Policy. *a.* The policy of the Army is that civilian guards will be uniformed for the purpose of ready identification and as an emblem of authority. The uniforms prescribed herein are the authorized standard items and combinations of clothing and insignia which comprise the uniforms authorized for duty wear by civilian guards.

b. Authority to deviate from the uniform standards and specifications prescribed in this regulation will be granted only in unusual circumstances and in accordance with paragraph 1-7.

2-4. Uniform. *a. Duty Uniform.* The duty uniform will be a complete uniform as authorized herein.

b. Standards and specifications. All guard uniforms will conform with the standards and specifications as established in section II. Each civilian guard when purchasing uniform items must ensure that all articles purchased conform in quality, design, fit, and color to these standards and specifications.

c. Protective clothing and equipment. Where the use of protective clothing and equipment is required (safety type goggles, safety shoes, safety hats, etc.), such items will be obtained through normal supply channels in accordance with AR 385-32.

d. Uniforms for women. Women employed as civilian guards will wear a uniform consisting of female items of apparel similar in material, design, and color to those prescribed for male civilian guards.

2-5. Standards of appearance. Employees should maintain a high standard of personal and uniform appearance. Uniforms will be neat, clean, well-pressed and worn in the manner prescribed in appropriate instructions or administrative orders, and will be kept buttoned and/or zipped to include pockets; and shoes will be shined and in good repair. Miscellaneous paraphernalia such as pencils, pens, jewelry, watch chains, fobs, pins, handkerchiefs, combs, cigars, cigarettes, and pipes will not be exposed on the uniform. Length of female skirts will be in accordance with current styles and in good taste.

2-6. Cap insignia and badge. The Department of Defense police/guard insignia and badge will be worn as part of the uniform while on duty. The cap insignia and badge are Government property and as such will be accountable. They will not be used for personal purposes. Necessary local safeguards to ensure against their loss, improper use, etc., will be established.

2-7. Payment of allowances. *a. Procedures.* The civilian guard uniform allowance will be paid in accordance with the provisions of paragraph 1-9.

b. Initial allowance. Payment of an initial allowance in the amount of \$125 is authorized.

c. Replacement allowance. Payment of a quarterly replacement allowance is authorized as specified below:

<i>Uniform required</i>	<i>Quarterly replacement allowance</i>
Winter and summer uniform.....	\$29
Winter uniform only.....	25
Summer uniform only.....	17

Section II. UNIFORM STANDARDS AND SPECIFICATIONS

2-8. Overcoat (fig. 2-1). Local commanders may authorize the wearing of an overcoat.

a. Cloth. Fabric will be Jersey, beaver, broadcloth or other comparable material, standard

police blue, 22- to 30-ounce. Fabric must have good color fastness to light, perspiration, and dry cleaning.

b. Style. The style will be double breasted,

length 3 inches below knee, with lapel collar, convertible style and notch lapel; body to be buttoned down the front with a double row of 45 ligne nickel buttons, eagle type, as used by Army, three buttons on each side below the roll of the lapel, top button to be approximately 1 inch below the armpit. Buttons will be spaced $6\frac{1}{2}$ inches apart and be set back 7 inches from the edge of the coat securely fastened on the inside with small 18 ligne black bone buttons. A 45 ligne black bone button will be placed under the lapel on the right side only, so that it may be used when collar is converted.

c. Edges. Edges will be double stitched one-half inch.

d. Belt hooks. Belt hooks, if necessary, will be properly placed in the back of coat.

e. Cuffs. Cuffs will have two rows of stitching one-half inch apart, the first row 3 inches from cuff edge.

f. Facing. Facing will be the same material as coat, $8\frac{1}{2}$ inches wide at the top and 5 inches at the bottom.

g. Collar and lapels. Collar convertible, notched lapel, will be $3\frac{1}{2}$ inches wide at back and tapering to notch. Notch will be $3\frac{1}{2}$ inches with opening between collar and notch not more than one-eighth inch. Collar will be cut in four pieces and closely stitched by machine through heavy canvas and have $1\frac{1}{4}$ -inch stand. Gore will be under lapels to keep collar close to neck. Undercollar will be of 16-ounce woolen material.

h. Pockets. Overcoat will have two inside breast pockets horizontal, 6 inches wide at mount, 7 inches deep, made of number 250 drill, and two outside slash pockets, one on each side of coat, mouth of pocket to be 9 inches, depth 14 inches from top of slash. Slash pocketing will be made of heavy velveteen; openings to be made through lining so as to allow free access to trouser pockets. One cash pocket will be on the left side of facing with a flap 2 inches wide curved to point in center $2\frac{1}{4}$ inches.

i. Sleeve lining. Lining will be of good quality rayon or equivalent.

j. Body lining. (Detachable lining is optional.) Full length skirt lining from waist to bottom of coat will be heavyweight black rayon or satin lining, thoroughly shrunk and felled closely around bottom leaving a 10-inch opening on the foreparts. Optionally, coat may be quilted from shoulder to

waist with yoke of good quality of heavy black satin or rayon; good grade of double thickness interlining from shoulder to waist.

k. Buttonholes. Buttonholes will be machine made.

l. Bottoms. Hems will be turned up $1\frac{1}{4}$ inches and raw edges bound.

m. Canvas. Canvas will be of hymo cloth or equivalent, to extend through shoulders and down through breast, canvas to continue down the entire front.

n. Vents. Vents will be made according to height of wearer with blind fly closing with three 24 ligne black bone buttons.

o. Shoulder loops. On each shoulder a loop of same material as overcoat, let in at sleeve head and reaching to edge of undercollar, buttoning at end with 24 ligne nickel button; loops to be $2\frac{1}{2}$ inches wide at lower end tapering to $1\frac{1}{2}$ inches at collar, and cross stitched down to shoulder for a distance of 2 inches from sleeve seam.

p. Hanger. Chain hanger will be sewed to bottom of collar stand through and through.

q. Badge loops. Badge loops will be made of the same color material as coat, and reinforced underneath with canvas, with two metal eyelets spaced approximately 1 inch apart. Badge piece will be $2\frac{1}{2}$ inches long and $1\frac{1}{2}$ inches wide, and will be placed on the left breast 1 inch to the left and 1 inch above the top button on the left side of the coat.

r. Thread. Coat will be sewed with best grade black silk or best quality mercerized cotton.

2-9. Car jacket (fig. 2-2). *a. Cloth.* Car jacket will be made of titan cloth and navy blue in color. Jacket will be fire resistant and water repellent and will be lined with $\frac{1}{2}$ polyurethane nylon blue quilted cloth.

b. Style. Car jacket will be waist length with a blue synthetic mouton snap detachable collar with concealed snaps and metal zipper at the front fly with elastic webbing at the waist. Car jacket will have two front slash pockets, an inside breast patch pocket; inside wristlets and a vinyl rim at the bottom of the sleeve. Car jacket will also have a badge tab on the left breast and a leather identification tag with a velcro fastener on the right breast.

2-10. Summer windbreaker (fig. 2-3). Summer windbreaker will be of cotton/nylon oxford, 5 ounces in weight, water repellent treated and par-

tially lined and navy blue in color. Summer wind-breaker will be waist length with front zipper and will have two slant pockets and a badge tab on the left breast.

