



DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON DC 20319-5066

31 October 2019

NDU INSTRUCTION 1000.03

SUBJECT: National Defense University Dress Code

Enclosure: Service Equivalent Uniform Table

1. **APPLICABILITY.** This policy provides guidance and direction concerning appropriate attire for military personnel, civilian employees, and students of National Defense University (NDU). This policy applies to all NDU personnel and activities at all locations, including the North and South campuses.

2. **PURPOSE.** This policy is intended to provide direction to the NDU faculty, staff, and students on appropriate attire during normal working/duty hours. The objective of this policy is to provide clarity on appropriate professional attire and ensure the highest level of professionalism in all aspects of our work. Proper attire is a necessary factor in demonstrating the seriousness of the NDU mission executed by our faculty, staff, and students and is an exemplar to internal and external observers of the professionalism each of us brings to our duties. Whether a member of the faculty, staff, or student body, each of us represents NDU. That representation must be appropriate to our positions and establish the professional image of the University as a whole. Proper professional attire is a reflection of demeanor, commitment, the importance of our mission, and workplace professionalism.

3. **DEFINITIONS.**

a. National Defense University (NDU). Refers to the University as a whole as well as its subordinate components, directorates, departments, and subdivisions.

b. Military personnel. Refers to all members of the Armed Forces, regardless of national affiliation, whether temporarily or permanently assigned to NDU.

c. Civilian employees. Refers to all civilian/non-military personnel, excluding contractors, regardless of originating Agency or national affiliation, whether temporarily or permanently assigned to NDU.

d. NDU Student. Refers to all students, fellows, and transient trainees attending courses at NDU, regardless of military affiliation, originating Agency, or national affiliation.

e. NDU Components. Refers to NDU Colleges (e.g., National War College, Joint Forces Staff College), Directorates (e.g., Human Resources Directorate, Resource Management Directorate), and individual instructional activities (e.g., International Student Management Office, CAPSTONE). The term "Component Heads" collectively refers to the Commandants, Chancellors, and Directors of these activities.

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4. MILITARY. Members of the U.S. Armed Forces assigned to NDU will follow their individual Services' general and seasonal guidance on uniform wear. Generally, U.S. military personnel will wear the Army Class B or Service Equivalent uniform for day-to-day duty (see Enclosure). College Commandants/Chancellors are authorized to modify general day-to-day uniform wear requirements consistent with Service uniform regulations and the individual College mission in a manner that maintains standards reflective of the professional environment in which the faculty, staff, and students operate (see Enclosure). Civilian attire may be worn when authorized by the Provost, Chief Operating Officer, Component Heads, or their designees. Attire for official events and command functions will be designated by the appropriate authorizing official. Physical training uniforms and civilian workout wear will be worn in accordance with individual Service regulations.

Members of the Armed Forces of foreign nations will follow their individual national forces' guidance on uniform wear for day-to-day duty, official events, and command functions. Civilian attire may be worn when authorized by the Provost, Chief Operating Officer, Component Heads, or their designees. Physical training uniforms and civilian workout wear will be worn in accordance with the individual's national service regulations.

a. The above rules will be modified by the appropriate authority as required for reasonable accommodation of individual members on a case-by-case basis (e.g., a member with a physical infirmity or condition must wear tennis shoes with a uniform).

b. The above rules may be modified for official events and command functions when authorized by the appropriate authority (e.g., international food day, University intramural sports events, "dress-down days," and other, similar theme-related functions).

5. CIVILIAN. Civilian employees will wear business attire unless otherwise directed or permitted by the Provost, Chief Operating Officer, Component Heads, and their designees. Business attire is a business suit, jacket/tie/dress slacks, or the equivalent.

a. Civilian employees may wear business casual attire when authorized by the appropriate authority as a substitute for formal business attire. Business casual attire is a less formal standard and typically requires dress slacks and a collared shirt for men and the equivalent attire for women. Dress and polo shirts embossed with the NDU or Component logos are authorized for business casual wear. It does not include jeans, tee shirts, tennis shoes, flip flops, and similarly relaxed clothing.

b. Civilian employees may wear workout gear as appropriate for permitted physical fitness activities only.

c. Civilian employees may wear more casual clothing or working wear (e.g., coveralls, workout gear) when authorized by the appropriate authority for specific manual labor jobs requiring non-formal, working attire.

