



DEPARTMENT OF THE NAVY
RECRUIT TRAINING COMMAND
3355 ILLINOIS STREET
GREAT LAKES, IL 60088-3127

NAVCRUITRACOMINST 1020.1
CMC

JAN 03 2019

NAVCRUITRACOM INSTRUCTION 1020.1

From: Commanding Officer, Recruit Training Command

Subj: UNIFORM POLICY AND REGULATIONS

Ref: (a) NAVPERS 15665I
(b) NAVADMIN 191/08
(c) NAVADMIN 082/16
(d) NAVADMIN 125/17
(e) NAVADMIN 214/17
(f) SECNAV M-5210.1

Encl: (1) Staff Personal Appearance

1. Purpose. To prescribe Navy uniforms and publish uniform policy and regulations for Navy personnel aboard Recruit Training Command (RTC) in accordance with references (a) through (f). Violations are punishable under Article 92 (1), Uniform Code of Military Justice (UCMJ). This instruction is new and shall be read in its entirety.
2. Applicability. This instruction applies to all military personnel assigned to RTC.
3. Background. Reference (a) is the basic directive governing the proper wear of uniforms and civilian attire by Navy personnel.
4. Policy. Per reference (a) military personnel aboard RTC shall be neatly groomed in the authorized uniform or appropriate civilian attire. Retirees, dependents and guests, when onboard RTC, shall present a socially acceptable appearance. For information on any deviation to the prescribed uniform contact the Command Master Chief for guidance and resolution.
5. Responsibilities
 - a. Sailors at RTC are responsible for maintaining a sharp military appearance at all times.
 - b. Division Officers (DVOs) and Leading Chief Petty Officers (LCPOs) are responsible for ensuring the compliance of personnel under their cognizance in accordance with reference (a).
 - c. Officers, Chief Petty Officers, and Petty Officers are responsible for reviewing the latest revision of reference (a) and are expected to uphold the standards. Leaders will set the highest example, instruct Sailors in proper uniform wear and appearance, and enforce regulations as appropriate.

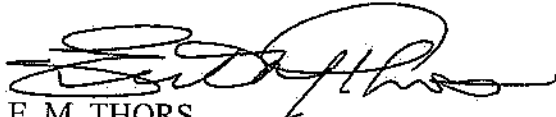
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6. Action. Pride in appearance is the mark of a responsible military member and a prime indicator of morale and discipline in a command. DIVOs and LCPOs shall ensure compliance with uniform regulations and grooming standards as set forth in reference.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed in accordance with reference (f).

8. Review and Effective Date. The Command Master Chief will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



E. M. THORS

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RECRUIT TRAINING COMMAND STAFF PERSONAL APPEARANCE

1. Staff Personal Appearance

a. U.S. Navy Regulations and local uniform policies apply while onboard RTC. Each Sailor's appearance should serve as an example for recruits to emulate. All personnel assigned to RTC must wear regulation uniform articles at all times when training or interacting with recruits except as stipulated in this instruction. Civilian clothes are authorized for transit to and from work, especially during inclement weather, but all effort will be made to limit civilian clothes in and around recruit training spaces.

b. Uniform of the day. All staff members, including instructors and Recruit Division Commanders (RDCs) who are either actively pushing or in their Recruit Training Period (RTP), are required to be in the appropriate uniform at all times. While with a division, a staff member will not overdress beyond what recruits are authorized to wear. RDCs will utilize the "Recruit/RDC Authorized Uniform Substitutions" provided by FQA. When driving or a passenger in a vehicle on base, the appropriate cover will be worn. Staff members will wear designated uniform as follows:

(1) RDCs (on or off push) shall wear khakis/NSUs on Monday, Tuesday, Thursday and Friday. On Wednesday, Saturday, Sunday, and non-curriculum training days, NWUs are authorized for RDCs, but not required. The lead RDC will determine the uniform on these days, and ensure all assigned RDCs are in the same uniform.

(2) Instructors at the Pool/Dive-Mo and Freedom Hall are authorized to wear PT gear while instructing, but shall wear NWUs at all other times.

(3) Instructors at Weapons and Marlinspike shall wear NWUs at all times.

(4) Instructors at Firefighting, Battlestations, and Marlinspike shall wear coveralls when instructing/running. Firefighting and Marlinspike shall wear NWU when not instructing. Battlestations shall wear khakis/NSUs when not running.

(5) BNO Instructors, Officers, and Staff (Admin, Chapel, Security, PAO, etc.) shall wear khakis/NSUs on Monday, Tuesday, Thursday and Friday. NWUs are authorized on Wednesday. Green flight suits with the brown NWU undershirt are authorized on Wednesdays for Officers only.

