

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 11-128

1 May 2024

**WEAR AND APPEARANCE OF MILITARY UNIFORMS,
CIVILIAN CLOTHING AND DEPARTMENTAL UNIFORMS POLICY**

1. PURPOSE

The Citadel has an image and reputation of honor, leadership and pride which is demonstrated through each employees' acts of professionalism. These acts include our personal appearance in combination with our conduct, our responsiveness to internal and external customers, and our ethics and integrity. This policy describes the appearance standards for faculty and staff as we represent The Citadel as a professional organization that exemplifies excellence.

2. REFERENCE

[Army Regulation 670-1, Wear and Appearance of Army Uniforms and Insignia](#)

[S.C. Code 25-1-520, Certain Personnel of The Citadel Commissioned in Unorganized Militia](#)

3. DEFINITIONS

- A. AR: Army Regulation.
- B. UMSC: Unorganized Militia of South Carolina.
- C. Uniform: A specific set of clothing used to identify individuals from a specific organization on campus.

4. POLICY

- A. The detailed Table of Contents for this policy is located at [Annex A](#).
- B. All personnel will display their Citadel issued identification card while on campus. See [Annex B, paragraph 4](#) for wear.
- C. Designated members of the administrative staff and faculty who are eligible to be commissioned officers in the UMSC are required to wear the Army Service Uniform (ASU) either as a Class A, Class B, or Army Combat Uniform (ACU). Specific instructions on proper wear and appearance, grooming standards and other pertinent information are found in [Annex B](#).

- D. While in uniform all faculty and staff will follow proper military courtesies listed in [Annex C](#).
- E. All other personnel are authorized to wear Business Casual attire. Specific Instructions for Business Casual attire are found in [Annex D](#).
- F. Departmental uniforms: All departments with specific department uniforms (ITS, Facilities and Engineering, Post Office) will wear the uniform as prescribed by their department head. All clothing items will be well maintained, clean and present a professional appearance.

5. COMPLIANCE

Failure to comply with this policy may result in being sent home to change (in a non-pay status) and include disciplinary action, up to and including termination.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Finance on 1 May 2024.

Non-substantive changes include aligning policy under VPFB and changing the Army Combat Uniform Operational Camouflage Pattern (ACU-OCP) flag from the U.S. flag to the South Carolina State flag in Annex B, page 11 and page 16.

B. Responsible Department:

Office of Human Resources

C. Responsible Official:

Vice President of Human Resources

D. Cross References:

[Memorandum Number 6-113, Faculty and Administrative Staff Positions with Military Rank](#)

[Memorandum Number 6-130, Identification Card](#)

[Disciplinary Guidelines](#)

7. RESCISSION

Memorandum 6-128, Wear and Appearance of Military Uniforms, Civilian Clothing and Departmental Uniforms, dated 1 March 2017, Wearing the South Carolina Militia Uniform and Military Courtesies, 2014 and all previous versions are rescinded.

8. REVIEW

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

LEAH SCHONFELD
Colonel, UMSC
Vice President for Human Resources

Attachments

[Annex A](#), Table of Contents

[Annex B](#), Wearing the South Carolina Militia Uniform and Military Courtesies

[Annex C](#), Military Courtesies

[Annex D](#), Non-Uniform Dress Code

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ANNEX B
Wearing the South Carolina Militia Uniform and Military Courtesies

1. The South Carolina Militia.

- A. Under the provisions of South Carolina law, [Section 25-1-520](#): “All members of the board of visitors, administrative staff and faculty personnel of The Citadel, the Military College of South Carolina, shall be eligible to be commissioned officers in the unorganized militia of South Carolina and the Governor shall issue commissions to such of them as are designated by the college according to the rank prescribed by that institution.” The statute further states “The same rules and regulations provided for commissioned officers of the National Guard shall be applicable to officers commissioned under this section.” **Because the SC Militia uniform is based on the U.S. Army uniform, personnel wearing the Army SC Militia uniform must follow the Army regulations.**
- B. The Citadel Policy Memorandum entitled Faculty and Administrative Staff Positions with Military Rank ([Memorandum 6-113](#)) states that faculty and staff members who are commissioned in the Unorganized Militia of South Carolina will wear the uniform prescribed for officers of the South Carolina National Guard, except that the South Carolina and The Citadel insignia will be worn where appropriate. Accordingly, they must take positive action to ensure the proper wear of the uniform in terms of fit, neatness, and propriety, setting a proper example for each other and the Corps of Cadets.
- C. One aspect of the ASU is the use of sleeve braid and shoulder straps, indicating military rank and branch specific colors (i.e. light blue for Infantry, scarlet for Artillery, yellow for Cavalry, etc.). This poses a problem for Citadel faculty and staff who do not have previous service in the Army. However, there is a historical precedence that Citadel faculty and staff can follow which is rooted in the origins of faculty and staff uniforms of the nineteenth century.
 - 1. Citadel regulations of 1843 prescribed for officers (faculty and staff) a single breasted frock coat of dark blue cloth with shoulder straps of black velvet. A Captain was indicated by three gold embroidered Palmetto trees, a First Lieutenant by two Palmetto trees, and a Second Lieutenant by a plain black shoulder strap. From 1 October to 30 April, the regulation prescribed sky blue trousers with “a black velvet stripe down the outer seam.” From 1 May to 31 September “white linen or cotton trousers without stripe” were prescribed.
 - 2. Although South Carolina no longer uses “Palmetto trees” to indicate rank, black shoulder straps have been and continue to be used by Army Chaplains since 1835. By using black shoulder boards for the faculty and staff uniforms, The Citadel reestablishes a connection to the original regulations governing faculty and staff uniforms and solves the issue of color selection.

