MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 18, Wear and Appearance of Uniforms and Civilian Attire

1. REFERENCES:
   a. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), 15 September 2014.
   b. AR 600-63 (Army Health Promotion), 7 May 2007, with Rapid Action Revision (RAR) Issue Date: 7 September 2010.
   c. TRADOC Regulation (Reg) 350-6 (Enlisted Initial Entry Training Policies and Administration), 7 November 2013.
   e. FLW Reg 385-10 (Safety Program), 31 May 2013.
   f. DA Pam 670-1 (Guide to the Wear and Appearance of Army Uniforms and Insignia), 2 December 2014.

2. GENERAL:

   a. This command policy establishes policy and procedures for the U.S. Army Maneuver Support Center of Excellence (MSCoE) and Fort Leonard Wood (FLW) regarding the wear and appearance of Army uniforms and civilian attire.

   b. The Army is a service where discipline is judged, in part, by the manner in which a Soldier wears a prescribed uniform as well as the individual's personal conduct. Soldiers must project a military image that leaves no doubt that they live by a common set of military values and are guided through military order and discipline. All military uniforms will be worn in accordance with (IAW) AR 670-1 and DA Pam 670-1. The Interservice Training Review Organization (ITRO) personnel (Army, Marine, Navy, Air Force, and Coast Guard) will wear their uniforms according to their Services' uniform policies and regulations. Army personnel are reminded that other Services' uniforms
policies and regulations are different and are encouraged to become familiar with those documents. Clarification on the wear of military uniforms, as well as initial entry training (IET) uniform policies, is outlined in the following paragraphs.

c. First and foremost, we all have the general military authority to make corrections on Service members improperly wearing the uniform, regardless of the rank or duty position of the Service member in question. Use the proper military courtesy: identify yourself, state the deficiency, and ask the Service member to make the correction. Note the time and day of the incident, and report it to their chain of command for immediate action. All Soldiers should be aware that portions of AR 670-1 (paragraphs 1-5, 3-3, 3-4, 3-5, 3-7, and 3-10) and portions of FLW Reg 190-5 contain policy provisions that are punitive; violations of the specific prohibitions may result in adverse administrative action and/or charges under the provisions of the Uniform Code of Military Justice (UCMJ).

d. Leaders at all levels are responsible for disseminating and enforcing this policy letter to all Service members (IET Soldiers, Service members attending training, or permanent party) and visitors prior to and during their time spent on Fort Leonard Wood.

3. POLICY AND PROCEDURES:

a. Army Combat Uniform (ACU).

(1) The ACU is the standard duty uniform for all U.S. Army Soldiers and the patrol cap is the primary headgear for the ACU. Subdued pin-on or sewn-on rank will be worn on the patrol cap. The name tape may be sewn on the patrol cap; the Velcro backings may be removed when sewing on the name tape.

(2) The black beret may be worn with the ACU for special occasions/events at the commander’s discretion. The black beret will be retained and worn with U.S. Army dress uniforms. Soldiers authorized to wear the maroon, tan, or green beret will do so IAW AR 670-1 and DA Pam 670-1.

(3) The foliage green or black fleece cap may be worn as the primary headgear throughout FLW from the end of daylight saving time (the 1st Sunday in November) to the beginning of daylight saving time (the 2d Sunday in March). The extended wear date is 31 March; temperatures must be below 32 degrees for wear within or outside of the prescribed dates. NOTE: The fleece cap must be worn with cold weather gear (for example, fleece/field/gortex jacket and gloves). The fleece cap will not be worn off the installation. Soldiers will wear the fleece cap pulled all the way down on the
head. The entire bottom edge of the cap may be folded (not rolled) one time and the fold must extend all the way around the cap. The fold will not exceed 2 inches.

(4) The dark brown, tan, or foliage grey ACU neck gaiter is authorized for optional wear with appropriate headgear during cold weather conditions and may be worn as a neck warmer/hood with only the cold weather jacket.

(5) Soldiers may sew on the U.S. Army tape, name tape, rank insignia, and all authorized special skill and identification badges at their own expense. The Velcro backings may be removed when sewing on the U.S. Army tape, name tape, and rank insignia. If one item is sewn on the ACU, then all items will be sewn on. This requirement does not apply to the patrol cap. Badges may all be either sew on or pin on. Soldiers may only wear badges in a deployed/field environment if sewn on. If badges are sewn on, then U.S. Army tape, name tape, and rank insignia must also be sewn on.