2-11. Trousers, winter (fig. 2-2). a. Style. Trousers will be navy blue in color, made of two ply serge material, 14 ounces, 55% dacron polyester/45% wool, with plain seams, 2 side pockets, 2 hip pockets, and 1 watch pocket. All pocket material will be twill or duck canvas. Trouser legs will be straight cut, no cuff, slant bottoms so as to be $\frac{1}{2}$ inch longer in the back than in front, with not less than a 2-inch turnunder, and reinforced with a cloth heel stay. Trousers will have a waistband approximately $1\frac{1}{2}$ inches wide, open lined at the back to permit easy alteration and will have 8 $2\frac{1}{4}$ -inch belt straps, one of which will be placed on top of the back center seam. Suspenders may be worn but must be concealed. Fly closure will be heavy duty, metal zipper.

b. Summer (fig. 2-3). Trousers will be made of 3 ply, 55% dacron polyester/45% wool material with plain seams, 2 side pockets and 2 hip pockets. They will be straight cut, no cuff, and navy blue in color. Trousers will be worn with a waist belt; legs will be straight cut, no cuff, slant bottoms so as to be $\frac{1}{2}$ inch longer in the back than in the front, with no less than a 2-inch turnunder. Trousers will have a waistband approximately $1\frac{1}{2}$ inches wide, open lined at the back to permit easy alteration and will have 8 $2\frac{1}{4}$ -inch belt straps, one of which will be placed on top of the back center seam.

2-12. Shirt. a. Winter (fig. 2-5). Shirt will be light blue in color, form fitting with pleated pockets, scalloped pocket flaps, shoulder straps, permanent collar stays, two button cuffs and a metal eyelet badge tab. Shirt will be worn with a tie. Shirt material will be one of the following:

(1) 65% dacron polyester/35% rayon, 10 ounces per linear yard, plain weave, single ply both warp and filling.

(2) 55% dacron polyester/45% wool, 16 ounces per linear yard with plain weave.

b. Summer (fig. 2-4). Shirt will be light blue in color, permanent press, machine washable and short sleeve. Material will be 65% polyester/35% rayon, 10 ounces per linear yard, plain weave, with single ply both warp and filling. Shirt will be form fitting with pleated pockets, scalloped, pocket flaps, shoulder straps and a metal eyelet badge tab.

2-13. Headgear. a. Police (fig. 2-6). Sheriff's hat will be navy blue in color, wool felt for winter and straw for summer. Hat will be moisture-proof, lined with leather sweat band and will be worn with insignia. Hat will have braid with acorns, gold braid for supervisors, and silver braid for non-supervisory personnel. Hat will fit squarely on the head; front brim will be on the forehead approximately $1\frac{1}{2}$ inches above the eyebrow.

b. Guards (fig. 2-7). Guards' hat will be garrison type, navy blue in color with corfam or similar bill; patent leather not authorized. Hat will be 12- to 18-ounce serge, eight point style. Covers will be detachable and will fasten to frame with not less than 3 snaps; closed or open wicker sides are optional. Hat will be moistureproof, lined with leather sweat band and have good quality frames. Front cap band will be $2\frac{1}{2}$ inches from the frame to the peak of the cap. Stiff front eyelet will be centered in the front of the cap for insignia with nickel buttons (Army type 24 ligne) on each side, black visor to droop at an angle of approximately 45 degrees. Appropriate cap insignia as authorized in this chapter will be worn. Cap will fit squarely on the head. Front brim will be on the forehead approximately $1\frac{1}{2}$ inches above the eyebrows.

c. Cap cover. Cap cover will be 18-ounce blue serge as required to fit cap frames.

d. Cap cover, rain. Black conventional or similar police type with detachable skirt.

e. Helmet, sun (fig. 2-8). Sun helmet will be grey military type with chin strap and hole in center of front for cap insignia.

2-14. Raincoat. Raincoat will be black rubberized police type, double shoulders, badge plate, slash pockets, snap fasteners.

2-15. Body belt. Body belt will be garrison type, $2\frac{1}{2}$ inches wide, black shoulder leather, mildew resistant, 8- to 9-ounce with black flesh, $\frac{1}{2}$ lined with 4- to 6-ounce natural shoulders, smooth grain. Colonial style buckle, brass with nickel finish, belt hook with double tongue hook.

2-16. Waist belt. Waist belt will be plain black (standard), leather with conventional buckle.

2-17. Neckties. Neckties will be plain, navy blue in color, four-in-hand; leather ties are prohibited.

2-18. Insignia. a. Supervisory (fig. 2-9). As appropriate, and in addition to the shoulder insignia, supervisory insignia will be worn. Supervisory insignia will not duplicate United States Military insignia and will be worn as prescribed

in section IV. For chiefs, assistant chiefs, captains, and lieutenants, insignia is blue serge background 1 inch by 4 inches with lettering and outline in silver colored embroidery (Schiffli). In the case of chiefs, lettering may be in gold color embroidery; however, the edging will remain of a silver color. For sergeants, insignia is inverted chevron with silver color embroidered stripes (Schiffli) on blue serge background, ½-inch wide with ½-inch interval between stripes. The background material for insignia may be of dark blue cotton uniform twill (8.2-ounce, 2x2 yarn ply combed yarn; the outline and lettering may be of silver gray rayon embroidery yarn, as shown in the United States Army Color Card, Officials colors for Arms and Services. All supervisors will have a band of gold mohair braid 1½ inches on the outside seam of the trousers from the bottom of the waistband to the end of the trouser leg.

b. Shoulder insignia (fig. 2-10). Insignia is blue serge background in a half circle 2 inches wide with a 4-inch diameter, outline and lettering of silver colored embroidery (Schiffli), and border of black stitched edging.

Section III. CIVILIAN GUARD DUTY UNIFORMS

2-22. Basic lists. Table 2-1 prescribes the authorized combinations of guard uniform items which comprise the mandatory duty uniforms for civilian guards and are required unless specifically designated as optional. The articles listed under columns A, B, or C constitute a complete basic uniform. Articles of uniform listed in one column will not be mixed with articles listed in another column unless specifically authorized. Items prescribed as optional will be purchased and worn only when directed by appropriate commanders and are not optional with the individual guard. The number of articles of uniform required for each guard will be sufficient to provide for cleaning and laundering and other emergency changes.

Section IV. INSIGNIA AND DECORATIONS

2-25. General. The insignia prescribed herein are authorized for wear on civilian guard and police uniforms. Commanders will neither require the purchase nor permit the wearing of unauthorized items of insignia by civilian guard personnel. Commanders may substitute the word "Police" for "Guard" on shoulder insignia (fig. 2-12) when

2-19. Footwear. a. Shoes—black. Shoes will be policeman leather or black plain toe dress type leather with standard heels.

b. Shoes, rubbers. Good quality, lightweight black dress rubbers with cotton net lining will be worn.

c. Socks—black. Socks will be good quality material.

2-20. Gloves. a. Black—winter wear. Gloves will be good quality lightweight leather. Heavyweight material which would interfere with proper use of weapons is not authorized. Color will be black only.

b. White—summer wear. Summer gloves will be good quality material in white only.

2-21. Name tags. Name tags will be worn on the summer and winter uniform above and on line with the flap of the right breast pocket. Name tag will be 1- by 3- by ¼-inch with jet black background and white border not to exceed ¼-inch in width. They will be laminated plastic, non-gloss finish and lettering will be white indented, block type ⅜ inch in height and centered on the plate.

2-23. Comfort items. Items of clothing which, in addition to mandatory items, are essential to the health, comfort, and efficient functioning of guard personnel may be worn by the individual provided items so worn are concealed by the uniform.