2. Institute Policy on Commissions.

- A. Human Resources must approve all commissions and promotions in the UMSC. All requests for commissions will be submitted in writing to the Director, Human Resources.
- B. In accordance with college regulations, an officer of the faculty who is commissioned in the Unorganized Militia of South Carolina will wear the uniform prescribed for officer of the South Carolina National Guard, in accordance with AR 670-1, except that the South Carolina insignia will be worn where appropriate.
- C. Active members of the reserve components or retired officers from the regular armed services who have earned an equal or higher military rank in any branch or component of the Armed Services may wear the uniform of the respective component and rank.

3. Purchase of Uniforms.

- A. Purchase of Army Service Uniforms, shirts, ties, belts, shoes, berets, sweaters and coats are the sole responsibility of the individual. Uniform packages, shoes, belts, sweaters, jackets and headgear are available for purchase through The Citadel Tailor Shop.
 - 1. Approved Army Service Uniforms and accessories are published in ALARACT 202/2008.
 - 2. All Citadel designated commissioned personnel are authorized to wear the Army Service Uniform (ASU), Class A and Class B uniforms, and the Army Combat Uniform (ACU). The ACU is only approved for wear on days that the uniform is authorized for the Corps of Cadets, unless the employee receives approval from their supervisor.
 - 3. The green Army Garrison Cap is no longer authorized for wear and will not be worn with the ASU.

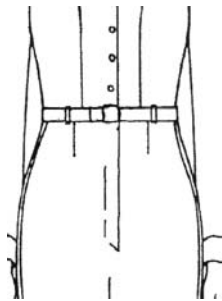
4. Wearing of Identification Cards (IDC).

- A. The IDC will be prominently displayed above the waist, either by lanyard or clip, with the wearer's photograph facing out and uncovered.
- B. For safety purposes, IDCs worn by employees operating machinery or performing maintenance actions will be worn on a lanyard and inside the outer most shirt or jacket when engaged in their work. When not operating machinery, the IDC will be displayed.
- C. Faculty and staff who are required to wear military uniforms.

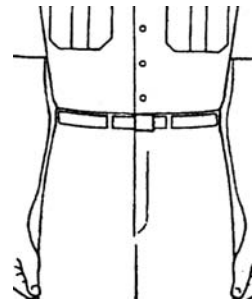
1. When in Class A (ASU or branch dress uniform with jacket) uniform, males clip the IDC centered on the left breast pocket flap centered below the button. Females wear the IDC clipped immediately below the left lapel notch.
 2. When in Class B (long or short sleeve shirt) the IDC may be worn by lanyard around the neck or clipped as follows.
 - a. Males wear the IDC clipped to the bottom center of the left breast pocket flap centered below the button.
 - b. Females wear the IDC clipped to the left collar.
 3. When wearing cold-weather accessories (service coat, black wind breaker, black pullover, or black cardigan sweaters), the IDC may be worn by lanyard around the neck or clipped on the left collar/epaulet.
 4. The IDC is worn either by lanyard around the neck or by clip on the left breast pocket on the Army Combat Uniform, Working Uniforms (Navy), Air Battle Uniform and Flight suit (Air Force), and Utility Uniforms.
5. Wearing the Uniform.
- A. Uniforms are classified as Army Service Uniform (ASU) commonly known as Dress Blues, Class A Uniform and Class B Uniform, and Army Combat Uniform (ACU). The uniform regulations can be found at The Citadel Human Resources Office and Army Regulation 670-1. Generally, the Class B uniform is worn during normal daily functions and is the standard duty uniform. It is considered casual attire. The Class A uniform is normally worn during more formal events during the day and can be worn on all occasions. The Army Combat Uniform (ACU) or respective Service utility uniform is only permitted on days that the Corps of Cadets are allowed to wear the uniform unless approved by an employee's supervisor.
 - B. The civilian equivalent to the Class A uniform would be Business Suit. Formal Dress Uniform (Mess Dress) is worn during formal evening events as well as an occasional formal event during the day. Formal Dress uniforms are considered formal attire, the equivalent to a tuxedo.
6. Appearance.
- A. All uniformed personnel will maintain a high standard of dress and appearance. Uniforms will be properly fitted (trousers, pants, or skirts should not fit tightly), clean, serviceable, and pressed/launched as necessary. Personnel must project a military image that leaves no doubt that they live by a common military standard and are responsive to military order and discipline.
 - B. Personnel will ensure that when articles are carried in pockets; i.e., wallets, checkbooks, combs, and keys, these articles do not protrude from the pocket

or present a bulky appearance. Items such as keys and key chains will not be attached to belt loops or belts unless required for duties being performed.

