

CIVILIAN MARINE PERSONNEL INSTRUCTION

COVER SHEET 303

CMPI 594

Uniforms and Standards of Dress

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Attached is a complete revision of CMPI 594, Uniforms and Standards of Dress. This revision replaces CMPI 594 in its entirety. The "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

REASON FOR REVISION

CMPI 594 has been revised to ensure clarity, incorporate a redesigned cap device for officer personnel and to provide guidance on accommodation of religious practices.

EFFECTIVE DATE

The above revision is effective upon receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

Authorized for MSC:

  
for M. P. KALLERES  
Vice Admiral, U.S. Navy  
Commander

By direction of the Secretary of the Navy:

Approved:

 MAR 1 1994  
ROBERTA K. PETERS  
Director, OCPM

Distribution:  
Mailing List #56

## CIVILIAN MARINE PERSONNEL INSTRUCTION

CMPI 594

COVER SHEET - 333

Uniforms and Standards of Dress

Date: 2 Nov 99

Attached revised pages of CMPI 594. This revision replaces old pages 1 & 2 of CMPI 594. The "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet filed as appropriate.

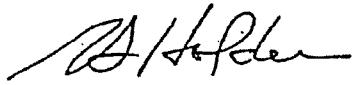
### Reason for Revision

CMPI 594 has been revised to eliminate potentially offensive language as well as modify reference to gender. Additionally, wording has been eliminated with regard to administration of CIVMARs by Area Commanders.

### Effective Date

The above revision is effective upon receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

Authorized for MSC:



G. S. HOLDER  
Rear Admiral, U.S. Navy  
Commander

Approved:



By direction of the Secretary of the Navy

Distribution:  
MSC Special List #56M

## INSTRUCTION 594

## UNIFORMS AND STANDARDS OF DRESS

## Section 1. General provisions

2. Uniforms and dress code for officer personnel
3. Non-officer's work clothes
4. Uniform Insignia

## SECTION 1. GENERAL PROVISIONS

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1-1. AUTHORITY. The uniform requirements embodied in this instruction were initially approved 12 December 1951 by the Secretary of the Navy. Nothing in this regulation violates the Protection of the Uniform Act. COMSC Instruction 5100.17 series, Afloat Safety and Occupational Health Manual, contains guidance on personal protective clothing.

1-2. PURPOSE. To establish uniform requirements and standards of dress for civil service mariners assigned to Military Sealift Command (MSC) ships.

1-3. POLICY. MSC civil service mariners shall wear the uniform or work clothes of their respective rank as prescribed in this instruction. The Master of each ship, or his\*/her\* delegated representative, is responsible for ensuring compliance with these regulations.\*\*

1-4. GENERAL REQUIREMENTS

a. Procurement of uniforms and work clothes. Civil service mariners shall provide themselves with an adequate supply of prescribed uniforms and work clothes as appropriate for their respective rank or specialty. Uniforms and work clothes may be purchased from any dealer selling articles conforming to these regulations. In 1950, a clothing allowance was included as a part of the base pay of civil service mariners. This complied with private industry practice at that time.

b. Wearing and care of the uniform. The wearing of the uniform and insignia should be a matter of personal pride to all MSC mariners. Dress blue uniforms will be scrupulously cleaned and pressed with braid and insignia bright and free from tarnish and corrosion. No pens, pencils, fobs or jewelry will be worn or carried exposed on the dress blue uniform. Work clothes will be clean (taking into consideration working conditions) and free from rips and tears. Eccentricities of dress, such as earrings, sandals, \*\* and short shorts are not authorized while in a work status aboard MSC ships.

c. Decorations, medals, badges, and ribbons. Decorations, medals, badges, and ribbons which have been properly awarded shall be worn above the left breast pocket of the dress blue coat. No decorations, medals, badges, or ribbons will be worn on shirts, raincoats, or overcoats. Naval Reserve Officers will wear the prescribed Naval Reserve insignia above authorized ribbons.

d. Civilian clothing. Civilian clothing may be worn by all personnel when off the ship on leave or liberty. No part of the prescribed uniform will be worn with civilian clothes except those articles which do not present a distinct uniform appearance. Civil service mariners, when off the ship on shore leave in foreign ports, are representatives of the U.S. Government and shall maintain an appropriate standard of appearance and dress at all times.

