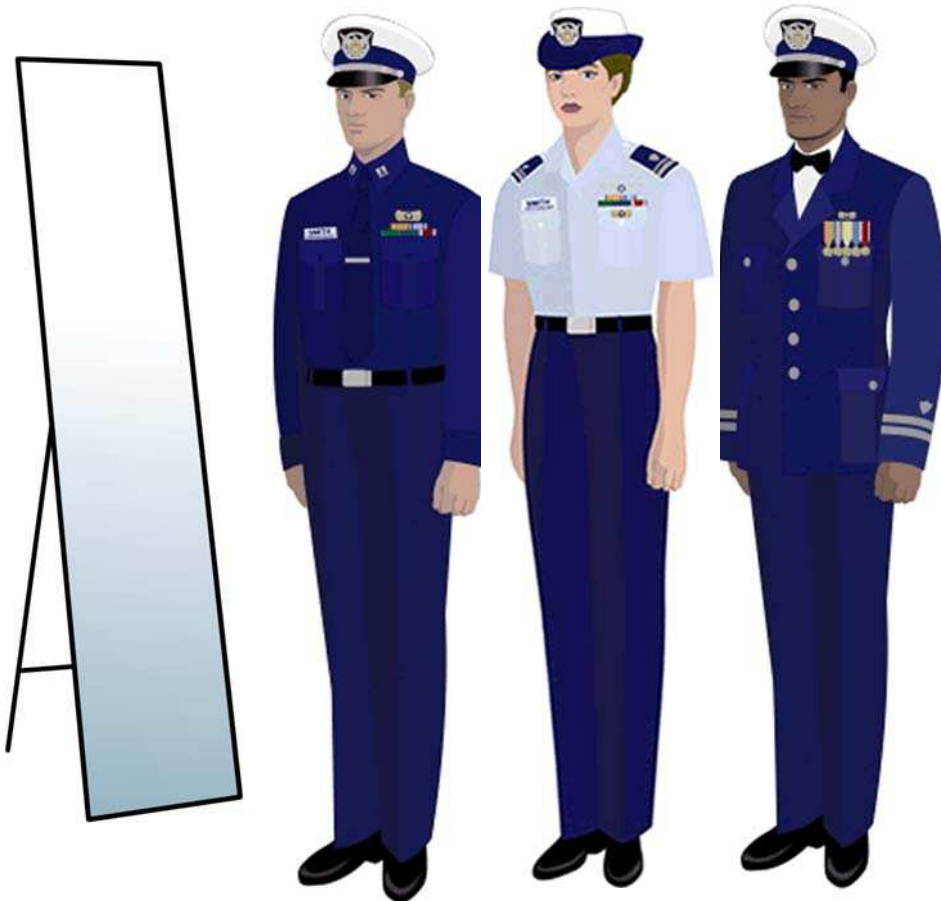




*UNITED STATES
COAST GUARD
AUXILIARY*



UNIFORM PROCUREMENT GUIDE



How do we look?

RECORD OF CHANGES

#	DATE	CHANGE	PAGE
1	7/2006	1. Insert "Uscg Auxiliary Tunic Overblouse" information page with size chart.	19
		2. Insert the Tunic order form page.	20
		3. Replace phone and fax numbers with "TOLL FREE: (800) 296-9690 FAX: (877) 296-9690 and PHONE: (636) 685-1000". Insert the text "ALL-WEATHER PARKA I" above the image of the AWP.	26
		4. Insert the New All-Weather li Outerwear System information page.	27
		5. Insert the RECEIPT FOR CLOTHING AND SMALL STORES form page.	28
2	11/2006	1. Insert additional All-weather Parka I information. 2. Insert All-weather Parka II picture.	26 27
3	3/2007	1. Replace pages 14-17 with updated information. 2. Insert UDC Standard Order Form	14-17 18
4	4/2007	1. Change ODU Unisex shoes to "Safety boots, low top shoes, or boat shoes****" 2. Add a footnote for safety boots, low top shoes, or boat shoes	6, 8
5	2/2008	1. Remove ODU from Lighthouse Uniform Company Inventory	25
6	3/2008	1. Reefer and overcoat eliminated as outerwear but can be worn until unserviceable 2. Remove PFD from the list of uniform items that may be worn informally 3. Update description of USCG Auxiliary Tunic Over Blouse Option for Women	6-10 19 21
7	6/4/2009	1. Removed "Long", "Alpha" and "Bravo" terminology from Tropical Blue and Service Dress Blue uniforms	All
9	10/2009	1. Sew-on vendors for purchase of new Black "A" and Aux Op authorized 2. Remove Wings and Things Order Form 3. Remove Undress Blue Summer Bravo and Alpha	32 36 6, 8
10	11/09/2010	1. Removed all references to "alpha" and "bravo" DGL	All
11	11/20/2010	1. Add Ball Cap to tropical blue 2. Changed Personnel Dept to Human Resources dept.—all references 3 Updated web links—as needed 4. Updated contact personnel as needed 5. Updated index as needed DGL	7, 9
12	12/19/2011	1. Updated to new Auxiliary Manual DGL	

PURPOSE:

The UNIFORM PROCUREMENT GUIDE is designed to give Auxiliarists the latest in-depth OFFICIAL policy and information covering uniform garments, sources of supply, ordering procedures, helpful size charts, prices, and whom to contact for assistance when purchasing garments. The GUIDE contains complete information on what uniforms to order and how to wear the Operational Dress Uniform correctly.

GENERAL:

All Auxiliarists have a responsibility to wear the uniform correctly. The UPG will help you find and purchase uniform items and provide you with valuable tips on how to wear the uniform correctly. Please take a few minutes to check out the latest edition of the UPG, (it is posted on the Human Resources Department web page at <http://hdept.cgaux.org/>). The UPG includes information from both military and commercial sources. Each source of supply is listed with procedures for ordering and returns. Return policies vary with suppliers. Be certain you understand what the supplier's return policies are before ordering.