(6) Ribbons: All staff will wear all ribbons earned in uniform. Wearing of top 3 only is not authorized while stationed at RTC.

(7) Boots in NWUs: RDCs on push shall wear black boots in NWUs while assigned a division. Brown boots are optional for all other staff in NWUs as well as RDCs not on push.

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(8) Navy issue safety boots/shoes are authorized to be worn in NSU/Khakis by RDCs who are actively pushing a division as well as well as RDC C school student in shadow phase. Navy issue safety boots/shoes are only to be worn in NSUs/Khakis within the confines of RTC.

(9) All staff members may wear black leather boots in khakis/NSUs during inclement weather, i.e. excessive rain of 2+ hours, snow, slush, or freezing temperatures.

(10) Fleece Liner. The black fleece liner may be worn with coveralls vice the black relaxed fit jacket.

(11) All watch stations shall be stood in khakis/NSUs.

(12) Coveralls are mandatory for the BST-21 Capping Ceremony, and authorized for any staff member when conducting working parties, field day, or otherwise directed.

(13) RDCs are required to be in NSUs (E-6 and below)/Service Khakis (E-7 and above) for the following events:

(a) During initial division pick-up from Pearl Harbor Staff

(b) Division Commissioning

(c) All Inspections (RDC, C School Students, FQA, and STT)

(14) Dress Uniforms. When required by the division MTS/POD (e.g. Division Photos, pass-in review) or otherwise directed.

(15) Navy PT Uniform. When wearing the Official Navy PTU while on RTC, the shirt will be tucked in at all times. Shorts and pants will be worn fully on the waist and the length will not be below the knee. Pregnant Sailors will wear the shirt out and discontinue wearing the PTU when it becomes too tight. Female Sailors will wear a sports brassiere when wearing the PTU. Compression shorts/modesty liners are authorized, but must be black or navy blue and shall not be visible when standing. Additional undergarments are authorized but must not be visible. The following PT gear is required for wear while conducting PT with recruits:

(a) Navy Sweat Pants/Navy Sweat Top. The sweat pant is navy blue, 50/50 cotton/polyester blend, with reflective lettering vertically outlined in gold outboard on each pant leg. The sweat pants will be worn squarely on the waist with both pant legs fully extended. The Navy sweat shirt is navy blue, 50/50 cotton/polyester blend (hooded or crew neck), with reflective navy lettering outlined in gold on the back and reflective navy lettering and navy seal outline in gold on the front. Both the old design and new design of the Navy sweats are authorized.

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(b) Fitness Suit Pants/Fitness Suit Top. The fitness suit top will be the fitness jacket with silver piping and gold reflective Navy lettering across the left front and back center. The fitness suit pants will be the fitness pants with silver piping and gold reflective Navy lettering on the right leg.

NOTE: Either the Navy Sweats or Fitness Suite is authorized when with Recruits, so long as all divisional RDCs match.

(c) In order to differentiate between staff and recruits, socks shall be solid black, ankle length with no logos when conducting PT with division. Crew socks are not authorized. Athletic slides or flip flops/shower shoes are not authorized.

(d) Running shoes will be in good taste and will not detract from appearance of the PTU.

(e) While in PT gear, staff members may wear the ID card armband.

(f) The standard issue Navy ball cap shall be worn when outdoors if wearing Navy PTU and is the only ball cap authorized for wear when with the division. Metal rank insignia shall be centered 1 ¼ inch above the visor to identify member's paygrade. Ball cap is not required when not with a division.

(g) Black, Blue or gold sweat top/pants or RTC POA/CPOA (hood authorized) under Navy Fitness Suit.

(h) Earphones are not authorized with the PT uniform during command-sponsored PT activities such as organized command PT, Fitness Enhancement Programs, and formation runs. Earphones are authorized during individual PT in safe areas (e.g., gyms, athletic fields, sidewalks). Earphones are authorized during the PFA on a not to interfere with CLF instructions and safety. Earphones are not authorized in NSU/Khaki, NWU, or any dress uniform.

(i) Military/personal identification shall be carried at all times while onboard any installation.

(j) RDCs have one hour after the scheduled completion of PT to be back in the UOD. RDCs will not conduct any training other than PT while wearing PT gear.

(k) Blue short-sleeve RTC CPOA PT shirt, blue short-sleeve RTC POA PT shirt, and blue Wardroom shirt is optional while PT is being conducted with recruits. All designs must have Commanding Officer Approval.

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(l) When conducting PT on your own, staff members may wear professional and appropriate athletic attire and outerwear that does not distract from a professional appearance or bring discredit to the command.