#### 1-5. SPECIAL CLOTHING AND WORK CLOTHES FOR DAMAGE CONTROL OFFICERS

a. Special clothing. Special clothing necessary for the protection of personnel against weather or injury may be worn as conditions warrant.

(1) All non-officer personnel engaged in cleaning tanks, bilges, or performing other dirty work will be provided fire retardant boiler suits and rubber boots in conformance with standard industry practice.

(2) All personnel involved in underway replenishment, cargo handling, cable handling, handling of sponsor equipment, in the making or breaking up, or in the mooring and unmooring in a towing operation, will be provided safety shoes, leather gloves, and color coded hard hats as appropriate. Lightweight rain gear (caps, jackets, pants, and boots) will be provided for wear when conditions warrant.

(3) All personnel directly involved in underway replenishment operations will be provided color coded jerseys, life jackets, helmets, and goggles as appropriate for identification and safety.

(4) All personnel directly involved in vertical replenishment operations will be provided color coded jerseys, flight deck life vests, helmets, and goggles as appropriate for identification and safety.

(5) All personnel who work in fire hazardous spaces will be provided fire retardant boiler suits.

b. Work clothing for damage control officers. Damage Control Officers when on duty aboard ship may wear khaki work clothes with collar insignia indicating rank or fire retardant boiler suits.

1-6. APPAREL TO ACCOMMODATE RELIGIOUS PRACTICES. It is MSC's policy to accommodate the doctrinal or traditional observance of religious faith practiced by MSC civilian employees when those practices do not have adverse impact on mission readiness, health, safety or discipline. While an employee's religious practice cannot always be accommodated, every effort will be made to provide reasonable accommodation.

a. Religious articles and/or apparel. Religious articles and/or apparel may be worn with the uniform or work clothing provided that they are neat, conservative (see section 1-6c below for definition of conservative) and do not interfere with the performance of an employee's duties. Whether a religious article or item of apparel interferes with performance depends on the characteristics of the item, the circumstances of its intended wear, and the nature of the employee's duties. Factors in determining if a religious item interferes with duties may include, but are not limited to whether the item may:

(1) Impair the safe and effective operation of equipment or machinery.

(2) Pose a health or safety hazard to the wearer or others.

(3) Interfere with the wearing or proper functioning of protective clothing or equipment (e.g., gas masks).

(4) Otherwise impair the accomplishment of the mission.

b. Accommodation factors. Supervisors should consider, before accommodating or not accommodating the wear of a religious item, the following factors:

- (1) The importance of mission requirements, including readiness, health, safety, morale and discipline.
- (2) The religious importance of the accommodation to the requestor.
- (3) The cumulative impact of repeated accommodation of a similar nature.
- (4) Alternative means available to meet the requested accommodation.

(5) Previous treatment of the same or similar requests, including treatment of similar requests for other than religious reasons.

c. Definition of conservative. Neat and conservative items or religious apparel are those that:

- (1) Are discreet, tidy, and not dissonant or showy in style, size, design, brightness, or color.
- (2) Do not replace or interfere with the proper wearing of any authorized article of the uniform or work clothing.
- (3) Are not temporarily or permanently affixed or appended to any article of the uniform or work clothing.

## SECTION 2. OFFICERS' UNIFORMS AND WORK CLOTHES

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Required uniforms and work clothes .....	1-1
General specifications .....	2-2
Items furnished to officer personnel .....	2-3
Maintenance of uniforms, work clothes and special clothing .....	2-4

2-1. REQUIRED UNIFORM AND WORK CLOTHES. All ships. All officers will supply themselves with the correct uniforms as described below:

a. Dress blue uniform. All Masters and Chief Engineers(1) Male personnel

coat	- regulation blue Navy type, with gold sleeve stripes
trousers	- regulation blue Navy type, to match coat
shirt	- white
tie	- black, four in hand
socks	- black
shoes	- black
cap	- combination with white cover

(2) Female personnel

coat	- regulation blue Navy type, with gold sleeve stripes
slacks	- regulation blue Navy type, unbelted
shirt	- white
tie	- black
stockings	- flesh tone
shoes	- black, service
cap	- combination with white cover

Note: All officers are encouraged, but not required, to possess dress blues.

b. Khaki work clothes. All officers

trousers	- khaki, cotton wash
shirt	- khaki, cotton wash
socks	- black
shoes	- black
cap	- combination with khaki cover or blue ball cap

**Note:**

(1) Engine Department officers may wear fire retardant boiler suits in lieu of cotton wash khakis while on duty. Rank and departmental collar insignia are not required on boiler suits.