It is the responsibility of members to purchase and maintain a uniform appropriate to the activities in which they will participate. All uniform purchases are tax deductible. Auxiliarists should have at least two uniforms, one for Dress (Tropical Blue) and one for Work (Operational Dress Uniform). Without a uniform, members are limited in what they can do. Uniforms are required for Public Education Classes, Patrols/Operations, and Public Affairs Booths. They are needed when standing watches or providing other assistance at Coast Guard units. Finally, they serve to show that you are a member of the Coast Guard Auxiliary. Tables 1A and 1B for Men and 2A and 2B for Women specify each authorized uniform and when to wear it. They also tell what uniform combinations to wear for assigned and routine occasions. In order to make these tables more user-friendly, the format lists the items from head to toe (starting with the hat). Use this sheet as a helpful guide when ordering any uniform items. Pictures of all authorized uniforms are in the new AUXILIARY MANUAL, COMDTINST M16790.1 (series), including the Operational Dress Uniform.

MEN'S AND WOMEN'S TROPICAL BLUE UNIFORM:

Members should consider purchasing the Tropical Blue uniform with the dress serge trousers and/or skirt. This basic uniform can be worn for most Auxiliary activities. The Optional Tunic Over Blouse with epaulets, pockets, and button placket in exactly the same location as the women's USAF short sleeve Blue shirt is now authorized for women who would be more comfortable in a more loosely-fitting shirt. The Tunic shirt worn with the dress serge trousers and/or skirt, Tropical Blue uniform (with short sleeve shirt with epaulets), and the Service Dress Blue are the dress uniforms year round. While it is moderately expensive to buy and maintain a complete set of dress, work, and formal uniforms, it need not be costly to own one uniform initially. See table 1B for Men and 2B for Women.

OPERATIONAL DRESS UNIFORM (ODU):

The Uniform Distribution Center is fully stocked with all items for composing a uniform. Go to: <http://www.uscg.mil/hq/g-w/g-wp/udc>

UPG Policy

POLICY OF REVISION:

Revisions and clarifications will be posted in the UPG copy on the Human Resources Department and Uniform Division web site at: <http://hdept.cgaux.org/>, throughout the year, as necessary. This policy has been implemented in order to eliminate any errors, mistakes, and general forms of misinformation, etc., and instead produce a centralized, final resource for timely, accurate information. Any questions regarding uniform and this UPG should be directed to Jackson Whitaker, Jr, Division Chief of Uniform (DVC-HX) at jwhita8464@aol.com.

ACCESSIBILITY:

The most recent Uniform Procurement Guide will be located on the Uniform Division Web page and on the Human Resources Department web site at <http://hdept.cgaux.org/>. This will be the only Internet site where revisions to the UPG will be available. If a copy of the continually revised guide is extracted and used as an information tool in any form or fashion, it is the responsibility of the party doing so to maintain its accuracy. This can be done by constantly checking the UPG on the Human Resources Department Uniform Division web site for any updates.

SECURING A COPY:

How do I obtain a CD Copy?

Contact your FSO-MA if you would like CD copy of the latest Uniform Procurement guide. Hard copies will be available on a very limited basis. Please do not stockpile (they will only be made on an as-ordered basis) as the UPG will be DOWNLOADABLE from the AUX-H department web site. This will save a lot of TREES, and again, make the LATEST INFORMATION READILY ACCESSABLE to the membership. As the UPG is under constant revision, as needed

- ▶ A hard copy or CD of the UPG is not your final reference for Uniform information unless it is identical to the copy posted in electronic form on the AUX-H Department web page. Look for the latest revision DATE at bottom of page.

How do I obtain the Most Recent Copy?

The most recently updated copy of the UPG will be downloadable from the <http://hdept.cgaux.org/> Human Resources Department web site and the Uniforms Division page in PDF format.

STAYING ATTENTIVE:

Members are expected to stay abreast of revisions as they occur throughout the year. These changes will be on the Human Resources Department's Website, and the revised UPG will be available in electronic form on the Uniform Division web site.

Please be advised that members who do not have immediate access to a computer (and they are to be considered) should be aware of changes or revisions made to the UPG as posted on the H-Dept. web site. It is to the member's benefit to acquire any new revision to the guide to update their personal copies, as they become available. I would like to encourage any individual member in such a situation to exhaust your resources, such as the computers at your local library for one, or perhaps collaborate with a fellow member who has a computer. It is very important to stay on top of the web site. Inquire of the Uniform Division for alternative suggestions.

TO PONDER:

I would like at this time to say that we are a TEAM, we must all pull together to strengthen this TEAM. This is all about showing how devoted we are to the Coast Guard Family, of which we are a very important part. The uniform we wear is that of a United States Coast Guard Team that has a history of courage and bravery second to none. Let's take our "How Do We Look" Campaign to heart and wear our Auxiliary Uniform smartly and proudly!

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MEN'S AUXILIARY UNIFORMS

Table 1A

	Working Blue*	Undress Blue Winter	ODU Unisex
Occasion	VSCs and Operations	Classrooms, meetings, boating safety booths	Operations/ Public Affairs
Hat	Unit ball cap, ball cap with metal collar device, or Tilley Hat	Combination Cap or Garrison Cap	Ball Cap Or Tilley Hat
Shirt	CG dark blue working shirt - short or long sleeves	Light blue, long sleeve, with epaulets	ODU Top Jacket CG Blue
Tie	None	CG blue 4-in Hand or optional clip-on	None
Trousers	CG Blue Undress **	CG Service Dress	ODU CG Blue
Socks	Black	Black	Black
Shoes	Blue, white, or brown boat shoes	Black Dress Shoes	Safety boots
Gloves	None	Black (Optional)	None
Insignia	Sew-on or metal collar devices	Metal collar devices are worn. Shoulder boards are not worn	Sew-on devices***
Ribbons Medals Breast Device	Sew-on or metal coxswain device - no ribbons	Auxiliary qualification devices -- no ribbons	Sew-on Qualification Devices *** No ribbons
Name Tags	Sew-on name tags / USCG Auxiliary tape	Plastic name tag	Sew-on name tags / USCG Auxiliary tape***
Accessories	Wooly Pulley or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pulley or Cardigan sweater / Black web belt with silver buckle and tip	Black Web Belt with Black Metal Tip Black subdued - open frame buckle
Authorized Outer Garment	Trench coat, overcoat, windbreaker, foul weather parka	Windbreaker, all-weather parka, trench coat	Foul weather parka

* Coast Guard discontinued uniform (08/09/2005). Auxiliarists can wear uniform until unserviceable or December 2012 when no longer authorized.