(m) When recruits are wearing watch caps in PT gear, RDCs are authorized to wear watch caps or the extreme weather cap when with the division. RDCs watch cap will be black, same as recruits. Rendering honors is required.

(n) For foul weather conditions, the All Weather Coat (raincoat) with insignia and Navy ball cap will be worn over the top of the PT gear. No other outer garments are authorized, except a sweat top as defined above.

(o) Staff Divisional PT shirts. RDC "C" School, CFL/ACFL, Freedom Hall, DIVMO, and Special Programs staff are authorized to wear divisional PT shirts. The shirt will have the RTC crest on the left breast. The back will indicate in plain lettering the division and the member's role, such as "RDC C School Instructor" or "Special Programs LCPO". No other lettering, slogans, or decorations are authorized anywhere on the shirt. The design for any divisional PT shirt shall be approved by the Commanding Officer. The shirts will not be command-funded, and must be purchased by individual Sailors using personal funds. If divisions do not desire to wear self-designed shirts, the Navy PTU will be the required UOD.

(16) Uniform Alterations. The uniform will not be altered in any way except to bring about a proper and pleasing fit.

(17) Relaxing the Uniform. Staff members are not authorized to relax their uniform appearance at any time while on board RTC. It is essential that the role model image remains consistent.

(18) Aiguillettes:

(a) Red aiguillettes are authorized by Uniform Regulations for wear by all qualified Recruit Division Commanders assigned to RTC.

(b) Recruit Division Commander C School students are authorized blue aiguillettes for wear.

(c) Attach the aiguillette IAW C School guidance, depending on the particular uniform item.

(d) Wear the aiguillette on outer garments whenever they are worn. The aiguillette is authorized when wearing the Fleece Liner as a stand-alone jacket. This is only authorized on Naval Station Great Lakes and in housing. When conducting business off-base in NWU with liner, the aiguillette is not authorized.

(e) At no time will aiguillettes be displayed or worn in an inappropriate manner (e.g. hung on car mirrors, worn on civilian clothes, etc.).

(f) Wear it on all uniforms with the exception of the formal dress uniform, dinner dress uniform, and coveralls.

(19) Recruit Division Commander (RDC) Badge. Military personnel who possess the 8RDC NEC and who are currently assigned to duty as a RDC at RTC will wear the RDC Badge.

(a) Wear the badge on all uniforms upon which the aiguillette is worn.

(b) Place the badge in accordance with ref (a) Chapter 5, section 1, article 5101.

(c) RDC C School students shall wear the badge during shadow phase of training.

(20) Black Leather Cap. RDCs who are actively training recruits are authorized to wear the black leather cap. Extreme weather caps can be ordered at www.galls.com, (keyword "trooper cap"). They are not authorized for wear outside the confines of RTC.

(a) The black leather cap is authorized for wear by RDCs when UOD is "wear neck gaiter."

(b) A small cap device will be worn on the front of the cap, centered on the flap.

(c) When the cap is worn with earflaps down, chinstrap shall be fastened beneath the chin.

(21) White Scarf. The white scarf is authorized for wear with the reefer/peacoat, all-weather coat, overcoat, and relaxed fit jacket. It is worn under the outer garment. If "wear" scarf is prescribed by UOD, staff members may wear scarf within the confines of RTC in the same manner as recruits. Black scarves are not authorized for wear.

(22) Watch Cap. Authorized for wear by on push RDCs when prescribed as uniform of the day for recruits. May be worn by all staff personnel during cold weather conditions. The watch cap may not be worn without the appropriate outer garment. May be optionally worn with the PTU when weather conditions warrant to match the Recruits.

(23) Gloves. Black leather gloves will only be worn in conjunction with peacoats/reefers, overcoats, all-weather coats, windbreakers, black jackets, or the NWU Parka. Gloves are authorized in E7 and above SDB without an outer garment. Non-RDCs are authorized, as an optional item, non-leather, fabric black gloves with coveralls or the previously stated outer garments with the Service or Working Uniforms. Since the black V-neck sweater and submarine sweater are not outer garments, gloves are not authorized. When wearing the Fleece liner as a stand-alone jacket, gloves are authorized.

(24) Ear Muffs. Will be worn per Navy Uniform Regulations in conjunction with an outer garment. The 180s style, without the elastic retaining strap, are authorized while stationed at RTC. This item is not IAW Navy uniform regulations but is the item sold in the NEX uniform shop.

(25) Water Bottles. While marching with recruits, RDCs may only carry the clear NEX issued (recruit) water bottle. No other beverage containers will be carried with recruits (e.g. coffee cups, energy drinks, etc.)