(6) Identification badges are normally used to gain entrance into sensitive areas, such as hospital wards and secure-access offices, or to gain access to common access card (CAC)-enabled equipment and will be worn in the performance of your duties. The badges will not be worn outside of the required facility and will be secured on your person. Doing so would be an operations security and physical security compromise that alerts potential threats that you are in possession of such badge.

(7) All personnel will maintain a high standard of professional dress and appearance. Uniforms will fit properly; the proper fitting of uniforms is provided in AR 670-1, DA Pam 670–1, and TM 10-227. Personnel must keep uniforms clean, serviceable, and roll pressed, as necessary. Uniforms will not be starched or have a crease. Soldiers must project a military image that leaves no doubt that they live by a common military standard and uphold military order and discipline. The ACU is only authorized to be worn with sleeves down (not rolled or folded inward/outward). The sleeve may be uncuffed as long as the sleeve does not extend below the wrist. Nonstandard patches, tabs, brassards, or items are forbidden by AR 670-1 and DA Pam 670-1. Acting noncommissioned officer (NCO) brassards/patches are not authorized for wear on any uniform outside the battalion’s/brigade’s cantonment boundaries; this includes while IET Soldiers are on pass. IET NCO brassards/patches will only consist of rank from corporal to staff sergeant. The ACU subdued (infrared) U.S. flag will only be worn as directed by the commander in tactical/field or deployed conditions.

(8) Soldiers will not remove their ACU top when operating military or privately owned vehicles both on and off the installation.
(9) ACU pattern personal hydration systems may be worn in cantonment and field training locations, at the discretion of the commander, but not off the installation.

(10) The earplug case, with earplugs, will be worn at all times under the ACU blouse on the front, on the first right belt loop of the trousers. The opening must face to the wearer’s left.

(11) Soldiers may wear an electronic device on the belt, belt loops, or waistband of the uniform. Only one electronic device (for example, cell phone) may be worn. The body of the device may not exceed the size of a government-issued electronic device (size should not exceed 4”x2”x1”), and the device and carrying case must be black; no other colors are authorized. If security cords or chains are attached to the device, Soldiers will conceal the cord or chain from view. Other types of electronic devices are not authorized for wear on the uniform, unless medically prescribed. If the commander issues and requires the use of other electronic devices in the performance of duties, the Soldier will carry them in the hand, pocket, briefcase, purse, bag, or some other carrying container.

(12) Headphones or earpieces (including hands-free/wireless and non-wireless electronic devices such as a Bluetooth device) are not authorized while wearing any Army uniform, unless it is a component piece of military equipment (for example, the headset for a mine detector or a VIC3-style communications headset). An exception is when using a hands-free device while operating a motorized vehicle only.

(13) There are no seasonal uniforms. For example, Soldiers may wear their field jacket, gortex jacket, or foliage green fleece jacket at any time of the year, except when mandatory uniforms are prescribed for formations and ceremonies by commanders.

(14) Wearing of the ACU to visit any off-post establishment after 1900 is not authorized. An exception is that Service members may visit off-post gas stations or a convenience store for fuel and convenience/necessity items only.

(15) Personnel will not wear the ACU/ASU in off-post establishments that primarily sell alcohol. If the off-post establishment sells alcohol and food, Soldiers will not wear the combat uniform if their activities in the establishment center on the drinking of alcohol. In addition Service members in the combat uniform will not sit at the bar area of a restaurant where the primary purpose of the bar is the selling of alcohol.

(16) Personnel traveling on Air Mobility Command (AMC) and non-AMC flights on permanent change of station orders, temporary duty (TDY), emergency leave, or space available flights are authorized to wear civilian clothes. Personnel must ensure
that the clothing worn is appropriate for the occasion and reflects positively on the Army (for example, business casual-collar shirt, slacks, and shoes). Personnel on official travel and traveling by commercial travel means will wear the ASU or appropriate civilian attire. Soldiers may wear the ACU on commercial flights only when deploying/ redeploying or on rest and recuperation leave to and from the combat theater. Commanders may authorize ASU or ACU for Soldiers when traveling by commercial travel for emergency leave or casualty assistance duties only.