** Can be worn until trousers (Coast Guard Blue Utility) are unserviceable. No other trousers can be worn with this uniform.

*** Tapes must be sewn on as the full the width of the pocket.

MEN'S AUXILIARY UNIFORMS

Table 1B

	Winter Dress Blue	Tropical Blue	Service Dress Blue***	Dinner Dress White, Black Jacket
Occasion	In lieu of Service Dress Blue, except where a jacket and tie are appropriate	Authorized all year for meetings, classroom, official functions	Authorized all year for meetings, classroom, official functions	Formal Evening Occasions
Hat	Combination Cap or Garrison Cap	Combination Cap or Garrison Cap	Combination Cap	Combination Cap
Shirt	CG dark blue - long sleeve	Light blue short sleeve shirt with epaulets	Light blue long- or short-sleeve shirt with epaulets	White Formal with or without soft pleats
Tie	CG blue 4-in-hand or optional clip-on	None	CG blue 4-in-hand or optional clip-on	Black Bow Tie
Coat	None	None	Service Dress CG Blue coat w/ silver buttons	Navy White mess jacket (summer) / Black mess jacket (winter)
Trousers	CG Service Dress	CG Service Dress	CG Service Dress	Formal blue, high-waisted
Socks	Black	Black	Black	Black
Shoes	Black Dress Shoes	Black Dress Shoes	Black Dress Shoes	Black Dress Shoes
Gloves	Black (optional)	None	Black (optional)	White
Insignia	Metal collar devices	Enhanced shoulder boards	Full sleeve lace on coat & shoulder boards on shirt	Hard shoulder boards/ white jacket; Full sleeve lace/ black jacket
Ribbons Medals Breast Device	Auxiliary qualification devices and Ribbons	Auxiliary qualification devices and Ribbons	Devices and Ribbons on coat	Miniature medals & devices; AUXOP & Past Officer
Name Tags	Plastic name tag	Plastic name tag	Plastic name tag	None
Accessories	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Black belt with silver buckle and tip	Silver Cummerbund; suspenders optional
Authorized Outer Garment	Windbreaker, foul weather parka, reefer coat**, trench coat, bridge coat, overcoat**	Windbreaker, foul weather parka, reefer coat**, trench coat, overcoat**	All-weather parka, trench coat	Trench coat, bridge coat, overcoat**

* Foul weather parka not authorized on Service Dress Blue after 2012

** Not authorized after 2012

*** May be worn on Formal Evening Occasions except miniature medals, miniature breast devices, and a plain black bow tie are worn instead of ribbons, name tag, and the four-in-hand necktie.

WOMEN'S AUXILIARY UNIFORMS

Table 2A

	Working Blue*	Undress Blue Winter	ODU Unisex
Occasion	VSCs and Operations	Classrooms, meetings, boating safety booths	Operations/ Public Affairs
Hat	Unit ball cap, ball cap with metal collar device, or Tilley Hat	Combination Cap or Garrison Cap	Ball Cap or Tilley Hat
Shirt	CG dark blue working shirt -short or long sleeves	Light blue, long sleeve, with epaulets	ODU Top CG Blue
Tie	None	Blue Tab Tie	None
Slacks/Skirt	CG blue undress slacks **	CG Service Dress slacks or skirt	ODU CG Blue Slacks
Socks / Stockings	Black socks	Black socks or flesh tone stockings	Black
Shoes	Blue, white, or brown boat shoes	Black oxfords w/slacks or black dress pumps with skirt	Safety boots
Gloves	None	Black (optional)	None
Insignia	Sew-on collar devices	Enhanced shoulder boards are not worn	Sew-on collar devices***
Ribbons Medals Breast Device	Sew-on coxswain device is authorized - no ribbons	Auxiliary qualification devices - no ribbons	Sew-on qualification devices***
Name Tags	Sew-on name tags / USCG Auxiliary tapes	Plastic name tag	Sew-on name tags / USCG Auxiliary tapes***
Accessories	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Black Web Belt w/ Black Metal Tip Black buckle or Rigger buckle & belt
Authorized Outer Garment	Trench coat, overcoat, windbreaker, foul weather parka	Windbreaker, foul weather parka, trench coat	Foul weather parka

* Coast Guard discontinued uniform (08/09/2005). Auxiliarists can wear uniform until unserviceable or December 2012 when no longer authorized.

** Can be worn until trousers (Coast Guard Blue Utility) are unserviceable. No other trousers can be worn with this uniform.