(26) ID cards will not be visible outside of the uniform. ID cards will be carried in an inconspicuous place, except while in PT gear.

(27) Sunglasses. Conservative sunglasses are permitted except while in military formations. RDC marching with the division is not considered in formation. Straps are not authorized. Sunglasses will not be worn while indoors.

(28) Yaktrax are authorized for wear by RTC staff in all uniforms within the confines of RTC when snowy/icy conditions exist. They must be black in color, and will be removed prior to entering any building.

(29) Neck gaiters are authorized for wear by all Staff in all non-dress uniforms within the confines of RTC. Neck gaiters may only be worn when prescribed UOD for recruits states "wear neck gaiter." Neck gaiters must be black in color, made of cloth material (i.e. wool, fleece), and be free of decoration. Brand names and logos must not be visible in uniform. Neoprene materials are not authorized. There will be no openings for the nose or mouth and will not cover the top of the head.

(30) Submarine sweaters are authorized for submarine qualified Sailors to wear in khakis/NSUs. The submarine sweater will be worn over the shirt of the Service Uniform, with the collar of the shirt inside the sweater, with a minimum of the lower two buttons fastened, and sleeves fully extended but not beyond the lower knuckle of the thumb. A standard hook and loop (Velcro) back, 2 by 4 inch, black leather name tag, will be affixed to the sweater with Velcro fasteners to the upper left portion of the sweater for identification purposes. The information on the name tag will be in accordance with reference (a), Chapter 5, Section 2. The sweater will be free of snags, holes and pilling of the fabric.

(31) Leather flight jackets are authorized for wear by eligible Sailors.

(32) Identification/access badges, key cards, etc., are not part of the Navy uniform, but may be prescribed by Commanders and Cos for wear in only those areas where access needs to be granted to carry out normal duties. Identification/access badges, key cards, etc., shall be removed when outside of the building for which they are required.

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(33) Naval personnel are authorized to wear protective clothing with uniforms on or off-base while operating and riding as a passenger on any two or three-wheeled vehicles. When transiting to and from the parking area and work spaces, the helmet shall be removed and the proper headgear shall be worn. The following personal protective equipment is mandatory for all persons riding or riding as a passenger on a motorcycle on or off base:

(a) A properly fastened, under the chin, protective helmet certified to meet U.S. Department of Transportation standards. Fake or novelty helmets are prohibited.

(b) Properly worn eye protective devices (impact or shatter resistant goggles or full-face shield properly attached to the helmet). A windshield, fairing, or eyeglasses alone are not proper eye protection.

(c) Properly worn long-sleeved shirt or jacket, long-legged trousers and full-fingered gloves designed for use on a motorcycle.

(d) Sturdy footwear is mandatory. Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.

(e) Reflective outer garments or vest shall be worn during night time hours.

(f) The procurement of this type of clothing is the responsibility of the individual. Rain suits and snowsuits are authorized.

(34) Cell phones. Only one wireless communication device may be worn on the belt of the working and SU and must be placed on either side aft of the elbow. Devices will not be visible from the front and worn in such a manner as to impede the normal wear and appearance of the uniform. Official business and personal cellphones may be used in transit but it must be in the left hand for rendering of proper military courtesies. The use of cellphones is not authorized when driving on military installations. Wireless communication devices such as Bluetooth cell phone earpieces and headphones are only to be worn when specifically authorized for execution of duties in the vehicle and authorized by the installation Commander. Cell phone usage/texting is not authorized while an RDC is marching with recruits.

(35) Command or rating pride belt buckles are authorized. E-7 and above shall be gold. E-6 and junior shall be silver. Other colors are authorized within the respective gold or silver background. Measurements shall not exceed 2.5" high x 3" wide.

(36) Command Ball Caps.

(a) Red ball caps may be worn within the confines of RTC by instructor's in BNO, DIVMO, Marlinspike, Pool, Fire Fighting, Weapons, Freedom Hall, and Battle Stations. Red ball caps may be worn outdoors or when performing instructor duties indoors. When wearing NWU, transiting throughout RTC in the Red Ball Cap is authorized. When wearing coveralls, the Red Ball Cap is restricted to the area that the coveralls are needed for. The red ball

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cap may be worn with khakis and NSU only while performing instructor duties indoors and the combination or garrison cap is required at all other times. At no time will the Red Ball Cap be worn outside the confines of RTC.

(b) White ball caps will be worn by personnel performing duties in a safety position (e.g. Freedom Hall Corpsman and Battle Stations Night Check Chief).