(2) Officer personnel may wear, at their option, Navy type dark blue shirts and trousers when climatic conditions or geographic location warrants warm clothing. Rank and departmental collar insignia will be worn in the same manner as on khaki work clothes.

(3) Officer personnel may wear, at their option, the Navy type blue "woolly pully" sweater (with epaulets) with khaki or Navy type blue work clothes. The "woolly pully" may also be worn in lieu of the dress blue suit coat as circumstances warrant. Leather name tags are not authorized. Soft shoulder boards with appropriate departmental insignia shall be worn.

2-2. GENERAL SPECIFICATIONS. In general, uniforms and caps for male and female officers will be of standard Navy pattern. Buttons, chin straps, and sleeve stripes are to be of gold. All officers are required to possess and wear the khaki working clothes with appropriate insignia. Masters and Chief Engineers are required to have and wear, when appropriate and/or prescribed, the service dress blue uniform.

a. Buttons. Will be of a uniform type, bearing the symbol of an anchor with the shank vertical and the letters "MSC" superimposed thereon.

b. Cap. Will be a combination cap with black visor; rigid standing front, flaring center rim and black cap band worn with detachable khaki or white cover.

(1) Blue working ball cap. Will be made of navy blue authorized fabric; ski style with visor and may bear logos in good taste. The command name and designation, either or both, may also be embroidered or sewn in block letters centered on the front. The command ball cap may be worn any time on or off the ship. Masters and Chief Engineers are authorized ball caps with a visor embroidered with one row of gold oak leaves and acorns.

(2) Watch cap. Will be standard Navy type, blue worsted and may be worn by personnel according to season.

c. Cap insignia. Will be a silver spread eagle facing dexter, standing on a silver shield with a blue flag superimposed with MSC in gold letters. The shield and MSC house flag will be enclosed by the standard merchant marine wreath in gold. The device shall be two and one-half inches in height.

d. Cap visor. Will be of standard patent leather type except for that of the Master and Chief Engineer, which will be covered with navy blue cloth bound with patent leather and embroidered with 7 gold oak leaves with 5 acorns sinister and dexter.

e. Shoulder boards. Will be detachable, 5 1/4" x 2 1/4", covered with navy blue cloth faced with gold braid stripes to denote rank, surmounted by departmental insignia. Soft shoulder shall be worn on the optional "woolly pully" sweater.

f. Collar devices. Standard naval gold/silver devices, embossed with the MSC emblem, of appropriate rank will be worn on right collar and departmental device will be worn on left collar of working khaki shirts. Masters will wear appropriate rank device on both collars.

g. Breast insignia. Naval Reserve Merchant Marine Officer device will be of metal or embroidered gold, consisting of a spread eagle surcharged with crossed anchors and shield with a scroll extending to the width of the device and behind the shield and anchors. The letters "U.S." will appear on the scroll to the wearer's right on the shield; the letters "N.R." will appear on the scroll to the wearer's left on the shield. Overall width of the device will be 2 3/4"; length of anchors 7/8"; height of shield 5/8"; width of scroll 3/16" and other dimensions proportionate.

h. Shoes. Will be standard plain black oxford style worn with the dress blue uniform or black safety type with khaki work clothes. Corfam dress shoes are not authorized in engine spaces.

i. Belts. Will be cloth woven or web 1 1/4" wide with brass buckle, blue with blue uniform and khaki with khaki work clothes.

j. Outerwear. Will be of standard Navy pattern.

2-3. ITEMS FURNISHED TO OFFICER PERSONNEL. All items furnished become the property of the personnel to whom issued. Replacements, for any reason, will be at the expense of the individual. Additional uniform items required by officer

personnel after the initial issue from MSC, will be provided by the officer. Newly promoted officers will be provided one set of departmental and rank insignia for their new rank. Non-officer civil service mariners permanently promoted to officer rank will be considered initial appointment for purpose of furnishing uniform items.

a. Items furnished only to Masters and Chief Engineers are:

(1) Insignia and shoulder boards. Initial issue of one outfitting of cap insignia, departmental insignia, rank insignia and shoulder boards.