*** Tapes must be sewn on as the full the width of the pocket.

WOMEN'S AUXILIARY UNIFORMS

Table 2B

	Winter Dress Blue	Tropical Blue	Service Dress Blue	Dinner Dress White, Black Jacket
Occasion	In lieu of Service Dress Blue, except where a jacket and tie are appropriate	Authorized all year for meetings, classroom, official functions	Authorized all year for meetings, classroom, official functions	Formal Evening Occasions
Hat	Combination Cap or Garrison Cap	Combination Cap or Garrison Cap—Ball Cap when authorized by District	Combination Cap or Garrison Cap	Hat not required
Shirt	CG dark blue - long sleeve	Light blue short-sleeve shirt with epaulets	Light blue long- or short sleeve shirt with epaulets	White Formal
Tie	CG blue 4-in-hand or optional clip-on	None	Blue Tab Tie	Black velvet crescent tie
Coat	None	None	Service Dress CG Blue coat w/ silver buttons	Navy White mess jacket (summer) / Black mess jacket (winter)
Slacks/Skirt	CG Service Dress slacks or skirt	CG Service Dress slacks or skirt	CG Service Dress slacks or skirt	Black floor-length or street-length skirt
Socks / Stockings	Black socks or flesh tone stockings	Black socks or flesh tone stockings	Black socks or flesh tone stockings	Flesh-tone stockings
Shoes	Black oxford w/slacks- black dress pumps w/skirt	Black oxford w/slacks- black dress pumps w/skirt	Black oxford w/slacks- black dress pumps w/skirt	Black Dress Shoes
Gloves	Black (optional)	None	Black (optional)	White
Insignia	Metal collar devices	Enhanced or soft shoulder boards	Full sleeve lace on coat & shoulder boards on shirt	Hard shoulder boards/ white jacket; Full sleeve lace/ black jacket
Ribbons Medals Breast Device	Auxiliary qualification devices and Ribbons	Auxiliary qualification devices and Ribbons	Devices and Ribbons on coat	Miniature medals & devices; AUXOP & Past Officer
Name Tags	Plastic name tag	Plastic name tag	Plastic name tag	None
Accessories	Wooly Pully or Cardigan ,foul-weather parka, sweater, / Black web belt with silver buckle and tip	Wooly Pully or Cardigan sweater / Black web belt with silver buckle and tip	Black belt with silver buckle and tip	Silver Cummerbund
Authorized Outer Garment	Windbreaker, foul weather parka, reefer coat**, trench coat, bridge coat, overcoat**	Windbreaker, foul weather parka, reefer coat**, trench coat, overcoat**	Foul weather parka*, windbreaker, reefer coat**, trench coat, bridge coat, overcoat**	Trench coat, bridge coat, overcoat**

* Foul weather parka not authorized on Service Dress Blue after 2012.

** Not authorized after 2012.

Additional information on Auxiliary uniforms can be found in the Auxiliary Manual COMDTINST M16790.1 (series).

UNIFORM ACCESSORIES

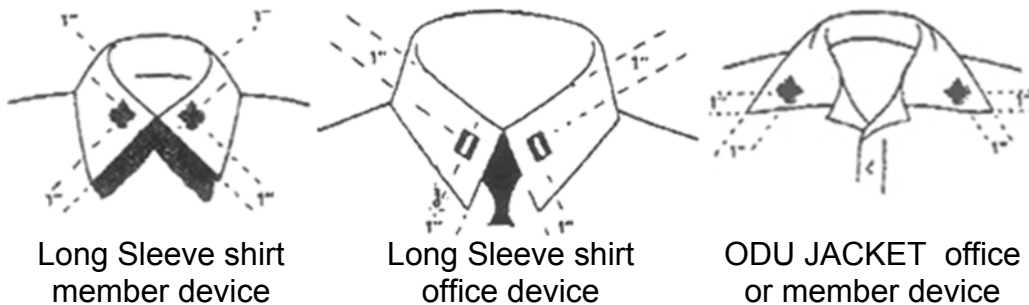
Foul Weather Parka	Worn with or without the zip-in fleece liner with the Working Blue, Undress Blue, Tropical Blue, and Winter Dress Blue uniforms. It may also be worn with the Service Dress Blue uniform in place of the Service Dress Coat* in the same manner as the Windbreaker when less formality in appearance is appropriate. May be worn with Tucked (AWP) or Un Tucked (FWP) ODU uniforms * not authorized after 2012
Belt	A black web belt with a silver buckle and tip must be worn with all women's slacks and men's trousers, with the exception of the formal Dinner Dress trousers. The buckle may be plain or display an approved Auxiliary emblem. A belt is not worn with the women's skirts.
Gloves	White gloves made of cotton or other suitable cloth material. Black gloves made of leather or other synthetic substitute. Glove stitching will match glove color.
Handbags	Women's handbags are black and made of leather or suitable synthetic material. They are plain or embossed with a leather grain and are an envelope style with a detachable shoulder strap. The nominal size is 11" wide by 7 ½" deep.
Scarves	Members may wear the white or dark blue scarf with the reefer, overcoat, or trench coat. The blue scarf may be worn with the undress or working uniforms and all outer garments authorized with those uniforms.
Sweaters	The CG blue Woolly Pully sweater and the Air Force cardigan are both authorized for Auxiliary use. The sweater is not an outer garment for travel purposes. Enhanced shoulder boards are worn on both sweaters.
Undershirts	Men's "V" neck white undershirts are required with jumpsuits and all short sleeve shirts (Tropical Blue) with open collars.
Umbrella	A black folding type umbrella is authorized with all Auxiliary uniforms.
Outerwear	Trench coat, All-weather Parka, Foul Weather Parka, and Windbreaker.

**PROPER POSITIONING OF COLLAR INSIGNIA
ON COAST GUARD AUXILIARY UNIFORMS:**

The illustrations below indicate how members should wear collar insignias on the various shirts for which they are authorized. In certain cases, the insignia of current or highest past office is replaced with the Member Device.

- a. Light Blue Shirt and Winter Dress Blue Long-Sleeve Shirt: On a closed-collar shirt worn with a tie, the collar insignia is placed on collar one inch from the top measured from top of collar device. Device should be set one inch back and parallel to the inner edge of collar.
- b. Working Blue Short Sleeve Shirt: On an open collar shirt, the insignia is centered on "line" bisecting the angle of the collar point. One and one-half inch from collar tip to "A" on insignia, or center of "Member Device".

The Auxiliary does not have RANK; we have Insignia of Office or a Member Device



GARRISON CAP

Members may wear the Garrison cap only with Flight suit, Service Dress Blue, Tropical Blue, Winter Dress Blue, or Undress uniforms. The small garrison cap insignia (on wearer's left forehead) and small metal office insignia or member device on wearer's right forehead are worn on the cap as shown in the diagram with both men's and women's uniforms. The Garrison Cap is UNISEX style.