- C. While in uniform, personnel will not place their hands in their pockets except momentarily to place or retrieve objects. Uniforms will be kept buttoned, zipped, and snapped. Metallic devices such as metal insignia, belt buckles, and belt tips will be kept in proper luster and will be free of scratches and corrosion. Medals and ribbons will be clean and not frayed; and shoes and boots will be cleaned and shined.
- D. When female personnel wear uniforms with the tuck-in version of the shirt, they will tuck the shirt into the slacks or skirt with a "military tuck." A "military tuck" is achieved by pulling out all excess material to the sides folding it back and then fastening the pants around the excess with the belt at the natural waist.
- E. When tucked into the slacks, the shirt edge is aligned with the front fly opening, so the outside edge of the belt buckle forms a straight "gig line." See Figure A.



Female Gig Line



Male Gig Line

Figure A

7. Uniform Fit.

A. The following is a summary of general fitting guidelines:

1. Black all weather coat.

- a. Men. The length of the sleeve will be 1/2 inch longer than the service coat. The bottom of the black all weather coat will reach to a point 1 and 1/2 inches below the midpoint of the knee.
- b. Women. The length of the sleeves will be 1/2 inch longer than the service coat. The bottom of the coat will reach a point 1 inch below the skirt hem but not less than 1 and 1/2 inches below the crease in the back of the knee.

2. Uniform coats and jackets (men and women).

The sleeve length will be 1 inch below the bottom of the wrist bone.

3. Trousers and slacks.

- a. Trousers are to be fitted and worn with the lower edge of the waistband at the top of the hipbone, plus or minus 1/2 inch. The front crease of the trousers will reach the top of the instep and be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front.
- b. Slacks will be fitted and worn so that the center of the waistband is at the natural waistline. The front crease of the slacks will reach the top of the instep and be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The slacks may have a slight break in the front.

4. Knee-length skirts.

Skirt lengths will not be more than 1 inch above or 2 inches below the crease in the back of the knee.

5. Long sleeve shirts.

- a. The sleeve length will extend to the center of the wrist bone. At no time will the long sleeve shirt have the cuffs rolled or unbuttoned.
- b. When wearing the long sleeve shirt males must wear the black tie tied in either a half or full Windsor knot. Females must wear the black collar tab.

8. Hair.

A. General.

There are many hairstyles that are acceptable when wearing the uniform. So long as the hair is kept in a neat, clean manner, the acceptability of the style will be judged solely by the criteria described below. Extreme or fad style haircuts or hairstyles are not authorized. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Lines or designs will not be cut into the hair or scalp. Styles of hair and texture differ among the different ethnic groups and these differences affect the length and bulk of hair as well as the style worn by each individual officer. In all cases, the bulk or length of hair will not interfere with normal wear of headgear, if it does the individual needs a haircut. Haircuts, without reference to style, will conform to the following standards.

B. Men.

1. The hair on top of the head will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will present a tapered appearance and when combed will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The block cut fullness in the back is permitted in moderate degree as long as the tapered look is maintained. In all cases, the bulk or length of hair should not interfere with the normal wear of headgear.
2. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.
3. The face will be clean-shaven, although mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corner of the mouth.

C. Women.

1. Hair will be neatly groomed. Hair will be neatly and inconspicuously fastened or secured in either a bun, single ponytail, two braids or a single braid. Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail. Braids and singular ponytails may be worn down the center of the back in all uniforms, but length will not extend past the bottom of the shoulder blades while at the position of attention. There is no minimum length for the wear of a ponytail or braid.
2. Hair holding ornaments (such as barrettes, pins, clips, bands), if used, must be unadorned and plain, transparent or similar in color to the hair, and will be inconspicuously placed. Devices that are conspicuous, excessive or decorative are prohibited (i.e. beads, bows, claw clips, etc.)

9. Wearing Jewelry.

- A. The wearing of a wrist watch, and no more than two rings (wedding set is considered one ring) is authorized with militia uniforms unless prohibited for safety or health reasons, the style need be conservative and in good taste.
- B. No jewelry, watch chains, or similar items, to include pens and pencils, will appear exposed on uniforms. Authorized exceptions are a conservative tie tack or tie clasp, which may be worn with the black four-in-hand necktie.
- C. Women are authorized optional wear of clip-on or post- type earrings with the uniforms. Earrings will not exceed 6mm or 1/4 inch in diameter. They will be of gold, silver, white pearl, or diamond; unadorned and spherical. When worn,

earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe. Men are not authorized to wear any type of earring when in uniform.