2-24. Protective clothing and equipment. Protective clothing and equipment may be approved by commanders for issue to guard personnel performing regular guard duties which are inherently hazardous or which are made hazardous by existing conditions such as temperature, footing, lighting, ventilation, etc. The purchase and issue of those items of protective clothing and equipment will be in accordance with AR 385-32.

such is considered appropriate to the duties performed.

2-26. Supervisory insignia (figs. 2-9, 2-10, 2-11 and 2-12). Supervisory personnel (chief, assistant chief, captain, lieutenant and sergeant) are authorized to wear the following insignia on the uniform. Commanders will prescribe the appropriate wearing of such items.

a. Chief and Assistant Chief:

(1) Shoulder insignia, worn centered on left sleeve of overcoat, car jacket, windbreaker and shirts, 1 inch below shoulder seam.

(2) Supervisory insignia, blue serge with silver embroidery, worn immediately below shoulder insignia on left sleeve of overcoat, car jacket, windbreaker and shirts.

b. Captains and Lieutenants:

(1) Shoulder insignia, worn centered on left sleeve of overcoat, car jacket, windbreaker and shirts, 1 inch below shoulder seam.

(2) Supervisory insignia worn as indicated in *a* above.

c. Supervisors or Sergeants:

(1) Shoulder insignia worn on left sleeve of overcoat, car jacket, windbreaker and shirts, 1 inch below shoulder seam.

(2) Supervisory insignia, chevron, civilian—to be worn with top of insignia 4 inches below shoulder seam on both sleeves of overcoat, car jacket, windbreaker and shirts.

2-27. Nonsupervisory insignia. Nonsupervisory guards will wear the shoulder insignia centered on the left sleeve of overcoat, car jacket, wind-

breaker, or shirts 1 inch below the shoulder seam of garment.

2-28. Cap insignia and badges. The words Department of Defense will appear at the top of the badge and the words Guard or Police will appear at the bottom of the badge. Supervisors will wear gold badges and nonsupervisory guards will wear silver badges (see figure 2-13). The cap insignia and badge are identical in size and vary only in the attachment devices for each.

a. Engraving. The scroll space may be used for engraving the title or rank of supervisory guards or badge serial numbers for nonsupervisory guards (i.e. Chief, Cap., -1, -2, -3, etc.). The horizontal band may be used for engraving the activity identification (i.e. Fort Myer, Arlington, Virginia). Engraving is a local command responsibility to be provided by the installation or activity concerned.

b. Display. The badge will be worn on the left breast of the outer garment. The cap insignia will be secured to the cap through the front eyelet.

c. Procurement. All cap insignia and badges for civilian guards will be procured and issued by the Department of the Army. Requisitions will be submitted through normal supply channels.

Table 2-1. Authorized Uniforms for Civilian Guards

AUTHORIZED UNIFORM FOR CIVILIAN GUARDS AND POLICE					
N U M B E R	Article	A	B		C
		Authorized Wear			
		Tropical and semitropical zones (see note 1)	Temperate Zone (see note 1)		
			Warm	Mild	Cool-Cold
1	Overcoat			O	O
2	Car Jacket	O	O	X	X
3	Wind Breaker		X	X	O
4	Trousers (Winter)		O	X	X
5	Trousers (Summer)	X	X	O	
6	Shirt (Winter)		O	X	X
7	Shirt (Summer)	X	X	O	
8	Cap	O	O	X	X
9	Cover, Cap	O	O	X	X
10	Cover, Rain, Cap (see note 2)	O	O	O	O
11	Raincoat (see note 3)	O	O	O	O
12	Belt, Gun	X	X	X	X
13	Necktie	O	O	X	X
14	Insignia Supervisory	X	X	X	X
15	Insignia Shoulder	X	X	X	X
16	Shoes, Black	X	X	X	X
17	Rubber, Shoe (see note 3)	O	O	O	O

See footnotes at end of table.

Table 2-1. Authorized Uniforms for Civilian Guards—Continued

AUTHORIZED UNIFORM FOR CIVILIAN GUARDS AND POLICE						
N U M B E R	Article	A	B		C	
		Authorized Wear				
		Tropical and semitropical zones (see note 1)	Temperate Zone (see note 1)			
			Warm	Mild	Cool-Cold	
18	Socks, Black	X	X	X	X	
19	Gloves, Black			O	X	
20	Gloves, White	X	O			
21	Sheriff Hat	X	X	X	X	
22	Sun Helmet (see note 2)	O	O	O		

X Required

O Optional

1. See CTA 50-900, Clothing and Individual Equipment (Active Army, Reserve Components, and DA Civilian Employees).
2. Commanders may authorize guards whose tours of duty involves exposure to wet weather to purchase and wear these items.
3. Commanders may authorize employees to purchase and wear these items.

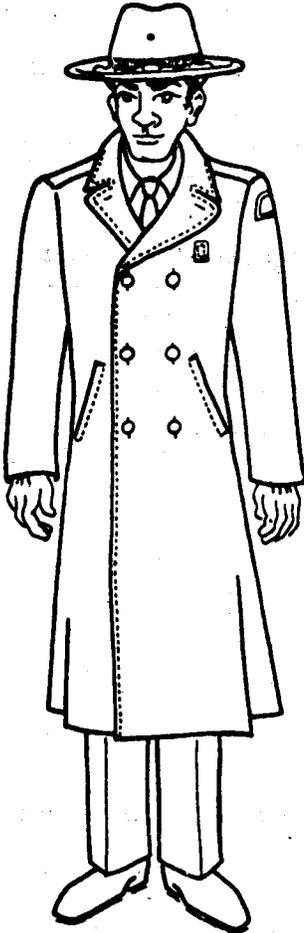
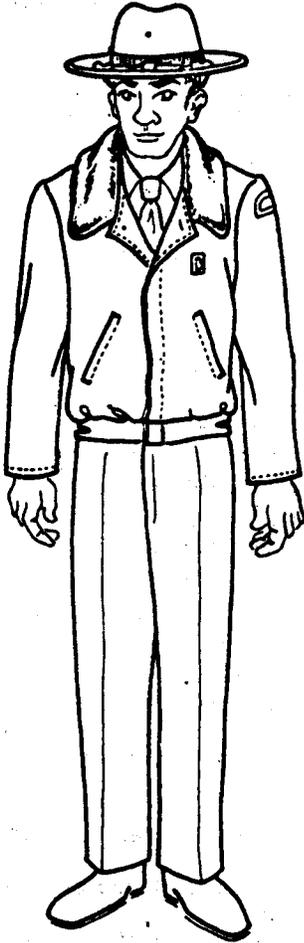


Figure 2-1. Overcoat.



2-2. Car jacket and winter trousers.

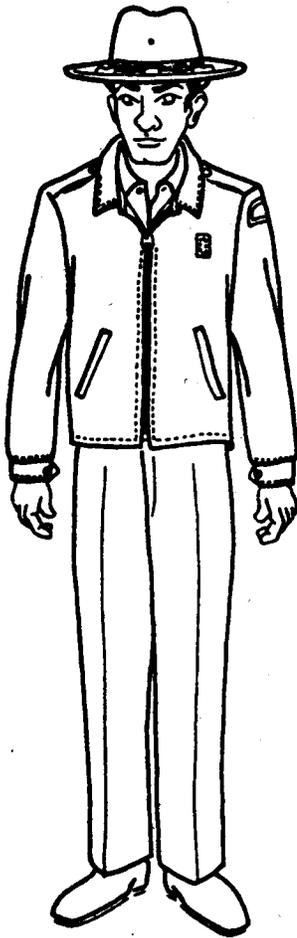


Figure 2-3. Summer windbreaker and summer trousers.