From front of cap to device center is 2.0"

**PROPER PLACEMENT OF RIBBONS,
NAME TAG, & QUALIFICATION DEVICE**



The illustration indicates the proper placement of ribbons, name tag, breast, and qualification devices. As shown, the lowest row of ribbons is ¼ inch above the top of the pocket. The first breast device, Coxswain device in this case, is placed ¼ inch above the top row of ribbons.

The second breast device, if worn, is placed ¼ inch below the top of the pocket. Members wear ribbons, breast devices, and qualification devices on the left side of the uniform. Other branches of the military qualification devices can be worn on left side. Total devices worn on left side is two, this includes Auxiliary and former service qualifications.

On the right side of the uniform, members wear the name tag ¼ inch above the pocket. An AUXOP device, if authorized, is worn ¼ inch above the nametag. Members wear the past officers' device, if required, ¼ inch below the top of the pocket (between buttonhole and stitching). Coast Guard Recruiting Badge, National Staff Identification Badge, are to be worn centered (horizontally and vertically), mid-pocket. The right side of uniform is for Auxiliary ONLY.

Although the illustration shows a Tropical Blue uniform shirt, members wear these items in the same relative position on the Service Dress Blue coat, the Winter Dress Blue uniform shirt, and the Tropical Blue shirt, (Air Force Blue short-sleeve shirt with epaulets).

On the Undress uniform Dress shirts, members do not wear ribbons. The first Auxiliary qualification breast device is worn ¼ inch above the top of the LEFT pocket. The second is worn ¼ inch below the top of the LEFT pocket, between the bottom row of stitching at pocket top and buttonhole top stitching. The nametag is placed ¼ inch above RIGHT pocket.

The Operational Dress Uniform Un Tucked and Tucked version are placed as follows: the OPEN COLLAR INSIGNIA and MEMBER DEVICE placements are the same for the WORK shirt. ALL INSIGNIA AND DEVICES ARE TO BE SEW-ON TYPE.

NAME TAPES

The LAST NAME tape is sewn on ABOVE the wearer's RIGHT Shirt Pocket Flap, the USCG AUXILIARY tape is sewn on ABOVE the wearer's LEFT Shirt Pocket Flap. The LENGTH of the TAPE MUST be from one end of pocket top to the other end of pocket top EXACTLY. This is also the LENGTH of any Qualification Device Tapes.

BELT AND BUCKLE:

Wear belts with all trousers and skirts that have belt loops.

Item	Description	Related Information
BLACK BELT	The black belt is made of black webbing with an attached silver Clip end (metal tip)	<u>Wear With:</u> -Dress Blue Trousers -Undress Trousers -Working Blue Trousers
SILVER BELT BUCKLE	The standard belt buckle is silver. It is worn with a Black Belt.	<u>Wear With:</u> -Dress Blue Trousers -Undress Trousers -Working Blue Trousers

MANNER OF WEAR FOR STANDARD SILVER BUCKLE:

MEN:

Wear the buckle so that the belt clip end (metal tip) touches the wearer’s LEFT side of the buckle. Align the RIGHT side of the buckle with the opening of the shirt and opening of the fly, forming a straight line (in the military referred to as a “gig line”).

WOMEN:

Wear the buckle so that the belt clip end (metal tip) touches the wearer’s RIGHT side of the buckle. Align the LEFT side of the buckle with the opening of the shirt forming a straight line. If men’s trousers are worn, align the LEFT side of the buckle with the opening of the shirt and opening of the fly, forming a straight line (gig line).

The belt should be cut such that there is not a long “tail” left over. In fact, the silver end of the web belt should just slide through your buckle enough so that it appears an uninterrupted chunk of silver at the buckle. No webbing should be exposed between the belt clip and the buckle

COVERS (HATS):

Hats, or covers, are to be worn squarely on the head, not tilted back or to the side. Hair or bangs should not be visible below the brim or hat line of the cover. Long hair should be up and away from the collar and contained under the hat, not sticking out the back. Covers should always be worn outdoors, and removed indoors. Some Religious Service protocol require cover be worn indoors.

UNIFORM VENDORS:

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

UNITED STATES COAST GUARD UNIFORM DISTRIBUTION CENTER

414 Madison Ave
Woodbine, N.J. 08270
Customer Service: (800) 874-6841

ALL OPERATIONAL DRESS UNIFORM COMPONENTS ARE TO BE PURCHASED FROM THE UNIFORM DISTRIBUTION CENTER WOODBINE, NEW JERSEY.

GENERAL INFORMATION:

The Coast Guard Uniform Distribution Center (UDC) has a website, <http://www.uscg.mil/uniforms>, which can be publicly accessed by all personnel. This website is recommended as the most efficient means by which members can fulfill their uniform needs.

When on the UDC welcome page, refer to the quick link "Uniform Items." It is recommended that members peruse the UDC Stock Book and identify both the uniform items desired as well as the corresponding stock numbers. The items listed in the Stock Book are the ONLY items managed by the UDC. A sample UDC Standard Order Form has been provided at the end of this section. Additional copies are available on the UDC "Uniform Items" web page.

ADVISORY:

Personnel at the UDC suggest that Phone Orders be the primary method when ordering items. This is the most expedient way to fill orders.

HOW TO ORDER:

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

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

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

A. ONLINE ORDERS

Online ordering is now available from the UDC. Click USCG UDC Web Store to gain access. To login for the first time, select "Request/Change Login and Password" and complete the form. An e-mail will be sent to you containing your User Name and Password during normal UDC business hours: 0730 to 1600 (EST), Monday – Friday.

B. PHONE ORDERS

Phone orders may be placed from 0800 to 1530, Monday – Friday, EST. You may use personal MasterCard, Visa, Discover, or American Express credit cards. **Coast Guard Active Duty members may use the Charge-to-Pay method.** To reduce phone-holding time, please have on hand a list of items needed and specific measurements.