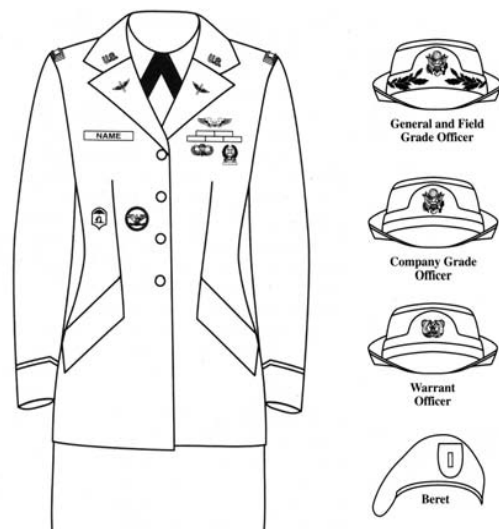
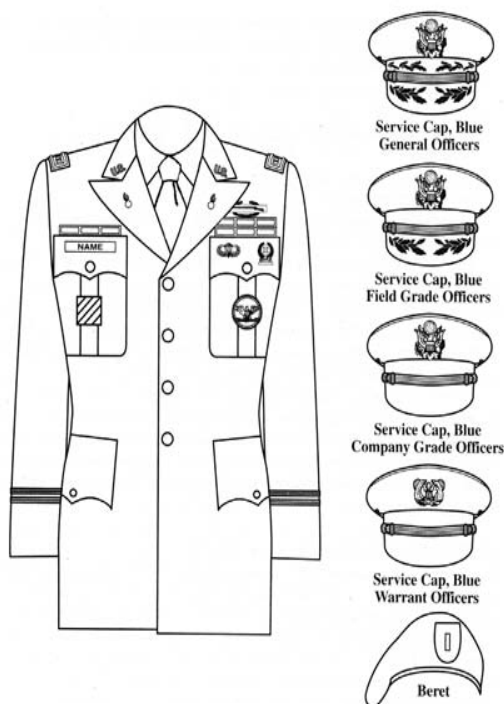
- D. Fad devices, vogue medallions, personal talismans, or amulets are not authorized for wear in uniform or on duty.

10. Dress Uniform.

Dress Blue ASU: The Dress Blue ASU includes the Army blue coat and trousers, a long-sleeved white shirt and black bow tie for males and blue coat, skirt, and a long-sleeved white shirt with black neck tab for females. The black beret and service cap are authorized for wear with this uniform. When the Dress Blue ASU is worn for evening social occasions (after retreat) commanders can direct no headgear required. ALARACT 202/2008.

11. Army Service Uniform (ASU) - Class A Uniform.

Consists of pictured items plus (Figure B, C, D1, and D2): black shoes (military issue or an equivalent military style), trousers or skirt, long or short-sleeve shirt with tie/tab, coat and the service cap or beret. Note: a bow tie will be worn for Dress uniform.



US Army Class A Uniform (Blues)



More formal than class-B; wear of jacket. E-5 and above have gold 'piping' on trousers. Beret is worn for non-formal events and garrison caps are worn for formal events.

Figure D1



Figure D2

12. Class B Uniform.

- A. Consists of pictured items (Figures E, E1 and E2) plus: black shoes (military issue or an equivalent military style), trousers or skirt, long or short-sleeve shirt, and service cap or beret. A tie or tab must be worn with the long-sleeve shirt if the shirt is worn without a sweater. For guidance on wearing the tie/tab see Figure D. Additionally, the black pullover sweater, cardigan sweater and black duty jacket may be worn with the Class B uniform.
- B. When personnel wear these uniforms with the tuck-in version of the shirt, they will tuck the shirt into the slacks or skirt with a “military tuck.” When tucked into the slacks, the shirt edge is aligned with the front fly opening, so the outside edge of the belt buckle forms a straight “gig line.” See Figure A.

US Army Class B Uniform ('blues')



Less formal; no jacket; beret only.

Figure E

Class B Uniforms (Men)

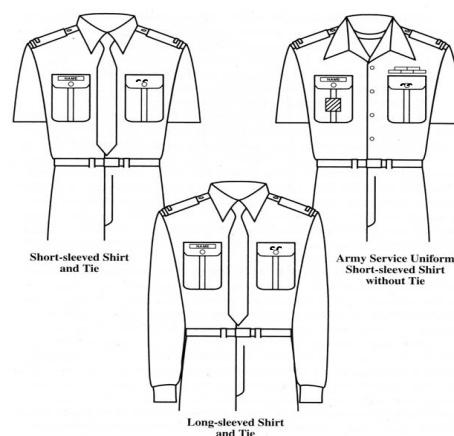


Figure E1

Class B Uniforms (Women)