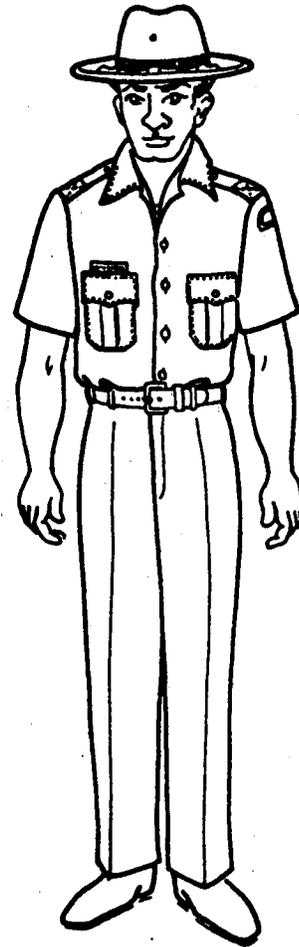


Figure 2-4. Summer shirt and summer trousers.

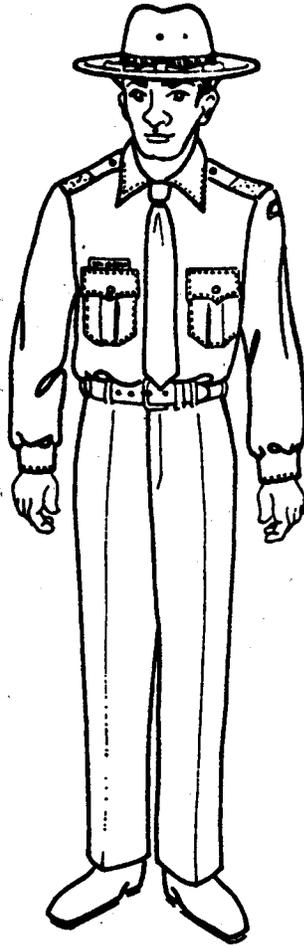


Figure 2-5. Winter shirt and winter trousers.

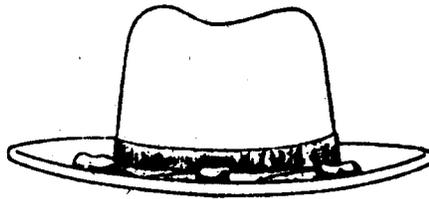
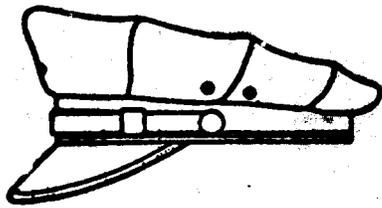
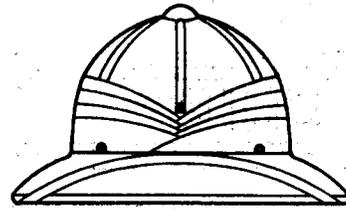


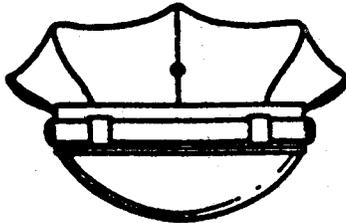
Figure 2-6. Headgear, Police.



SIDE VIEW



FRONT VIEW



SIDE VIEW

Figure 2-7. Headgear, guards.

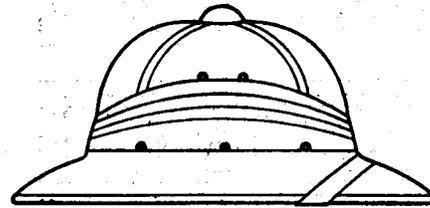
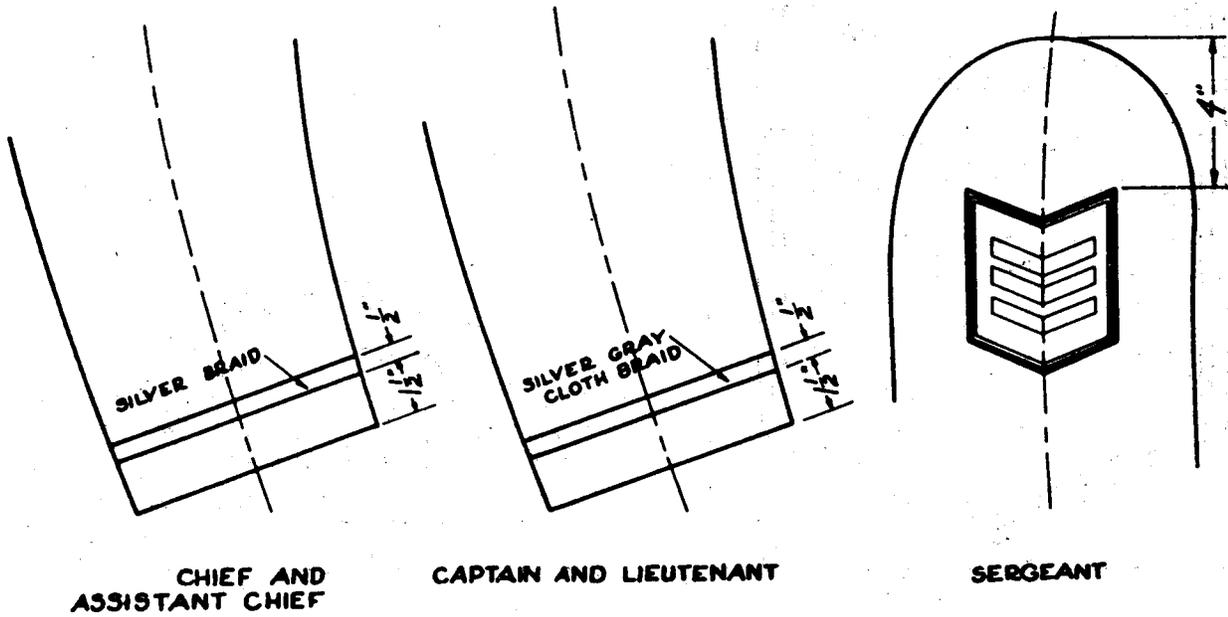


Figure 2-8. Sun helmet.



CHIEF AND ASSISTANT CHIEF

CAPTAIN AND LIEUTENANT

SERGEANT

Figure 2-9. Supervisory insignia.