To place a Phone Order, call (800) 874-6841 or (609) 861-1221.

THE AVERAGE PHONE ORDER TAKES APPROXIMATELY 4 TO 5 MINUTES TO PROCESS. IF YOU ARE ON HOLD, BE PATIENT; YOU SHOULD BE SERVED IN 15 MINUTES OR LESS. REMEMBER THAT THE UDC STOPS TAKING ORDERS AT 1530 (EST) EVERY DAY. IT IS STRONGLY RECOMMENDED THAT YOU WRITE YOUR ORDER DOWN AND FOLLOW IT WHEN TALKING TO THE UDC.

C. MAIL ORDERS

Uniform orders can be mailed to the UDC by filling out the Standard Order Form available on the website. Include check, money order, or credit card information with your order form. If paying by check or money order, please make payable to U.S. Coast Guard for the EXACT AMOUNT of your order. Consult the Stock Book for the correct prices and stock numbers. The UDC ships no charge, parcel post. There is no special delivery available.

Mail or fax your completed order form to:

U.S. Coast Guard
Uniform Distribution Center
ATTN: Customer Service
414 Madison Ave.
Woodbine, N.J. 08270

Remember to sign your Standard Order Form before submitting.

D. FAX ORDERS

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

Please fax orders to: (609) 861-7930.

E. GOVERNMENT CREDIT CARD ORDERS

The UDC cannot accept government credit card orders over the phone. These orders must be faxed or mailed on a Procurement Request (form DOT F 4200.1.2CG). Please ensure the Procurement Request includes all of the following information:

- The unit's name
- OPFAC number (Cost center code)
- Ship-To address
- Point of contact with telephone number
- Government credit card account number
- Card expiration date
- Printed name, exactly as it appears on credit card
- Cardholder's signature

F. OVER-THE-COUNTER SALES

The UDC has two locations. Both accept personal MasterCard, Visa, Discover, or American Express credit cards, money orders (for the exact amount of the purchase), or the Charge-to-Pay method (Active-Duty Coast Guard only).

REVIEW THE UDC STOCK BOOK AND IDENTIFY DESIRED ITEMS PRIOR TO YOUR VISIT. CALL AHEAD TO ENSURE THE UDC IS OPEN. IT IS REQUESTED THAT GROUPS OF 4 OR MORE MEMBERS MAKE AN APPOINTMENT WITH THE UDC WHEN PLANNING A VISIT; CHANGING SPACE TO INSURE THE PROPER FIT OF YOUR UNIFORM IS LIMITED AND TIME MAY NOT ALLOW FOR VISITS OF THIS MAGNITUDE. PLEASE CALL AHEAD TO MAKE THE NECESSARY ARRANGEMENTS.

Locations:

Woodbine, N.J. – MAIN WAREHOUSE

Over-the-counter sales at the UDC are from 0730 to 1500, Monday – Friday, excluding holidays. Please call (800) 874-6841 or (609) 861-1221 to check availability.

TRACEN, Cape May, N.J.

Due to recruit issues, over-the-counter sales at Training Center Cape May are limited to Thursdays from 0730 to 1500. Depending on recruit issue requirements, times are subject to change without notice. Please call (609) 898-6744 to check availability.

If you are to visit TRACEN CAPE MAY in a group of more than three (3) people you MUST CALL THE DAY BEFORE AND MAKE A APPOINTMENT. There will be NO EXCEPTIONS to this rule.

G. SPECIAL ORDERS

If the UDC does not stock a size that you need, you may request that item by completing a special order form. While every order is expedited, the average completion time to fill a special order is approximately three months. The order forms are available online. Call (609) 861-7934 for assistance.

IT IS RECOMMENDED THAT YOU OBTAIN THE MEASUREMENT FORMS AVAILABLE AT THE UDC WEBSITE AND BRING THESE WITH YOU TO A LOCAL TAILOR FOR AN ACCURATE MEASUREMENT. THERE ARE NO RETURNS OF SPECIAL ORDER UNIFORMS.

UDC UNIFORM RETURN POLICY:

PLEASE READ THOROUGHLY

Uniform items that are altered in ANY WAY after their receipt are NOT returnable. Uniform items may not normally be returned after 3 months from the date of invoice, even if not worn or altered. Requests to return uniform items after this 3-month period will be reviewed on a case-by-case basis by the UDC. Due to problems with returned items being lost in shipment, members are advised to ship their returns back by requesting a return-receipt confirmation from the shipping source used. The cost of shipping the return back to the UDC is the member's responsibility.

This does not include SPECIAL TAILORED UNIFORMS.

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

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

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

AUXILIARY ASSISTANCE:

The Uniform Division of the Human Resources Department has appointed an AUXILIARY LIASON to the UDC, who stands ready to assist Auxiliary Members in their dealings with the UDC.

CONTACT: Glenn Stafford, BC-HXL
3500 Daniel Crescent
Baldwin, NY 11510
Phone: (516) 582-4468
E-Mail: gstafforduscga@gmail.com

Please note: E-mail is the preferred method of contact because transactions dealing with stock numbers, sizes, addresses, and invoice numbers are better handled by record communication.

COAST GUARD, AIR FORCE, NAVY, ARMY EXCHANGE STORES

For locating the State and CGES Regions nearest you, use the web site address:
www.cg-exchange.com

The Coast Guard Exchange system is available for Auxiliarists for the purchase of anything except tobacco and liquor products. It is only at the exchanges of other military services (AAFEES, NEX, etc.) where Auxiliarists are limited to purchasing uniform items. Visiting an Exchange offers the advantage of being able to try on uniform garments to get the correct size. You can take the garments home with you and save shipping costs. To gain entry, Auxiliarists must have their Auxiliary ID Card (USCG-2650A) with them, also to be shown when making a purchase. To assist you in locating an Exchange Supply Store, use the web site above for a directory of all Coast Guard Exchange System Stores, contact the Exchange nearest you for directions. When visiting or ordering from an Exchange for the first time, it is suggested you check on the following:

1. What are the days and hours of operation?
2. What are their return policies?
3. Are checks and/or credit cards accepted?