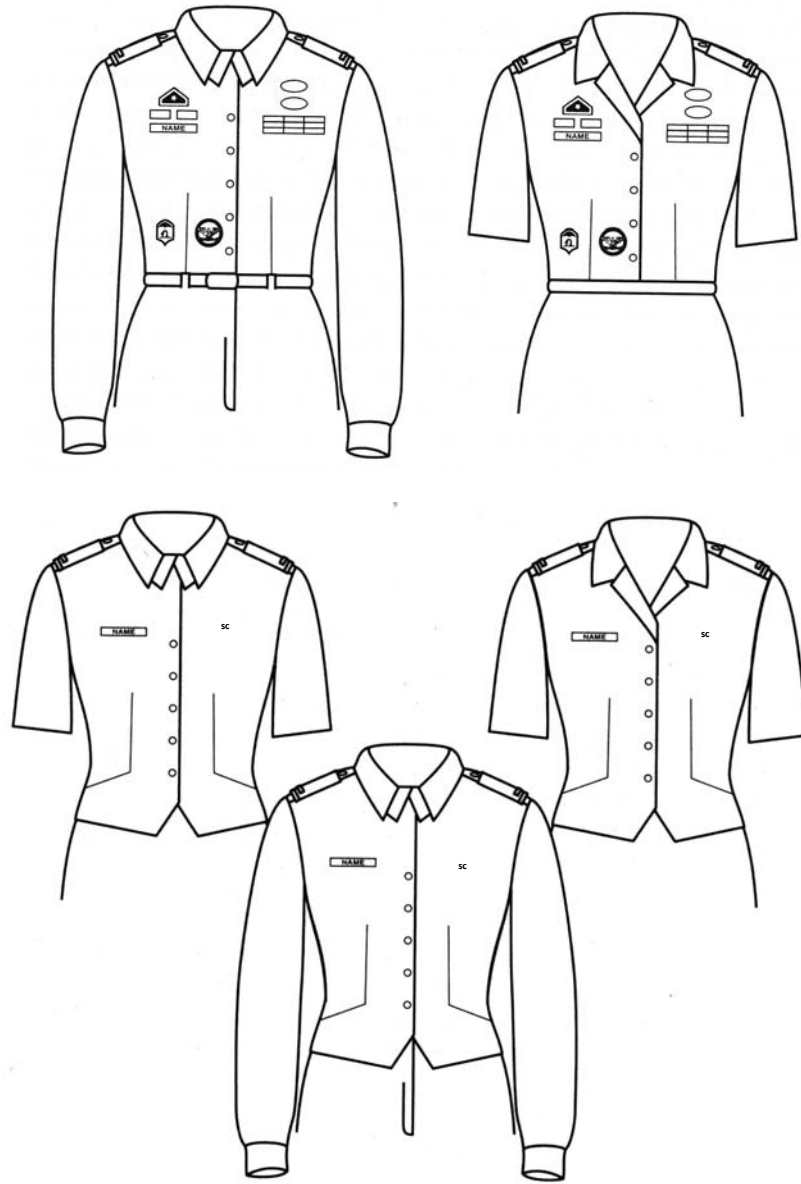


Figure E2

13. Army Combat Uniform in Operational Camouflage Pattern (ACU-OCP).

The only ACU approved for wear by UMSC faculty and staff is the Army Combat Uniform Operational Camouflage Pattern (ACU-OCP). The uniform consists of blouse/coat, trousers, undershirt (tan), belt (tan), socks (tan, green or black), and boots (coyote brown), and headgear. Employees must wear the insignia, distinguishing South Carolina tape on left breast and nametape on right. Employees must wear the South Carolina State flag embroidered insignia (blue flag with blue border) on the right shoulder sleeve and The Citadel patch on the left shoulder sleeve. Subdued embroidered rank insignia is worn on the coat/blouse tab and on the front of the patrol cap headgear. The Trousers must be tucked into the top of the boots or bloused using the drawstrings at the bottom of the trousers or commercial blousing devices. The trousers should not extend below the third eyelet from the top of the boot. The OCP patrol cap is standard headgear worn with the combat uniform. The patrol cap is worn straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The nametape is centered on the hook-and-loop pads on the back of the patrol cap. With the optional green fleece jacket, employees must wear the insignia, distinguishing South Carolina tape on left breast and nametape on right breast and subdued embroidered rank insignia above the nameplate. No other patches are worn on the fleece green jacket.



Figure F

14. Sweaters.

- A. Cardigan. The black unisex cardigan is authorized for wear by all personnel with the Class B uniform (See Figure G). You may wear the cardigan indoors or outdoors. When worn indoors you may wear it buttoned or unbuttoned; when outdoors you must have all five buttons buttoned. Shoulder rank epaulets are to be worn on the shoulders, but no nametag or SC pin is worn on the cardigan.
- B. Pullover. The black pullover sweater is authorized with the Class B uniform (See Figure H). You may cuff the sleeves of the pullover, but they may not be rolled or pushed up. Shoulder rank epaulets are to be worn on the shoulders and the nametag, and SC pin worn on the patch, as pictured.
- C. Ties with sweaters. Personnel have the option of wearing a tie when they wear the short or long-sleeved shirts with the pullover or cardigan sweaters. If wearing a tie with the pullover or cardigan



Figure G



Figure H

sweaters, personnel will wear the collar of the shirt inside the sweater. If no tie is worn with the pullover sweater, the collar is worn outside. If no tie is worn with the cardigan sweater, personnel may wear the collar inside or outside the sweater. At no time are the sleeves of the sweater to be pushed or rolled up.

15. Coats.

- A. Duty Jacket (See Figure I). The Duty Jacket may be worn with the Class B uniform with or without the liner. The zipper of the Duty Jacket should be zipped to at least the second button down from the top of the shirt. Grade insignia pins, not the cloth shoulder boards, are worn on the shoulders, however, no name tag or SC pin are to be worn.



Figure I

- B. All-Weather Coat (See Figure J). The All-Weather Coat is to be worn buttoned, except for the neck closure, which may be worn open or closed. Men and women's coats are buttoned and belted from opposite directions. The black scarf is authorized for wear with the all-weather coat. The coat may be worn with Class B, Class A or Dress Blues. Pin-on grade insignia is worn on the shoulders of this coat.



Figure J

16. Headgear.

- A. Individuals wearing the U.S. Marine, Navy or Air Force uniforms will wear the designated headgear of their respective service branch. The Army Beret and the Service Cap are the only authorized headgear when in Class A or B uniform. The Army Garrison Cap is no longer authorized for wear on The Citadel.
- B. Headgear is part of the uniform and is worn with the uniform except as follows:
1. Need not be worn in private vehicles or commercial conveyances (i.e. trains, taxis, buses, etc.).
 2. Will not be worn indoors unless under arms in an official capacity or unless directed by the commander.
 3. Individuals are not required to wear headgear with the Army blue or white dress uniforms to an evening social event.
- C. When headgear is not worn, personnel will carry their headgear. Personnel will not attach headgear to the uniform, hang it from their belt, or put it in a uniform pocket.
- D. Service Cap. The Service Cap (Figure K) is worn centered on the forehead with the lower portion of the brim two fingers width from the top of the nose.