(2) Buttons. Buttons for one blue uniform.

b. Items furnished all other officers are:

(1) Insignia. Initial issue of one outfitting of cap insignia, departmental insignia, and rank insignia.

2-4. MAINTENANCE OF UNIFORMS, WORK CLOTHES AND SPECIAL CLOTHING.  
MSC will not furnish, launder, or dry clean uniforms or work clothes, except as agreed to in Command Labor-Management negotiations approved by COMSC. Special clothing will be maintained as required except safety shoes.

## SECTION 3. NON-OFFICERS' WORK CLOTHES

	Paragraph No.
Required dress code .....	3-1
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Work clothes and insignia furnished to non-officer personnel .....	3-3
Maintenance of work clothes and special clothing .....	3-4
Specific provisions .....	3-5

3-1. REQUIRED DRESS CODE. All personnel.

a. Supply (Steward) personnel. The following provisions apply:

(1) Cooks, Bakers and Pantrymen. White steward's jackets, white shirts, white fly-front long trousers, cook's caps, white aprons, black or white socks, and black shoes. Coats may be removed in hot weather upon approval of the Master.

(2) Laundrymen and Utilitymen. White steward's jackets, khaki long trousers, black socks and black shoes.

(3) Yeoman-Storekeepers. Khakis, black socks and black shoes.

b. Deck, Engine and Supply (Assistant Storekeepers only) Personnel. Blue work shirts with collars and buttons down the front, and long blue work pants (dungarees, denims, or jeans), black shoes, and black socks. The black safety shoes provided or paid for by MSC will meet the shoe requirement. Personnel working in engine spaces or doing dirty work may wear at their option either the prescribed work clothes or fire retardant boiler suits provided by MSC. Employees may wear the standard Navy type or ship's ball cap. There shall be no decoration on any of the above listed clothing.

c. Optional Clothing. Unlicensed personnel other than those working in messrooms or the galley may wear, at their option, the Navy type blue "woolly pully" sweater when weather conditions warrant. Leather name tags are not authorized.

3-2. WEARING OF WORK CLOTHES. Work clothes will be worn under the following conditions:a. In port or at anchor

(1) On duty.

(2) Off duty when the employee is on deck except when

going to and from the ship on liberty.

(3) Off duty when official visitors are expected.

b. At sea

(1) On duty.

(2) Off duty when the ship is operating in sight of another ship and when crew members are visible to the naked eye.

c. None of the above clothes requirements shall apply to an off duty employee while the ship is at sea or at anchor when the employee is on deck for recreational purposes (e.g., sun-bathing, fishing) at a time and location approved by supervisory personnel.

3-3. WORK CLOTHES AND INSIGNIA FURNISHED TO NON-OFFICER PERSONNEL. All furnished items remain the property of the U.S. Government. Items furnished are cook's caps, aprons, white fly-front long trousers, white coats, and jackets. Such clothing will be maintained and furnished for the use of appropriate supply (steward) personnel.

3-4. MAINTENANCE OF WORK CLOTHES AND SPECIAL CLOTHING. MSC will not launder, dry clean or otherwise maintain any items of clothing except for the following:

a. Supply Department. White caps, aprons, coats, jackets and fly-front long trousers.

b. Special clothing. Items furnished under the provisions of 594.1-5a.

3-5. SPECIAL PROVISIONS. The Master has the authority to relax the work clothes requirement in very hot weather so as to allow unlicensed personnel on deck to wear shorts and white tee shirts with no decorations except union or MSC insignia (i.e., emblems and/or names) and white socks. The Master shall relax the work clothes requirement when the temperature exceeds ninety degrees fahrenheit, except on those special, high visibility occasions where the prescribed work clothes are required to present the best possible image of MSC and the United States government (such as NATO operations, scientific symposium displays, visits by officials, dignitaries, etc.). When the ship is in port, the work clothes requirements may only be relaxed with the approval of the respective Area Commander.

## SECTION 4. UNIFORM INSIGNIA

Paragraph No.