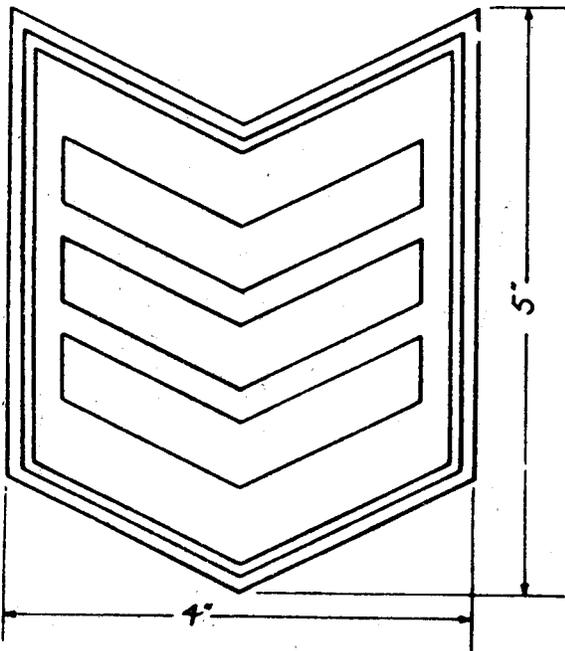
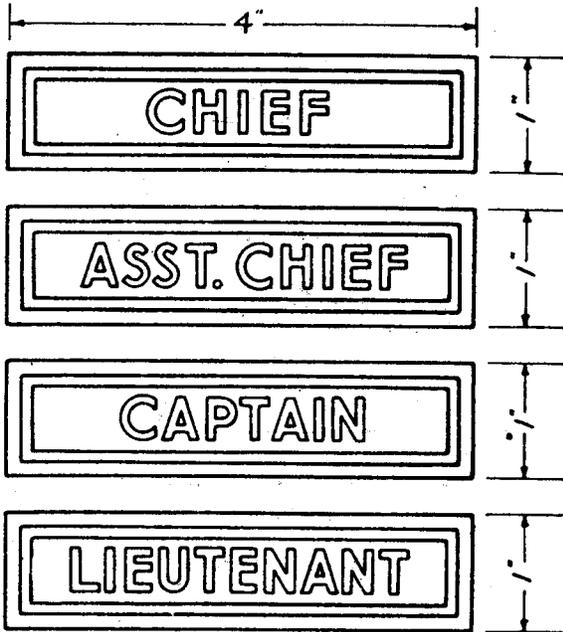


Figure 2-10. Supervisory insignia.

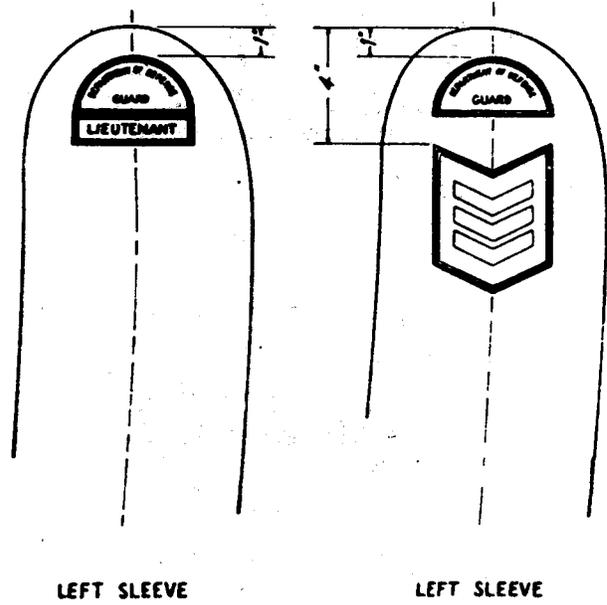


Figure 2-11. Supervisory insignia.

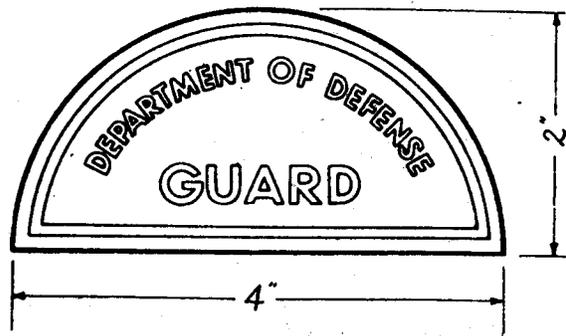


Figure 2-12. Shoulder insignia.

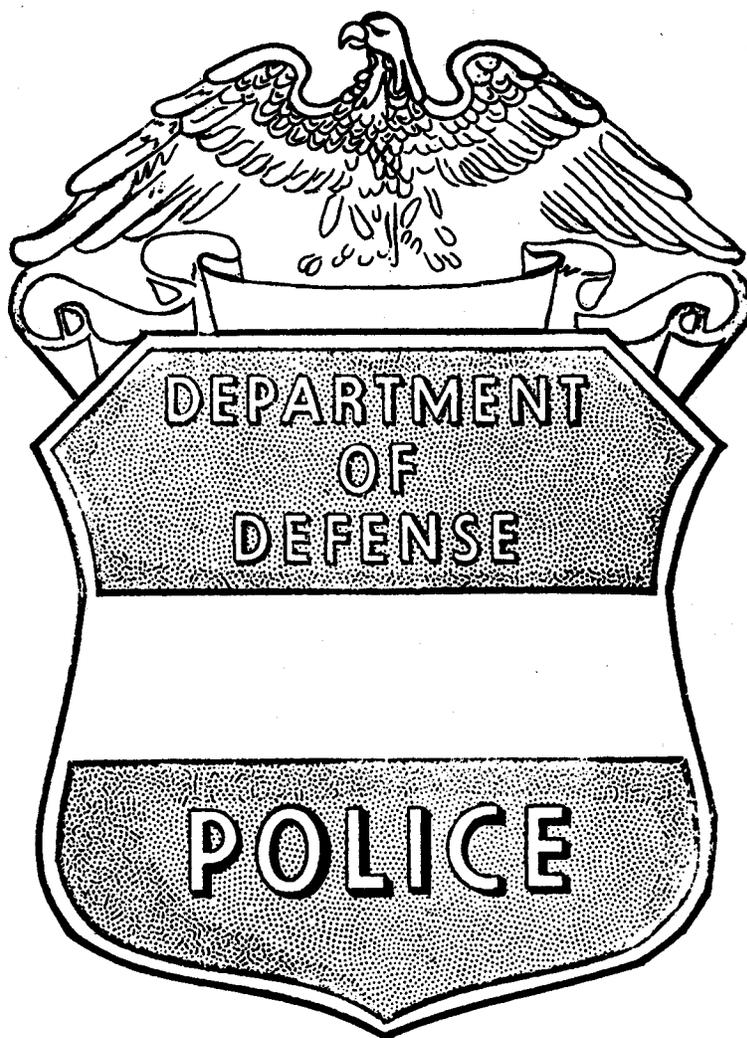


Figure 2-13. Badge and cap insignia.

CHAPTER 3

UNIFORMS FOR CIVILIAN CHAUFFEURS OF PASSENGER MOTOR VEHICLES

3-1. Purpose and scope. This chapter prescribes the uniform for and authorizes the payment of uniform allowances to Department of the Army civilian chauffeurs in the categories indicated in paragraph 3-3.

3-2. The policy of the Department of the Army is that the civilian chauffeurs designated under paragraph 3-3 will be uniformed for the purpose of ready identification.

3-3. Categories. For the purpose of this regulation, the occupational group referred to as chauffeurs will include only those civilian employees in the following categories:

a. Chauffeurs of vehicles assigned to—

- (1) The Secretary of the Army.
- (2) The Under Secretary of the Army.
- (3) The Assistant Secretaries of the Army.
- (4) The Chief of Staff, United States Army.
- (5) The Vice Chief of Staff, United States Army.
- (6) Generals of the Army.
- (7) Such additional persons as may be designated by the Secretary of Defense.