Figure K



- E. Beret (See Figures L1 and L2). When properly worn, the beret headband is one inch above eyebrows and straight across the forehead. The flash is centered over left eye and excess material is pulled down to the right side touching, but not exceeding middle of the ear. A dip is formed behind stiffener, and a fold is formed to the right front, to the right of the flash. See Figure G for proper and improper wear. The Army Garrison cap is no longer authorized for wear with either the green Class A or B Uniforms.



Figure L1



Figure L2

F. ACU-OCP Patrol Cap. The OCP patrol cap is standard headgear worn with the combat uniform. See paragraph 13, above for wear by UMSC employees.

17. Shoes.

A. Men.

1. Oxford, black. Worn with the Class A, Class B or Dress Blue Uniform. The shoe is dress tie-oxford style, with at least three eyelets, and a closed toe and heel. The shoe is plain with no designs in the shoe material. These shoes are made of leather, poromeric or patent leather. Black sneaker type shoes are not authorized.
2. Boots. Worn with the ACU, must be combat coyote brown.

B. Women.

1. Oxford, black. Worn when trousers are worn with the Class A, or Class B uniform. The shoe is dress tie-oxford style, with at least three eyelets, and a closed toe and heel. The shoe is plain with no designs in the shoe material. These shoes are made of leather, poromeric or patent leather. Black sneaker type shoes are not authorized.

2. Pumps, black. Worn when skirt or trousers are worn with the Class A or Class B uniform, also worn with the Dress Blue Uniform. The pumps are of a commercial design in fine grain leather, poromeric, or patent leather. Suede pumps are not authorized. The pumps are untrimmed, with closed toe and heel. The heel must be at least 1/2 inch, but no more than 3 inches. The sole thickness will not exceed 1/2 inch.
3. Boots. Worn with the ACU, must be combat coyote brown.

18. Socks.

A. Socks, black, cushion sole.

1. Description. The socks are black, tan, or green nylon and wool blend, stretch type, calf-length with a cushion sole.
2. How worn. The black, tan, or green cushion sole socks are worn by all personnel when wearing combat or organizationally issued boots. They can also be worn as a two-sock system with the standard liner sock (also called the black dress sock) for additional foot protection.

B. Socks, dress black, and sock, boot liner.

1. Description. The socks are made from an approved specification or commercial design. They are calf-length, black polyester and nylon.
2. How worn. Black socks are worn with black oxford shoes.

C. Stockings, sheer.

1. Description. The stockings are sheer or semi-sheer, without seams, and of tones complementary to the wearer's skin tone and to the uniform. No patterned or pastel stockings are authorized while in uniform.
2. How worn. The stockings are worn with the service, dress, and mess uniforms. As an option when wearing slacks, females may wear black socks with the black oxford shoe or the optional ankle boots. The socks must be calf length, plain, black cotton, or cotton and or cotton and nylon (see para *B* above).

19. Insignia.

- A. Rank (mandatory). Rank insignia will be worn as outlined in this section. Insignia are to be separate and pinned on the epaulets for duty jacket and overcoat. They are slid on the shoulder epaulet flap for the Class B shirt, and pull-over sweater (Figure H). Rank worn on the beret should be centered on the patch (See Figure L1.) The rank of Colonel should have the eagle facing toward the right shoulder. Rank insignia for the Army Combat Uniform is outline in paragraph 13, above.

B. SC (mandatory for UMSC personnel).

1. On the Class B shirt.

- a. Men. The "SC" will be worn on the left pocket flap of the shirt, is to be centered between the top of the button and the top of the pocket flap for men.
- b. Women. The "SC" will be worn on the left side of the shirt parallel to the nametag.

C. On the Class A and Blues jacket.

1. Men. The "SC" will be worn 5/8 inch above the notch on both collars with the centerline of the insignia bisecting the notch, and parallel to the inside edge of the lapel.
2. Women. The "SC" will be centered on both collars, approximately 5/8 inch up from the collar and lapel seam with the center line of the insignia parallel to the inside edge of the lapel.

D. Pull-over sweater.

Men and Women wear the "SC" in the upper left quadrant of the black patch approximately 1/4 inch above the nameplate.

E. Army Combat Uniform.

Men and Women wear the "South Carolina" patch on their left breast pocket, The Citadel patch on their left shoulder sleeve, and the South Carolina State flag (blue flag with blue border) on their right shoulder sleeve.

F. Nameplates (*mandatory*):

1. Men: Regulation nameplate is centered between the top of the button and the top of the flap of the right breast pocket of the Class A or Blues jacket and on the Class B shirt. On the ACU, the cloth nameplate is above the right breast pocket.
2. Women: Regulation nameplate is worn 1 or 2 inches above the top button of the Class A & Blues jacket and centered horizontally on the wearer's right side. On the Class B shirt it is worn in a comparable position. On the ACU, the cloth nameplate is above the right breast pocket.
3. Pull-over sweater: Nameplate is centered 1/4 inch above the bottom of the black patch (see Figure H, above).