AUX. UNIFORM ITEMS THAT MAY BE WORN INFORMALLY WHEN NOT ON DUTY:

Only the following uniform items, which do not present a distinctive Coast Guard Auxiliary appearance, may be worn with civilian attire:

- Trench Coat (w/o insignia)
- Windbreaker (w/o insignia)
- All-weather Parka (w/o insignia)
- Sweaters (Cardigan or Woolly-Pully w/o shoulder boards)
- Belts
- Watch Cap
- Cold Weather Cap (w/o insignia)
- Blue four-in-hand necktie/Bow Ties
- Shoes/Boots
- Gloves
- White Shirts

U.S. COAST GUARD AUXILIARY CENTER

ST. LOUIS, MO

PHONE: (314) 962-8828

E-Mail: auxcen@sbcglobal.net

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

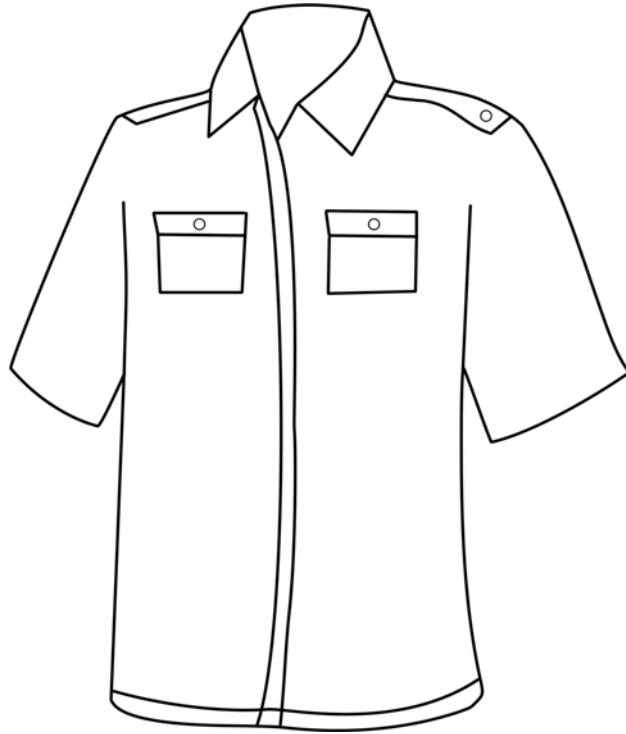
The AUXCEN provides the materials for all U.S. Coast Guard Auxiliary educational courses through the District Staff Officer for Materials (DSO-MA) in each district. It also provides uniform accessories, flags, pennants, burgees, required Auxiliary operational facilities signage and equipment, and Auxiliary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

<http://www.cgauxa.org/pages/auxiliarycenter.html>

The proceeds received from sales of AUXCEN items through your DSO-MA are used to support the various programs of the U.S. Coast Guard Auxiliary including local District programs. Some of the items available from the AUXCEN through your DSO-MA are:

- ▶ Belts & Buckles
- ▶ Enhanced Shoulder Boards (regular/small)
- ▶ Buttons
- ▶ Hard Shoulder Boards (regular/small)
- ▶ Cap Accessories
- ▶ Tilley Hats
- ▶ Combination Caps (members & officers)
- ▶ Comb Cap Frames (members & officers)
- ▶ Garrison Caps
- ▶ Sleeve lace and shields
- ▶ Collar & Coat Insignia
- ▶ Combination Cap Covers
- ▶ Ball Caps
- ▶ VSC Golf-style shirts Cardigan Sweaters
- ▶ Sew-on Insignia and Devices
- ▶ Ribbons/Medals
- ▶ Ribbon/Medal Bars/Unimounts
- ▶ Ribbon/Medal Attachments
- ▶ Cummerbunds/Cuff Links & Studs
- ▶ Hat Bands (men & women) w/ Cap Device Sewn
- ▶ Hat Bands (men & women)
- ▶ Uniform & Social Name Tags
- ▶ Blazer Patches
- ▶ Coxswain/Aviation-Air Crew Devices
- ▶ Past Officer and AUXOP Devices
- ▶ Marine Safety Trident Devices (Metal)
- ▶ PWC Operators Device (Metal)
- ▶ To request an OPS Polo Shirt form, contact auxcen@sbcglobal.net.

USCG AUXILIARY TUNIC OVERBLOUSE UNIFORM OPTION FOR WOMEN



For women who will be more comfortable in a size larger than those offered at the Uniform Distribution Center in Woodbine, New Jersey. This shirt does not need to be tucked into the trousers when worn. It is ordered from the Auxiliary Center in St. Louis, MO. See FSO-MA for the AUXCEN order form.

The qualification insignia, shoulder boards, ribbons, etc. that are worn with the tropical blue uniform shirt can be worn on this shirt.

SIZE CHART

Size	Collar	Bust	Waist	Shoulder	Back Length
22	16	54	52 ½	19 ¾	30
24	16	56	54 ½	20	30
26	16 ½	58	56 ½	20 ½	30
28	17	60	58 ½	21	30
30	17 ½	62	60 ½	21 ½	30

U.S. NAVY UNIFORM SUPPORT CENTER

1545 CROSSWAYS BLVD.
CHESAPEAKE, VA 23320
PHONE: 1-800-368-4088
E-Mail: uscgovt@hq.nex.net.com

PHONE ORDERS ONLY. Charge to MasterCard, VISA, Discover, or AMEX. No Mail Orders. UNIFORM GARMENTS AVAILABLE. Express shipping available. **Prices are subject to change without notice.** Inquire when ordering.

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

The U.S. Naval Support Center presently provides uniforms to retired Coast Guard, Active Duty, and Reserve only. This pricing information is included for Auxiliary members who meet this criterion. All Auxiliaries can continue to order their formal uniforms from the U.S. Navy Uniform Support Center. Auxiliaries are not granted access to NEX web site; it is a Department of Defense directive.