The uniforms of chauffeurs in this category will be the uniform listed in paragraph 3-4.

b. Chauffeurs of passenger motor vehicles designated by the commanding generals of major commands, CONUS armies, Military District of Washington, US Army, and heads of Department of the Army staff agencies having installations and activities under their command jurisdiction. The number of chauffeurs so designated will be kept to a minimum. Articles of uniforms will not be required unless considered necessary for rea-

sons of identification and appearance. In such cases, the articles which may be required are cap, tie, and coat, or any combination thereof. In most instances only a cap will be required. In the discretion of local commanders, chauffeurs covered under this subparagraph may be permitted to wear in lieu of a coat a dark blue Eisenhower-type jacket of the same material and weight as the coat. Additionally, in the discretion of local commanders they may be authorized to wear in lieu of a summer weight coat or jacket a distinctive grey outer shirt with button type flaps comparable to the weight and cut of the Army khaki shirt.

3-4. Prescribed uniform. The following specifications are intended to describe the "standard" articles usually available in commercial uniform stores:

a. Winter uniform.

(1) *Coat.* Dark blue, 13- to 15-ounce wool or worsted material, such as elastique, whipcord, serge, or similar material presenting the same appearance. It will be double breasted, three of four button style with peaked lapels, seam back, no vent, semifitting, conventional length.

(2) *Trousers.* Conventional type, matching the coat in color and fabric, of plain design, with cuffs.

(3) *Cap.* Dark blue material, such as elastique, whipcord, serge, or similar material presenting the same appearance with standing front and flaring eight-point brim.

(4) *Tie.* Conventional black four-in-hand tie of woven material such as wool, silk, or synthetic rayon.

(5) *Overcoat.* 13- to 15-ounce dark blue worsted type fabric such as wool gabardine,

serge, whipcord, or similar clear finish type fabric; water repellent, double breasted. To be loose fitting, full skirted, and drawn in at the waist by an all-around belt of same material as coat, to fasten in front with a buckle of non-magnetic material. To extend one-third the distance from kneecap to ground; convertible collar, one slash, inside pocket in each front piece with slit giving access to trouser or sack coat pocket; vent at center of back, tab on each cuff, set into front seam and buttoning over front of sleeve to the rear. Removable liner of blue wool flannel is optional.

b. Summer uniform.

(1) *Coat.* Same in style and color as winter coat, except that material will be 9- to 11-ounce tropical fabric, such as tropical worsted, wool gabardine, rayon gabardine, or similar material presenting the same appearance.

(2) *Trousers.* Conventional type, matching the coat in color and fabric; of plain design, with cuffs.

(3) *Cap.* Same material and style as winter cap except that it will have a ventilated band.

(4) *Tie.* Same as worn with winter uniform.

c. Women's uniform. In any case where women employed as chauffeurs or drivers of passenger-carrying vehicles are required to wear uniforms under paragraph 3-3a or 3-3b suitable articles of women's wear will be substituted. These articles will be similar in color and material to the articles listed in *a* and *b* above.

3-5. Payment of allowance. *a. Procedures.* The uniform allowance for civilian chauffeurs designated under this regulation will be paid in accordance with the provisions of paragraph 1-9.

b. Initial allowance.

(1) An initial allowance in the amount of \$125 is authorized for chauffeurs described in paragraph 3-3a.

(2) An initial allowance approximating the actual cost of the article (s) required not to exceed \$125 is authorized for chauffeurs described in paragraph 3-3b.

c. Replacement allowances. Payment of a

quarterly replacement allowance is authorized as specified below:

(1) *Chauffeurs described in paragraph 3-3a.*

<i>Uniform required</i>	<i>Quarterly replacement allowance</i>
Winter and summer uniform -----	\$29.00
Winter uniform only -----	18.00
Summer uniform only -----	14.00

(2) *Chauffeurs described in paragraph 3-3b.*

<i>Uniform required</i>	<i>Quarterly replacement allowance</i>
<i>Cap, tie, and coat:</i>	
Winter and summer uniform -----	\$16.00
Winter uniform only -----	9.00
Summer uniform only -----	9.00
<i>Cap and tie only:</i>	
Winter and summer -----	1.40
Winter only -----	1.40
Summer only -----	1.40

3-6. Standards of appearance. The following standards of appearance will apply to wearing of uniforms by employees listed in paragraph 3-3a.

a. White shirt will be worn with both the winter and summer uniform when a uniform coat is authorized as an outer garment. Black shoes will be worn with all uniforms.

b. Cap will be worn at all times when outside of a building and will be worn squarely on the head with the bottom edge horizontal.

c. Coat will be worn fully buttoned.

d. Trousers will be worn not higher than the top of the arch of the foot so that socks will not show between trouser bottom and shoe top.

e. Overcoats when worn will be fully buttoned and belted.

f. Tie will be neatly tied with the conventional four-in-hand knot.

g. Employees will be required to present a neat appearance at all times with clothes clean and pressed and shoes shined.

3-7. Exception. Requests for approval of exceptions to conditions and requirements stated in this chapter will be forwarded through channels to the Deputy Chief of Staff for Logistics, ATTN: Director of Transportation, Department of the Army, Washington, DC 20310.

★CHAPTER 4

**PRESCRIBED SERVICE UNIFORM FOR ARMY SPECIAL
SERVICES PERSONNEL**

Rescinded *effective 1 October 1972.* (As of that date no uniform allowance will be authorized personnel formerly required to wear this uniform. To provide a wear-out period, wearing of this uniform will be optional until 1 October 1974.)

CHAPTER 5

CIVILIAN FIRE FIGHTER UNIFORM

5-1. Purpose. This chapter prescribes the civilian fire fighter uniform, directs its wear by, and authorizes the payment of uniform allowances to civilian fire fighters employed by the Department of the Army.

5-2. Scope. This chapter applies to direct-hire civilian fire fighters. Civilian personnel occupying the positions of fire chief, assistant fire chief, crew chief, driver-operator, fire fighter, fire fighter trainee, and fire protection inspector are included. Employees having both fire fighter and guard duties will wear the uniform in accordance with the primary duty assignment.

5-3. Policy. *a.* Civilian fire fighters will be uniformed for the purpose of ready identification in the performance of official duties. The uniform prescribed herein is the authorized standard items and combination of clothing and insignia which comprise the uniforms authorized for wear.

b. Authority to deviate from the uniform standards and specifications prescribed in this regulation will be granted only in unusual circumstances and in accordance with paragraph 1-7.

5-4. Uniform. *a. Work mode.* Short, open collar; trousers; jacket (dependent on climatic conditions). Cap (when outdoors) when engaged in routine duties, training exercises, classes, responses which may involve firefighting operations, or under other conditions which require the wearing of fatigue or special work clothing.

b. Dress mode. Shirt, trousers, tie, cap, and jacket (depending on climatic conditions) will be worn at all times when fire department personnel are on official business that brings them in direct contact with base or public officials or with the general public on or off base. Examples are: Parades and similar occasions, formal inspections, fire prevention inspections, and simi-

lar public events, special details, and other occasions locally deemed appropriate.

c. Uniform for women. Women will wear a uniform consisting of female items of apparel similar in material, design, and color to those prescribed for male civilian fire fighter personnel.

d. Standards and Specifications. All fire fighter uniform will conform with the standards and specifications as established in paragraph 5-8. Each employee, when purchasing uniform items, must ensure that all articles purchased conform in quality, design, fit, and color to these standards and specifications.

5-5. Standards of appearance. Installation commanders will take such steps as are necessary to ensure that employees' uniforms meet minimum standards prescribed by this regulation, that employees are properly attired, and that uniforms are kept clean and neat.

5-6. Cap, insignia, and badge. Cap devices and other insignia are not included in the uniform allowance. They will be of a type and style usually worn by members of municipal fire departments and will be purchased locally from funds available for facilities engineering purposes. They are Government property and as such will be accountable. They will not be used for personal purposes. Necessary local safeguards to ensure against their loss, improper use, etc., will be established. Shoulder patches of local design may be worn on shirts and/or coats.