(17) IET Soldiers will wear the ASU/Class A and B uniform when off post on family day.

(18) The ACU may be worn in lieu of the improved physical fitness uniform. Modifications to the ensemble (running shoes vs boots or without patches) are at the commander’s discretion.

(19) The MSCoE Noncommissioned Officer Academy (NCOA) identification pin will be worn directly under the U.S. Army nametape and directly next to right edge of the left breast pocket flap on the ACU. NCOA cadre members will not wear the “NCOA” identification pin 50 miles outside of Fort Leonard Wood. The “NCOA” identification pin is authorized for wear in order to provide the necessary identification for NCOA Cadre members required to perform a special task with students and surrounding communities when wearing the ACU.

(20) The ACU is not normally considered appropriate for social or official functions off the installation, such as memorial services, funerals, weddings, inaugurals, patriotic ceremonies, and similar functions.

b. Improved Physical Fitness Uniform (IPFU)/Army Physical Fitness Uniform (APFU).

(1) The IPFU/APFU is the standard uniform that will be worn during unit physical training (PT) sessions normally conducted between 0500 and 0800 hours. Proper wear is governed by AR 670-1 and DA Pam 670-1.

(2) Wearing the IPFU/APFU to visit any on-post or off-post establishment is not authorized. An exception is that Service members may visit on-post or off-post gas stations for fuel and convenience items between 0500-0800 hours. The only other exceptions are traveling to and from physical training (PT) formations, medical appointments requiring the Service member to wear the IPFU/APFU, and/or dropping children off at daycare. Commanders may also authorize the wear of a clean, unsoiled
IPFU/APFU in their unit dining facilities and in their unit area(s) during field training exercise (FTX) recovery operations.

(3) All Service members will wear their Service’s fitness uniform during designated PT hours (0500-0800) for the conduct of individual or unit PT, unless they are in an off-duty status, such as leave or pass. Distinctive unit PT shirts are also authorized for wear with Service’s fitness uniform during designated PT hours.

(4) PT shoes that enclose all five toes in one compartment are the only authorized shoe to wear with the IPFU/APFU or a unit-designated PT uniform. Vibram five toes and other like-type shoes are unauthorized. Basketball shoes or any other shoes that are above the ankle are not authorized with the IPFU/APFU. Only exception is while actively participating in a basketball game inside a gym facility or outside basketball court.

(5) No electronic devices (wireless or non-wireless) are authorized for wear with the IPFU/APFU. The only authorized exceptions are hands-free devices while operating a motor vehicle (once a Soldier exits the vehicle, the device must be immediately removed).

(6) All formations, whether marching or running, will have appropriate road guards (front and back) with the necessary safety equipment (reflective vests and flashlights) according to size of formation. Anyone outside the base formation (such as leaders on the side of the formation) will wear a reflective vest or reflective belt prescribed IAW their unit standing operating procedure.

(7) All personnel, including military Family members and Civilians, will wear either a high-visibility shirt, reflective belt, or vest when conducting an outdoor fitness session that includes walking, hiking, running, or biking on any road on Fort Leonard Wood. All personnel will maximize use of sidewalks and troop trails. Where none exist, they will use the left side of the roadway and move in single file facing and yielding to oncoming traffic, except at authorized crosswalks.

(8) Female Soldiers with long length hair may wear it in a pony tail within the scope of PT. The scope of PT includes when female Soldiers walk, march, or drive to and from accountability/PT locations, gym facilities, and living quarters/barracks. Pony tails will not be worn when Soldiers enter gas stations for fuel or convenience items, dining facilities, clinics/hospitals, and any other facilities while wearing the IPFU/APFU with a pony tail. Pony tails are authorized while conducting PT in ACUs. However, if the helmet is worn during PT, hair must be secured using normal guidelines set forth in
AR 670-1. If female Soldiers are wearing the foliage green fleece cap/black fleece cap (APFU), then the hair must be kept in a bun inside the fleece cap.

(9) IAW DA Pam 670-1, commanders may authorize wear of black gloves, reflective belts or vests, long underwear, and other items appropriate to the weather conditions and type of activity. If Soldiers wear long underwear or other similar items, they must conceal them from view with the running jacket and pants if wearing the IPFU or APFU.