Rank and department insignia ..... 4-1  
Illustrations of rank and specialty insignia ..... 4-2

4-1. RANK AND DEPARTMENTAL INSIGNIA. Officers' departmental and rank insignia are:

Rank	Departmental Insignia	Rank Insignia	Stripes & Insignia Sleeve & Shoulder Boards
Master	spread eagle	spread eagle	4 gold & anchor
First Officer	anchor	silver oak leaf	3 gold & anchor
Second Officer	anchor	2 silver bars	2 gold & anchor
Third Officer	anchor	1 silver bar	1 1/2 gold & anchor
Chief Engineer	propeller	spread eagle	4 gold & propeller
1st Asst Engineer	propeller	silver oak leaf	3 gold & propeller
2nd Asst Engineer	propeller	2 silver bars	2 gold & propeller
3rd Asst Engineer	propeller	1 silver bar	1 1/2 gold & propeller
Radio Officer	spark device	2 silver bars	2 gold & spark device
1st Asst Radio Officer	spark device	2 silver bars	2 gold & spark device
Purser (Special Mission)	gold oak leaf	gold oak leaf	2 1/2 gold & gold oak leaf
Purser (Freighter)	gold oak leaf	2 silver bars	2 gold & gold oak leaf
Junior Purser	gold oak leaf	1 silver bar	1 1/2 gold & gold oak leaf
Supply Officer	supply corps gold oak leaf	gold oak leaf	2 1/2 gold & gold oak leaf
Junior Supply Officer	supply corps gold oak leaf	2 silver bars	2 gold & gold oak leaf
Chief Steward	supply corps gold oak leaf	2 silver bars	2 gold & gold oak leaf
Medical Services Officer	caduceus	gold oak leaf	2 1/2 gold & caduceus

Note: All rank insignia bear "MSC" overlay as shown in 4-2.  
Deck and Engine cadets wear the uniform and insignia of their maritime school.

a. Departmental insignia.

(1) Insignia prescribed in the preceding paragraph and described below, shall be embroidered 1/4" above stripes on sleeves and shoulder boards. These insignia shall be of a size to be inscribed in a circle 1-1/4" in diameter, except as otherwise noted.

Anchor - Vertical, 1 1/4" in length gold foul anchor.

- Propeller - Three-bladed gold propeller, one blade pointed downward.
- Spark Device - A device consisting of five gold zigzag rays of lightning issuing from an oval base of a size to be inscribed in a rectangle 1-23/32" long by 1-17/32" wide. Wide side downward.
- Gold Oak Leaf - 1 1/4" in diameter.
- Caduceus - A gold caduceus, point downward.

(2) Metal pin-on devices to indicate department shall be of the same design and approximately five eighths of the size of the embroidered insignia. These devices shall be centered on the left collar tip one inch from the front and lower edges of the collar and positioned with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

b. Rank insignia. Pin-on rank devices to be worn on the right collar tip of the khaki shirt shall be of standard Navy design, with the gold color letters "MSC" on a field of blue overlaid thereon. These devices shall be centered on the right collar tip one inch from the front and lower edges of the collar and positioned with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

c. Sleeve and shoulder board stripes. Gold stripes shall encircle the sleeves of the dress blue coat. They shall be of approved shade and pattern. The spacing between stripes shall be 1/4" in width. Stripes on shoulder boards shall be of the same size and spacing as prescribed for sleeve stripes. The outboard stripe shall be from the squared end and parallel thereto.

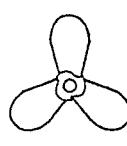
**4-2. ILLUSTRATIONS OF RANK AND SPECIALTY INSIGNIA**

**MSC INSIGNIA**

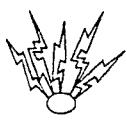
**OFFICERS' SPECIALTY INSIGNIA**



DECK



ENGINE



RADIO



MEDICAL  
SERVICES

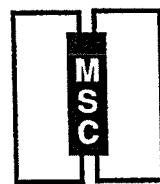


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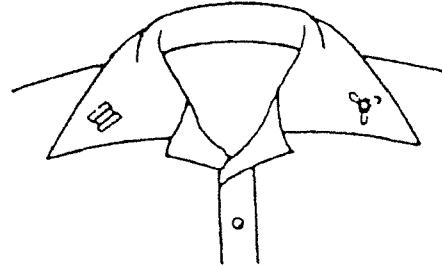


PURSER

**OFFICERS' COLLAR AND SHOULDER INSIGNIA**



OFFICERS' CAP DEVICE



PROPER WAY TO WEAR OFFICERS'  
RANK AND DEPARTMENTAL INSIGNIA