



**DEPARTMENT OF THE NAVY**  
NAVAL DISTRICT WASHINGTON  
1343 DAHLGREN AVE, SE  
WASHINGTON NAVY YARD DC 20374-51761

NDWINST 1020.5Y  
N00F  
27 Sep 2019

NDW INSTRUCTION 1020.5Y

From: Commandant, Naval District Washington

Subj: UNIFORM POLICY AND REGULATIONS

Ref: (a) U.S. Navy Uniform Regulations, NAVPERS 15665I

1. Purpose. To prescribe Navy uniforms and promulgate uniform policy and regulations for Navy personnel ashore in the Naval District Washington (NDW) area of responsibility, according to reference (a). This instruction is a general regulation. Violation of this instruction may result in disciplinary action under the UCMJ or other adverse disciplinary or administrative action.

2. Cancellation. NDWINST 1020.5X

3. Background. Reference (a) is the basic directive governing the wearing of uniforms and civilian attire by Navy personnel. Commandant, NDW is responsible for issuing specific uniform policy and prescribing uniforms for a season, day, or special occasion within the AOR, which provide the greatest uniformity of appearance. Individual conduct and dress, both in uniform and civilian attire, reflects upon the member and the naval service. Pride in appearance is the mark of a responsible military member and a prime indicator of morale and discipline in a command. NDW comprises the District of Columbia; Virginia Counties of Arlington, Caroline, Fairfax, Fauquier, King George, Loudoun, Prince William, Spotsylvania, Stafford, and Westmoreland; Maryland Counties of Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Howard, Montgomery, Prince Georges, and St. Mary's; the City of Baltimore; and Bloodsworth Island.

4. General Region Regulations

a. All Navy personnel, while onboard a military activity or installation within NDW, shall be in the prescribed uniform, an authorized alternate uniform, or appropriate civilian attire and shall maintain proper grooming standards as described in reference (a).

b. Dress-down days and civilian attire are not appropriate for military members during working hours or while in a duty status. Furthermore, Commanding Officers (CO) and Officers-in-Charge (OIC) shall not grant civilian clothes days or civilian clothes privileges to military members during working hours in recognition for a specific achievement or as an incentive for participation in an activity or fundraiser.

c. Seasonal uniform changes will normally take place on the first Monday in May and October. Commandant, NDW will release a naval message twice each year with the specific date identified.

d. Personnel may submit requests for an exception to wearing the prescribed or authorized alternate uniform for a specific event to Commandant, NDW for approval.

27 Sep 2019

### 5. Specific Region Guidance

a. The standard uniform of the day is the Service Uniform (Service Khaki (E7 and above, and Navy Service Uniform (E1-E6)).

b. Navy Working Uniform. Navy Working Uniform (NWU) Type III may be authorized as an alternate uniform of the day by COs or OICs within NDW, except for the following locations (unless specifically authorized for a Joint Task Force National Capital Region (JTF-NCR) mission):

- (1) National Mall area bounded by Capitol Hill and surrounding senate and house staff offices,
- (2) White House and Executive Office Building,
- (3) State Department,
- (4) and all monuments and memorials.

c. Per ref (a), the NWU Type III Navy personnel are authorized for wear while commuting to and from work using public commuter transportation (metro bus, metro rail, rideshare, commuter vans, taxis and ferries) and in privately owned conveyance. Navy personnel shall not wear NWUs on commercial air travel.

d. Pentagon. Sailors assigned to or visiting the Pentagon may wear the NWU Type III per the following schedule:

(1) Saturday through Thursday – Navy personnel may wear NWU Type III with eight point Anchor Constitution Eagle (ACE) cover and approved black or brown boots.

(2) Friday – Service Khaki (E7 and above) and Navy Service Uniform (E1-E6).

(3) Navy personnel performing watch standing and operational duties within the Pentagon Building's National Military Command Center (NMCC) may wear the flight suit as an alternate working uniform. If required to leave the NMCC, the member shall be in the prescribed uniform of the day. The only exception is transitioning to/from the Navy Resource and Situational Awareness Center (RSAC) in the conduct of official business.

e. White House. Director, White House Military Office shall promulgate the uniform for official visits to the White House.

f. Capitol Hill. Unless specifically required to wear a business suit by another Navy or DoD entity, Navy personnel conducting business on Capitol Hill shall wear:

- (1) Service Dress White for E6 and below during the summer season,
- (2) Summer White for E7 and above during the summer season,
- (3) Service Dress Blue for all paygrades in the winter season.

g. Congressional Hearings. All uniformed Navy personnel testifying before Congress or attending congressional hearings will wear Service Dress Blue throughout the year, regardless of the season.

27 Sep 2019

h. **Military Funerals.** The prescribed uniform to attend any military funeral is the seasonal service dress uniform.

(1) Official participants at full and standard honor military funerals, including the Funeral Escort, Escort Commander, and Chief of Naval Personnel representative, shall wear the seasonal full dress uniform.

(2) Unofficial guests/mourners who are E7 and above may wear the Summer White uniform in lieu of Service Dress Whites.

#### 6. Action

a. **COs and OICs.** COs and OICs within the NDW shall ensure compliance with this instruction by all personnel under their cognizance. Continuous command attention is required to ensure uniforms are properly worn and maintained.

b. **All Hands.** Personnel at all levels must ensure proper maintenance of their own appearance and that of their subordinates, in accordance with reference (a) and this directive. All military personnel are empowered to enforce the standards and hold accountable anyone not in compliance with uniform and civilian attire regulations, whether in the work place or in public.

#### 7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, N00F will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



C. A. LAHTI

#### Releasability and distribution:

This instruction is cleared for public release and is available electronically via CNIC G2 website: <https://g2.cnrc.navy.mil/Directives/Documents/Forms/RegionOnly.aspx?FilterField1=Region0&FilterValue1=CNRNDW>