5-7. Allowances. Civilian fire fighter employees are required to furnish their own uniforms. To help defray the cost of such uniforms, allowances will be paid in accordance with the provisions of paragraph 1-9.

a. Initial allowance. An initial allowance in the amount of \$125 is authorized for each employee required to wear the uniform.

b. Replacement allowance. A quarterly replacement allowance of \$25 is authorized for each employee required to wear the uniform.

5-8. Uniform Standards and Specifications.

a. Standard uniform.

(1) *Coat.* Navy blue; waist or hip length; zipper front; water repellent; nylon, dacron, or combination thereof; resistive to sparks and static electricity; removable pile collar and liner when appropriate for climatic conditions. Chief officers will be identified by gold colored sleeve stripes on each sleeve; subordinate officers by silver colored sleeve stripes; sleeve and similar ornamentation will be limited to minimum necessary for proper identification. Chiefs may wear a jacket of a type and style usually worn by chiefs of municipal fire departments.

(2) *Trousers.* Conventional type, navy blue, slack style without cuffs.

(3) *Shirts.* Uniform type with two flap pockets, badge tab, banded collar and collar stays. Long or short sleeve as climatic conditions permit. Color will be navy blue for firefighters; light blue for crew chiefs, first echelon supervisors, and fire inspectors; and white for chiefs and assistant chiefs.

★(4) *Material.* Material for trousers and shirts in paragraphs a(2) and a(3) above will be (a) twill weave, 100 percent self-extinguishing fiber, modacrylic with anti-static finish, flame retardant and acid resistant, permanent press, wash and wear; (b) dacron polyester/cotton or dacron polyester/rayon combination, permanent press, wash and wear; or (c) 100 percent dacron polyester knit, permanent press, wash and wear. The selection of the material is optional, but must be consistent at each installation.

(5) *Cap.* Round or eight-point firefighter's type with suitable sweat band, black visor, and eyelet holes in front for attaching ornament. Material will be the same color and fabric as the uniform trousers, except for chiefs and assistant chiefs, which will be white. The riser band may be either solid or ventilated, as appropriate, but will be uniform at each installation. Chief officers will wear gold braid cap straps; gold visor insignia is optional. Assistant fire chiefs will

wear gold faced braid cap straps without insignia. All other chin straps will be black leather. Navy blue baseball type cap may be worn in work mode with optional identification of local design on front of the cap.

(6) *Tie.* Plain black of woven cotton, wool, silk, or synthetic fabric.

b. Accessories. Accessories not a part of the official uniform prescribed for uniform appearance will consist of—

(1) Shoes will be black, plain toe, conventional style with standard heels.

(2) Socks will be black, of conventional style, appropriate for individual wear.

(3) Gloves, when necessary, will be black or navy blue, of suede or similar material.

c. Khaki uniform. When khaki is deemed more suitable for the prevailing climatic conditions, Army installation commanders will coordinate with installation commanders of the other military services in the area for the purpose of determining whether the khaki uniform will be prescribed in lieu of the navy blue uniform for year-round wear. Specifications and design of the khaki uniform will be as follows:

(1) Coat will be khaki, tropical worsted, wool, gabardine, synthetic gabardine, or similar lightweight tropical fabric. It will be single breasted with peaked lapels and roll collar, semi-fitting of conventional length with an open vent on the back seam below the belt. It will also have four outside patch pockets with straight flaps fastened with 22½ line fire department buttons with 35 line fire department style buttons down the right forepart; all buttons to button. The belt will be the same material, two inches wide, sewn down all around. Bellows pleat in side seams of the back are optional. Other ornamentation will be similar to that prescribed for standard blue uniform jacket.

(2) Conventional type trousers, matching the coat in color and fabric; of plain design without cuffs.

(3) Headgear will be the standard blue or white cap as defined in paragraph a(5) above, except that the natural beige tropical helmet may be prescribed where such headgear is worn

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as normal civil or military practice. Helmet ornamentation will be similar to that prescribed for caps.

(4) Tie will be black, of woven silk, wool, or synthetic material.

(5) Accessories—

(a) *Shirt*. Khaki shirts of cotton or synthetic material will be worn with tropical uniform.

(b) *Shoes and socks*. Standard, as defined in paragraph *b* above.

CHAPTER 6
UNIFORMS FOR CIVILIAN INSTRUCTORS
AT UNITED STATES MILITARY ACADEMY

6-1. Purpose. This chapter prescribes the uniform for wear by civilian instructors of the United States Military Academy; directs the wearing of uniforms, and authorizes the payment of uniform allowances to such instructors.

6-2. Applicability. This regulation applies to all regularly employed civilian instructors of the Academic and Tactical Departments of the United States Military Academy, including noncitizens. It does not apply to temporary instructors, part-time instructors, lecturers, or consultants notwithstanding the fact that they may be on an annual retainment basis.

6-3. Policy. The policy of the Department of the Army is that civilian instructors of the United States Military Academy will be uniformed for the purpose of ready identification and discipline.

6-4. Uniforms. *a.* The required uniform is that combination of authorized uniform items which civilian instructors are required to wear under orders and instructions issued by the Superintendent, United States Military Academy. Authorized uniform items are enumerated in paragraph 6-6 and tables 6-1 and 6-2.

b. Uniforms of civilian instructors will cor-

respond in type, quality, design, fit, and color to those prescribed in AR 670-5 for officers of the Army. These uniforms will be procured from commercial sources.

c. The uniform will be well fitted, of an appropriate length, and clean and neat at all times.

6-5. Allowances. Uniforms authorized under this chapter will be purchased by employees at their own expense. To help defray the cost of purchasing the uniforms initial and replacement allowances will be paid in accordance with the provisions of paragraph 1-9.

a. Initial allowance. An initial allowance in the amount of \$125 is authorized for each civilian instructor required to wear the uniform.

b. Replacement allowance. A quarterly replacement allowance in the amount of \$31.25 is authorized.

6-6. Basic uniform list. Tables 6-1 and 6-2 prescribe the authorized uniform items for civilian instructors, United States Military Academy. The black braid ornamentation on the Army Green uniform worn by civilian instructors will be that prescribed in paragraphs 7-5c(2) and 7-6b(2), AR 670-5, for officers other than general officers.

Table 6-1. For All Civilian Instructors

Item No.	Article
1	Coat, Army Green (officers), shade 44 or shade 344.
2	Trousers, Army Green (officers), shade 44 or shade 344.
3	Overcoat, wool, taupe (officers), shade 79 ¹ or Army Green shade 44.
4	Shirt, cotton poplin, tan, Army shade 46.
5	Necktie, tropical worsted, black.
6	Headgear, cap, service, Army Green (officers), shade 44.
7	Belt, waist, shade 3.
8	Insignia, USMA.
9	Raincoat (officers), taupe, shade 179 ² or Army Green shade 274.
10	Trousers, summer, wool, tropical worsted, shade 61.
11	Shirt, summer, tropical worsted, shade 61.
12	Shoes, low quarter, black.
13	Insignia, distinctive, USMA.
14	Socks, black.
15	Shirt, summer, cotton, uniform twill, khaki, shade 1.
16	Trousers, summer, cotton, uniform twill, khaki, shade 1.
17	Headgear, cap, garrison, Army Green, shade 44.