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d. The above rules will be modified by appropriate authority as required for reasonable accommodation of individual employees on a case-by-case basis (e.g., an employee with a physical infirmity or condition must wear tennis shoes with a business suit).

e. The above rules may be modified for official events and command functions when authorized by the appropriate authority (e.g., international food day, University intramural sports events, "dress-down days," and other, similar theme-related functions).


f. In all cases, civilian employees must dress appropriately and with respect for the NDU professional environment and those working around them. Inappropriate dress – including but not limited to threadbare/ripped clothing, clothing embossed with offensive or provocative language or imagery, overly-revealing clothing, overly-worn and "distressed" clothing, and clothing which reveals undergarments – is not permitted. Jewelry, makeup, perfume/cologne, and other accoutrements shall reflect a professional university environment. Attire will present a clean and professional appearance.

6. **ENFORCEMENT.** Enforcement of this policy will be effected for military members under the provisions of the Uniform Code of Military Justice and applicable Service regulations. Enforcement of this policy will be effected for civilian employees under the provisions of DoDI 1400.25, V2009, May 20, 2012, the DoD Civilian Personnel Management System. Grievances will likewise be managed via the Uniform Code of Military Justice, applicable Service regulations, and DoDI 1400.25.

7. RESPONSIBILITIES.

a. University Chief of Staff. Ensure adherence to this policy, oversight of enforcement and grievance procedures, and that the proper representation of NDU's professional standing and atmosphere is effected by faculty, staff, and student attire.

b. NDU Provost, Chief Operating Officer, and Component Heads. Ensure adherence to this policy, enforcement, proper and timely response to grievances, delegate authority to subordinate level leaders as required to establish individual policies appropriate to their functions in accordance with this notice, and ensure personnel attire properly reflects a professional appearance appropriate to their duties and their representation of NDU.



ROBERT C. KANE
Chief Operating Officer

Distribution:
[all NDU]

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NAVY	MARINE CORPS	ARMY	AIR FORCE	COAST GUARD	WHEN WORN
FORMAL AND DINNER DRESS UNIFORM					
Formal Dress	Evening Dress	Blue Mess/ Evening Dress ³ Green Dress (Enl Only)	Formal Dress	Formal Dress	Official formal evening functions, state occasions.
Dinner Dress Blue Jacket	Evening Dress Blue	Mess ³	Mess Dress, Blue	Dinner Dress Blue Jacket	Social functions of general or official nature.
Dinner Dress White Jacket	Evening Dress White	Mess ³	Mess Dress, Blue	Dinner Dress White Jacket	Private formal dinners, dinner dances, club affairs.
Dinner Dress Blue	Dress Blue "A" ⁴	Army Blue ⁴ (Bow Tie)	Service Dress	Dinner Dress Blue	Same as Dinner/Mess but less formal.
Dinner Dress White	Dress Blue "A" ⁴	Army White ⁴ (Bow Tie)		Dinner Dress White	Occasions requiring more formality than service uniforms but not bow tie.
CEREMONIAL UNIFORMS					
Full Dress Blue	Dress Blue "A" Or "B" 1/4	Army Green/ Army Blue ⁴	Service Dress	Full Dress Blue	Parades, ceremonies, and reviews when special honors being paid to occasion, official visits to United States and foreign officials as prescribed by Service regulations.
Full Dress White	Dress White "B" 1/5 (summer only) Dress Blue "B" 1/4 Dress Blue-White "A"/"B" 1/4	Army White ⁴		Full Dress White	

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SERVICE UNIFORMS

Service Dress Blue	Class "B"	Class "A"	Service Dress	Service Dress Blue "A" or "B"	Business and informal social occasions as appropriate to local customs.
Service Dress White	Class "B"	Class "A"	Service Dress	Service Dress White	
Service Khaki	Class "C or D" ²	Class "B"	Service Uniform	Tropical Blue Long	
Summer White	Class "C or D" ²	Class "B"	Service Uniform	Tropical Blue	

WORKING UNIFORMS

NWU Type I	MARPAT	ACU	ABU	ODU	Working in an environment where uniforms are likely to be soiled.
Coverall					Working in an environment where uniforms are likely to be soiled.

- 1 Sword is prescribed separately when required by Marines.
- 2 Class "C" or "D" may be prescribed when appropriate.
- 3 Optional uniforms.
- 4 Optional uniform for enlisted personnel.
- 5 Optional uniform for officers

Enclosure