U.S. COAST GUARD ACADEMY CLOTHING LOCKER

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

Walk in only. No mail orders at this time. VISA and MasterCard are accepted. There is both an Exchange and the Cadet Uniform Store. The Exchange has USED but still serviceable uniforms at ½ price. The Uniform Store is in the north end of Chase Hall and is only open during the week. The Exchange is in Johnson Hall and does have some Auxiliary items. The size/selection is geared toward the aspiring Coast Guard officer candidate. If you are near military weight, you will find plenty of good items.

Hours:

Monday/Tuesday & Thursday: 0900-1530
Wednesday & Friday: 0900-1130

KINGFORM CAP COMPANY INC.

121 NEW SOUTH ROAD
HICKSVILLE, NY 11801-5230
Phone: 516.822.2501
Fax: 516.822.2536

LIGHTHOUSE UNIFORM COMPANY

1532 15TH AVENUE WEST
PO BOX 19213
SEATTLE, WA 98119
PHONE: 1-800-426-5225
FAX: (206) 282-5662
E-Mail: Light@LighthouseUniform.com

ULTRA THIN RIBBONS & MEDALS

P.O. BOX 7161
MOORE, OK 73153
PHONE: 1-800-758-7265

SEW-ON UNIFORM INSIGNIA

AUTHORIZED COMPANIES - ANSC (Auxiliary National Supply), Exchanges, and Vanguard. Call for pricing for all vendors.

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

The Bent Needle

1444 COMMERCIAL STREET
ASTORIA, OR 97103
(503) 325-0638
E-Mail: www.bentneedle.net

Name tapes Cotton
Name tapes Rip Stop
Collar Insignia
Coxswain device

DeeBee's Tailoring & Cleaners

USCG SUPTCEN
P.O. BOX 5041 – 22 EAGLE RD.
COAST GUARD ISLAND
ALAMEDA, CA 94501-5100
(510) 536-4252
E-Mail: www.dbtailor@hotmail.com

Name tapes
Collar devices
Coxswain Device

Uniform Tape Company

5701 SOUTH DALE MABRY HIGHWAY
TAMPA, FL 33611
E-Mail: www.uniformtape.com
1-800-237-0011 (outside Florida)

Name tapes
Collar devices
Coxswain device

Vanguard (East)

1172 AZALEA GARDEN RD
NORFOLK, VA 23502
Order online or phone
vanguard@vanguardmil.com
TEL: 1-800-221-1264
FAX: 757-857-0222

Coxswain device
Collar devices
Aux OP device
Other devices

HOW TO ORDER:

Phone orders are accepted from the companies listed above. All accept the credit cards listed. Member collar devices are available as well as officer devices. One word of caution, however; anyone sewing on officer collar devices may have to change them or wear an alternate shirt if they crew on a Coast Guard vessel or with Coast Guard Aviation. In that case, all that should be worn are member devices so as not to confuse the active duty Coast Guard personnel with a two-star (Auxiliary) taking orders from a third class (active duty Coast Guard). It is suggested that, when ordering name tapes, you provide the vendor with the width of your shirt pocket to ensure that the name tapes sent will extend to the edges of the pocket (but not beyond) when it is sewn on. You should have enough material to turn the edges under before sewing the name tapes on your uniform. If the edges are not sewn under, they will fray when washed. When ordering your collar devices, be sure to indicate whether you need blue "A" (elected) or red "A" (appointed). For the safety of members participating in operations missions, be sure to wear the sew-on cloth tapes when wearing a personal flotation device (PFD), as the regular name tags and insignia can easily become snagged on the mesh liner and cause injury to the wearer.

Web Sites for Uniform items, etc.

General info <http://www.uscg.mil/auxiliary/cginfo/uniforms/default.asp>

CG/AuxA <http://www.shopauxiliary.com/>

District 5 Southern <http://uscgaux-5sr.bizhosting.com/>

District 7 <http://d7materials.org/>

District 8 CR <http://stores.homestead.com/USCGAUXDistrict8CR/StoreFront.bok>

District 8 ER <http://www.cutteragent.com/district08er.html>

District 8 WR http://users.mo-net.com/district8wr/members/materials_store.htm

District 9

<http://a092.uscgaux.info/login.php?xfer=%2Fconfig%2Fcomponents%2Fshop%2Fmain.php%3Fid%3D%26lan%3D>

District 11 North <http://www.d11nstore.org/>

District 13 <http://www.d13cgaux.com/sites/members/Departments/Logistics/Materials.aspx>

Mustang Survival Products <http://www.mustangsurvival.com/professional/coast-guard>

CARE AND MAINTENANCE OF AUXILIARY UNIFORMS

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

SILVER LACE, CAP DEVICES, AND BUTTONS

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

SINGE MARKS

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

MEDALS

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

MOTHS

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

MILDEW

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

STAINS

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

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

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

A. OIL OR GREASE

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

B. PAINT

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

C. PARAFFIN OR WAX

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

CARE OF OPERATIONAL DRESS UNIFORM SHIRTS

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

DEVICES: USE AND MAINTENANCE TRICK FROM MEMBERS

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

SHIRTS: PUTTING CREASES IN YOUR SHIRTS

Military creases may be worn at the member’s option.

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

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

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

SHOES/BOOTS:

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

UNIFORM: “CONSISTENCY and CONFORMANCE”

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

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

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

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

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

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

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

SUGGESTIONS:

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

TO PONDER:

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

SEMPER PARATUS

ANY QUESTIONS REGARDING INFORMATION IN THIS GUIDE ARE
APPRECIATED

UP-DATED "AS NEEDED" SO YOU ALWAYS HAVE
"TIMELY ACCURATE INFORMATION"

**It's Your Auxiliary
It's Your Uniform
Wear it with **Pride!**"**



**An Integral Part of the
United States Coast Guard
Family**