(10) Soldiers are not authorized to mix the wear of the IPFU components with the wear of the APFU at the same time. However, the foliage green or black fleece cap is authorized with the IPFU and the black fleece cap is only authorized with the APFU.

c. General areas of interest.

(1) All active duty Service members will be clean shaven, 24/7 on or off duty in all facilities on Fort Leonard Wood.

(2) Use of an electronic device while in any Service uniform (for example to talk to someone, record audio or video, text messaging, sending e-mails, or listening to music) while walking/running is prohibited.

(3) Service members are not authorized to wear wireless or non-wireless devices/earpieces while wearing their military uniforms. The only authorized exception is a hands-free device while operating a motor vehicle. The only use of headphones/earbuds will be in civilian clothes while walking, jogging, or running on sidewalks, troop trails, running tracks, or inside the gym.

(4) Rapid fielding initiative (RFI) gear is authorized for wear.

(5) Regardless of the uniform, appropriate protective helmets and safety gear will be worn when operating a bicycle or motorcycle. All personal protective equipment outlined in FLW Reg 190-5 will be followed.

(6) All personnel are prohibited from smoking in the vicinity of any PT formations/activity; outdoor tracks; troop trail or fields; morale, welfare, and recreation (MWFR) fitness activities, and stationary road guard points. Running, walking, or conducting PT through a cloud of secondary smoke not only shows a lack of discipline and professionalism but also is hazardous to individuals exercising in the affected area. Smoking in the vicinity of gym facilities will only be conducted in designated smoking areas away from the primary foot traffic area of personnel coming in or out of the gym.
(7) Only authorized protective eyewear list (APEL)-approved eyewear will be worn in tactical/field/training events where an eye hazard may present itself. No other civilian ballistic eyewear or sunglasses is approved for use during the above named events.

(8) Attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to, through, or under their skin, tongue, or any other body part is prohibited (this includes earrings for male Soldiers). This applies to all Soldiers on or off duty. When in civilian clothes on duty, female Soldiers must comply with the specifications listed in AR 670-1, paragraph 3-4d1 for wearing earrings. The only exception is when authorized by the commander. When females are off duty, there are no restrictions on wearing earrings as long as the earrings do not create or support ear gauging.

(9) Soldiers will wear identification tags at all times while on duty in uniform unless otherwise directed by the commander. Personnel will wear identification tags around the neck, except when safety considerations apply (such as during PT).

(10) Soldiers will not hang eyeglasses or eyeglass cases on the uniform and will not let glasses hang from the eyeglass restraints down in front of the uniform or be worn on the top of the head at any time. Sunglasses may have a logo on the frame, as long as the logo (Oakley, Wiley X, or Revision) is conservative and blends in with the frame. All other specifications must be met IAW AR 670-1.

(11) Bags, handbags, purses, and backpacks are authorized but must adhere to the following criteria: hand-carried bags will be conservative and professional in appearance and bags (to include civilian gym bags, civilian backpacks, or other similar civilian bags) must be carried only in the hand if they do not meet the criteria outlined in AR 670-1, paragraph 3–7f(2). DA Pam 670–1 provides additional descriptions and wear occasions for handbags. If Soldiers choose to wear a shoulder bag while in uniform, the bag must be black or match the camouflage pattern uniform being worn. **Note:** Soldiers in ASU may only carry a black bag over the shoulder. Bags may not have any commercial logos. The “Army” trademark logo and unit crest on a bag is not considered a commercial logo. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized. Soldiers may carry authorized bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. Commanders may prescribe the wear of organizational issue rucksacks in garrison and field environments.

(12) Drill sergeants will wear the campaign hat throughout all activities while wearing the ACU/ASU. Exceptions are made for alternate head gear (patrol cap/Army
combat helmet/fleece cap) while conducting tactical foot marches; inside bivouac sites, grenade range, or when the temperature drops below 32 degrees in the above mentioned areas. Drill sergeants have the responsibility to preserve and maintain the campaign hat; therefore, in inclement weather (rain/snow) drill sergeants will wear the hat cover and will have possession of the rain cover on their person at all times. Drill sergeants will not wear the campaign hat inside facilities of the installation.

(13) While in uniform, personnel will not place their hands in their pockets, except momentarily to place or retrieve objects. Soldiers will keep uniforms buttoned and zipped. In addition Soldiers will not eat and walk, drink and walk, read and walk, or perform any other action that will hinder giving a hand salute or the greeting of the day.