¹This overcoat becomes obsolete 1 July 1970.

²This raincoat becomes obsolete 1 July 1971.

Table 6-2. Additional Items Required for Civilian Instructors,
Physical Education Division Tactical Department

Item No.	Article
1	Trousers, gray gymnasium.
2	Jacket, gray gymnasium.
3	Trousers, dark blue.
4	Shorts, athletic.
5	Shoes, leather, basketball.
6	Shoes, tennis.
7	T-shirts, gymnasium, instructor.
8	Belt, web, dark blue.

★CHAPTER 7

CIVILIAN GUIDES AT VISITORS SERVICE CENTER ARLINGTON NATIONAL CEMETERY

7-1. Purpose and scope. This chapter prescribes the uniform for and authorizes the payment of uniform allowances to civilian guides and supervisory guides employed in the Visitors Service Center, Arlington National Cemetery. These employees are direct hire civilians of the Department of the Army.

7-2. Policy. The policy of the Department of the Army is that the civilian guides and the supervisory guides will be uniformed for the purpose of ready identification to the general public. Uniform design and color will be in accordance with requirements specified in paragraph 7-3.

7-3. Prescribed uniform. The following specifications are intended to describe the standard articles usually available in commercial uniform stores.

a. Male personnel uniform.

(1) *Coat (blazer).* Light blue, two button, single breasted with peaked lapels of blended fabric, 55 percent Dacron Polyester fiber and 45 percent wool worsted for year-round wear, seam back with vent, semifitting, conventional length, flap side pockets, open left breast pocket, stitched edges.

(2) *Trousers.* Conventional type, light grey of plain design, with belt loops and cuffs, of same fabric as blazer.

(3) *Shirt.* White, conventional style, fused collar, short sleeve.

(4) *Hat.* Pith helmet, white, of washable, dry cleanable material or coating.

(5) *Tie.* Conventional black, four-in-hand, woven material, wool, silk, or synthetic rayon.

(6) *Overcoat.* All weather, all purpose, water repellent, 13 to 15 ounce, police blue, made of 65 percent Dacron, 35 percent combed cotton, 2-ply fabric treated with Scotch Guard, fully lined with Millium processed fine count Nylon interlined chest, shoulder and upper arm with washable, dry cleanable coated Nylon. To have detachable zipper

lining of 100 percent Polyurethane foam quilted to high count Nylon on both sides, knit wristlets, fly front, badge holder, set in sleeves, slash pockets and center vent.

(7) *Shoes.* (To be provided by the individual.) Black, conventional, low quarter.

b. Female personnel uniform.

(1) *Coat (blazer).* Same as for male personnel, styled for female wear.

(2) *Blouse.* White, plain, short sleeve, washable, dry cleanable.

(3) *Scarf.* Black, plain, light weight, washable.

(4) *Hat.* Service type, with a washable detachable white naugalite top, navy blue brim with detachable winter hood of navy blue.

(5) *Skirt.* Light grey of same material as mens trousers, straight four gore walking style, conventional length.

(6) *Shoes.* (To be provided by the individual.) Black, plain, conventional, low heel.

(7) *Overcoat.* Same as for male personnel, styled for female wear.

c. Insignia. The insignia (fig. 7-1) of the civilian guides in the Arlington National Cemetery will be a cloth shield, dark blue, with a 1/8 inch gold border with the wording "Arlington National Cemetery Guide". The insignia is to be worn over the left breast of the blazer and overcoat. This item is to be provided by Arlington National Cemetery as organizational equipment and will not be included in the uniform allowance. They will remain Government property and will be returned upon termination of service.

7-4. Allowances. Civilian guides are required to furnish their own uniforms. To help defray the cost of such uniforms, allowances will be paid in accordance with the provisions of paragraph 1-9.

a. Initial allowance. An initial allowance in the amount of \$125 is authorized for each employee required to wear the uniform.

b. Replacement allowance. A quarterly replacement allowance in the amount of \$31.25 is authorized.

7-5. Standards of appearance. The following standards of appearance will apply to wearing of uniforms by employees described in paragraph 7-2.

a. Hats will be worn at all times when outside of a building.

b. Trousers will be worn not higher than the top of the arch of the foot so that socks will not show between trouser bottom and shoe tops.

c. Skirts will be worn at a conventional length.

d. Civilian guides will be required to present a neat uniform appearance at all times with clothes clean and pressed, blouses buttoned, and shoes shined.

e. Ties (for male personnel) and scarves (for female personnel) will be worn at all times with short sleeved shirts or blouses.

f. Overcoats when worn, will be fully buttoned.

g. The Guide insignia (fig. 7-1) will be worn over the left breast of the outer garment and approved name tag on right breast of outer garment.



Figure 7-1. Insignia.

CHAPTER 8

UNITED STATES CITIZENS IN OVERSEA AREAS

8-1. Purpose. This chapter authorizes payment of a uniform allowance to civilian personnel overseas when a service uniform is required to be worn pursuant to the provisions of AR 670-5 and AR 670-30.

8-2. Policy. *a.* U.S. citizen civilian employees of the Department of the Army on assignment in an oversea area will be required to wear a service uniform when it is determined by the commanding general of the area to be necessary for their ready identification, comfort, protection, and safety. Normally this will pertain only to those civilian employees in forward areas and support areas under field conditions where there exists an actual or threatened outbreak of hostilities involving either war or major civil disturbance. In requiring the wearing of the service uniform in any specific oversea area, the commanding general of the area will insure that U.S. citizen employees in the area are treated on an equitable basis.

b. When the commanding general of an oversea area requires a service uniform to be worn, appropriate instructions will be issued to include the prescribed uniform and insignia in accordance with the provisions of paragraph 3-6, AR 670-5 and paragraph 21, AR 670-30.

8-3. Allowances. Uniforms authorized to be worn as provided in this chapter will be purchased by employees at their own expense. To help defray the cost of purchasing the uniforms, initial and replacement allowances will be paid in accordance with the provisions of paragraph 1-9.

a. Permanent assignment. An employee permanently assigned to a combat area where he is required to wear a service uniform will be

paid the allowance authorized as specified in table 8-1.

Table 8-1. Initial and Replacement Allowances

<i>Uniform required</i>	<i>Initial allowance</i>
Winter and summer uniform -----	\$125
Winter uniform only -----	125
Summer uniform only -----	90
	<i>Quarterly replacement allowance</i>
<i>Uniform required</i>	
Winter and summer uniform -----	\$18
Winter uniform only -----	18
Summer uniform only -----	7

b. Temporary duty assignment. An employee required to wear a service uniform while on temporary duty in a combat area will be paid the allowances authorized below. The initial allowance covers a 90-day period. The replacement allowance is for each additional 3 months or portion thereof in a combat area within a 12-month period following the date of the original allowance. Reimbursement for uniform allowances authorized in connection with a temporary duty assignment may not be made on a travel voucher.

(1) *Initial allowance:* Summer uniform only—\$45.

(2) *Replacement allowance:* Summer uniform only—\$10.

8-4. Purchase of uniforms. Authorization for an employee who is required to wear the service uniform to purchase service uniform items from military or commercial sources will be by letter unless the uniform requirement results from a temporary duty assignment in a combat area. When wearing of the uniform is required in connection with such a temporary duty assignment, the requirement and authorization to purchase will be included in the temporary duty travel order. Purchase of the items will be in accordance with the provisions of chapter 2, AR 670-5.

The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Deputy Chief of Staff for Personnel, ATTN: OCP, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

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