G. Branch Insignia (*mandatory*).

1. Class A Uniform & Blues Jacket. For Men and Women, the branch insignia is centered on both lapels 1 1/4 inches below the SC insignia. The insignia is positioned so that the centerline of the insignia bisects the centerline of the SC insignia and parallel to the inside edge of the lapel (see Figures L1 and L2).

- a. Branch Insignia (Male). See Figure M1.

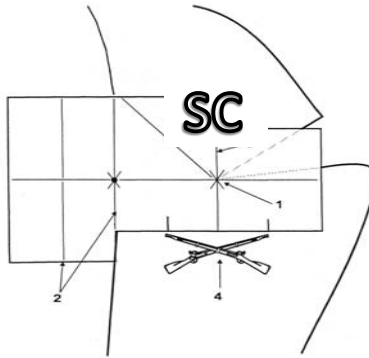


Figure M1

- 1) Position the guide with the "X" exactly over the notch in the collar/lapel.
 - 2) Keeping the "X" on the notch, rotate the guide until the lines are parallel with the inside edge of the collar.
 - 3) Position the SC touching the top of the guide, centered over the vertical line.
 - 4) Position the branch insignia touching the bottom of the guide, centered under the same vertical line.
- b. Branch Insignia (female). See Figure M2.

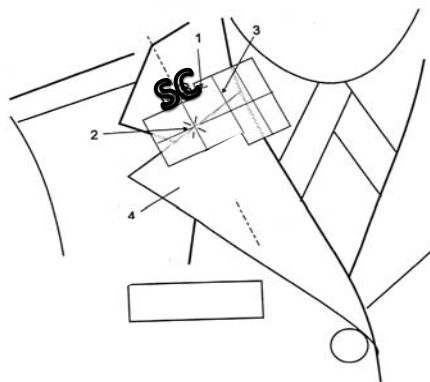


Figure M2

- 1) Position the SC so that it touches the guide as shown.
- 2) Keeping the "X" (on the center line of the guide), on the seam of the collar/lapel, position the SC in the middle of the collar.
- 3) This line is parallel to the inside edge of the collar.
- 4) Position the branch insignia touching the bottom of the guide, centered on the vertical line above it.

20. Epaulements and Shoulder Flaps (Figures N1 & N2).

Epaulements

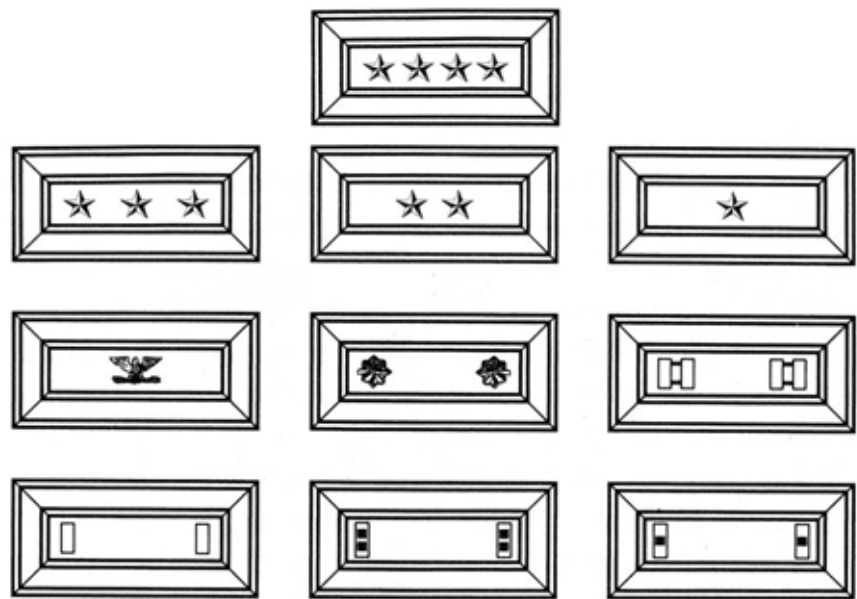


Figure N1

Note 1: For general officers, the top point of the star(s) face towards head/neck.

Note 2: For Colonels, the eagle faces forward.

Shoulder Flap – Army Class B Uniform



Figure N2

21. Ribbons (optional).

Ribbons, medals, or patches representing awards received during federal military service may be worn as appropriate. Citadel ribbons may also be worn; if worn with federal awards, they will be worn last in precedence. Only authorized foreign patches and emblems will be worn on the uniform.

22. Uniform Accessories.

- A. Beepers and Cell Phones. Electronic devices such as beepers and cell phones may be worn on the belt, belt loops or waistband of the uniform. They must be discrete in size and color and must not detract from the appearance of the uniform.
- B. Eyeglasses, Sunglasses and Contact Lenses. Conservative prescription eyeglasses are authorized with all uniforms.
 - 1. Conservative prescription and non-prescription sunglasses are authorized for outdoor use.
 - 2. Eyeglasses or sunglasses that are trendy, have lenses or frames with initials, designs, extreme or trendy colors or other adornments are not authorized for wear.
 - 3. Personnel will not attach chains, bands, or ribbons to eyeglasses. Personnel will not hang eyeglasses or eyeglass cases on the uniform, and may not let glasses hang from eyeglass restraints down the front of the uniform.
 - 4. Sunglasses lens colors must be traditional gray, brown, or dark green shades.
 - 5. Restrictions on contact lenses. Clear, tinted and colored contact lenses are acceptable as long as they do not distract from the uniform. Contacts with designs or colors not considered “normal” human eye color are not acceptable.