(14) Using tobacco products (to include cigarettes, cigars, cigarillos, smokeless tobacco, inhaled tobacco [such as vapor cigarettes and electronic cigarettes], and all other forms of tobacco products [such as synthetic tobacco designed for human consumption]) is prohibited in all Department of the Army (DA)-occupied workplaces except for designated smoking areas. The workplace includes any area inside a building or facility over which DA has custody and control and where work is performed by military personnel, civilians, or persons under contract to the Army. Use of all tobacco products is prohibited in all military vehicles and aircraft, and in all official vans and buses. Smoking is prohibited where it presents a safety hazard, such as at firing ranges, ammunition storage areas, fuel dumps, motor pools, and equipment maintenance shops. Cadre and faculty of any military school will not use tobacco products in the presence or view of students while on duty. All personnel attending training provided by the Army, regardless of the Service, will adhere to Army policy regarding the use of tobacco products. All military and civilian personnel that occupy space in or on conveyances, offices, buildings, or facilities over which DA has custody and control will comply with Army policy and guidance.

(15) Headgear is not required if it would interfere with the safe operation of military vehicles. Soldiers will not wear headgear indoors, unless under arms in an official capacity, or when directed by the commander for indoor ceremonial activities.

(16) Soldiers may also wear one activity tracker, pedometer, or heart rate monitor on the wrist in addition to wearing a wristwatch and a wrist identification bracelet with Army uniforms.

(17) Soldiers may wear commercial gloves, unless restricted by the commander, as an optional purchase item. Gloves must be four-finger-and-thumb type design in a slip-on style, all black, plain, with no logos or designs, made of black leather, fabric, or other material of appropriate commercial design.
(18) Service members from other branches will adhere to the same guidance for wear of the fleece cap as the primary headgear cap as stated in paragraph a, sub paragraph 3.

d. Civilian attire for all Service members and Civilians.

(1) A dress code has been implemented for certain facilities on Fort Leonard Wood. It is the responsibility of all Service members and Civilians utilizing establishments on the post to adhere to the policy. This is not all inclusive, but outlines some things that are not authorized to be worn in certain establishments on Fort Leonard Wood. While one cannot direct Civilians in their clothing tastes, Service members and Civilians can be asked to leave certain establishments based on inappropriate or unauthorized clothing or manner of dress.

(2) When on duty in civilian clothes or off duty and outside of their personal dwelling, all personnel will present a professional image that does not detract from the profession, unless specifically exempted by the commander for specific mission requirements.

(3) All personnel are associated and identified with the military in and out of uniform, and when on or off duty. Therefore, when civilian clothing is worn, all personnel will ensure that their dress and personal appearance are commensurate with the high standards traditionally associated with military service. When on a military installation, civilian headgear will be removed in government owned facilities (i.e. hospital, MSCOE Complex/unit facilities, dining facilities or eating areas)

(4) When civilian clothing has been authorized by competent authority for wear in a duty status in lieu of a uniform, the civilian clothing will be of the same comparable degree of formality as the uniform prescribed for such duty. Standards of dress and appearance will be conservative and meet the same high standards established for personnel in uniform.

(5) Women are not authorized to wear tank tops. Men are not authorized to wear any sleeveless shirts. Any attire that leaves the undergarments visible is unauthorized. Tank tops and sleeveless shirts are only authorized in the gym. Attire that exposes the midriff area is only allowed in the gym. This is applicable to all middle school age children and above.

(6) Swimsuits will be covered when outside the vicinity of a pool, water park, or other swimming areas.
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(7) Shoes must be worn at all times in all on post establishments. At a minimum, sandals or flip flops will be worn; no bare feet.

(8) Service members and DA Civilians are responsible for ensuring their Family members and guests adhere to this policy.

4. SUPERSESSION: This policy supersedes memorandum, HQ MSCoE, ATZT-CG, 10 November 2014, subject: same as above. Uniform standards will continue to change as the Army transforms. As changes in uniform policy occur, the MSCoE Commanding General will make implementation decisions based upon recommendations by the MSCoE Command Sergeant Major (CSM).

5. PROPO posent: The proponent for this policy letter is the MSCoE CSM at 563-6151/6149.

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This we'll defend!

LESLIE C. SMITH
Major General, USA
Commanding

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