- C. Gloves. Gloves are to be black and unadorned in a five-finger design in a slip-on style. They may be worn outside with the Duty Jacket, Class A uniform or All-Weather Coat.
- D. Handbags. Women may carry a black handbag while in uniform. The handbag is to be untrimmed, black leather, polyurethane, vinyl or fabric, of a commercial design. If the handbag has a shoulder strap, it may be carried in the hand or over one shoulder. The handbag may not be worn in such a manner that the strap is draped diagonally across the body.
- E. Scarves. Authorized scarves are black, made of wool, silk, or rayon, of a commercial design, approximately 12x52 inches. The scarf may be worn with the All-Weather Coat, ACU, or the Duty Jacket. The scarf is worn folded in half lengthwise, with the lengths crossed left over right at the neck, and the ends of the scarf tucked neatly into the neckline of the outer garment.
- F. Umbrellas. The use of an umbrella is governed by individual military branches.
 - 1. Army: Women in uniform may carry and use an umbrella, only during inclement weather. The umbrella must be black, plain, with no logos or designs, and of a commercial design. Men in Army uniform may not use umbrellas.
 - 2. Marines: Neither men nor women may use an umbrella in uniform.
 - 3. Navy and Air Force: Men and women may use umbrellas in uniform. The umbrella must be black, plain, with no logos or designs, and of a commercial design

ANNEX C

MILITARY COURTESIES

1. General.

- A. Because the SC Militia uniform is based on the Army uniform, personnel wearing the Army SC Militia uniform must follow the Army regulations.
- B. Courtesy is the expression of consideration for others. The military has left little to chance and thus has distinctive and concise expressions of military courtesy. To give merely a perfunctory or grudging display, or worse yet a slovenly display, even if the motions are technically correct is, in fact, discourteous.

2. Salutes.

- A. Remember that the courtesy that marks military ceremonies has a profound meaning. A salute to the flag is not an upper body exercise or just another annoying rule to follow; it is a declaration of loyalty to these United States and to the principles of liberty and justice on which the Nation was founded. When a uniformed person presents arms at retreat or salutes a senior, it is recognition of the organized authority of the Nation, as represented by the military services, which are charged with its protection.

B. History.

- 1. Since antiquity, military persons have rendered some form of salute as an exchange of greeting. Although the origins of saluting have been lost, it was in common practice as early as the Age of Chivalry. During that period, the knights were mounted and wore steel armor and mail which completely covered their body. When two friendly knights met, it was the custom for each to raise his visor and expose his face to the other. This was always done with the right hand. It was a significant gesture as it exposed the features and also removed the right hand- the sword hand- from the vicinity of the weapon.
- 2. Later, during the Middle Ages, men of means often wore heavy capes under which swords were carried. Upon meeting a friend, the cloak was thrown back by raising the right hand, thus disclosing that the right hand was not on the sword hilt. These gestures came to be recognized as proper greeting among soldiers, and were continued even as swords and mail became a thing of the past. The military salute is today, as it has been for ages, a unique exchange of greeting between uniformed men and women.
- 3. To execute the hand salute correctly, raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead above and slightly to the right of the right eye, thumb and fingers extended and joined, palm to the left, upper arm horizontal, forearm inclined at 45 degrees, hand and wrist straight; at the same time turn the head toward the person saluted. To

complete the salute, drop the arm to its normal position by the side in one motion, at the same time turning the head and eyes to the front. See Figure A.

4. The junior member executes the first movement, holds the position until it is returned by the senior, and then executes the second movement. Accompanying the hand salute with an appropriate greeting, such as "Good Morning, Sir/Ma'am," is encouraged.
5. General Saluting Rules.
 - a. Persons entitled to the salute are:
 - 1) Commissioned Officers and Warrant Officers of the Army, Marine Corps, Navy, Air Force, and Coast Guard.
 - 2) Officers of the South Carolina Unregulated Militia at The Citadel, The Military College of South Carolina.
 - 3) Officers of friendly foreign nations.
 - 4) Medal of Honor Holders regardless of grade or rank.
 - b. There is often a certain amount of confusion determining at what distance from a superior that a junior person should render a salute. Saluting distance is that distance at which a person entitled to the salute is recognized. Usually it does not exceed 30 steps. The salute is rendered when the person to be saluted is 6 steps distant, or at the nearest point of approach if it appears that this distance will be greater than 6 steps. Then hold the salute until the person being saluted has either passed by or returned the salute.
 - c. A salute is returned by all entitled officers unless they are in formation. The salute is rendered at a halt or walk. If running for exercise, continue running and render a proper greeting, i.e. "Good afternoon, Sir/Ma'am". It is inappropriate for an officer or a disciplined subordinate to attempt to avoid rendering a salute. It is a matter of personal pride and a sign of professionalism and organizational pride to properly recognize and greet another with a good salute.
 - d. Occasionally you will encounter many cadets outside during class period changes, all rendering you a salute. You may not be able to return a personal salute to each, as you would wish. Remember they are serious and are being respectful—do not avoid them. Return their salutes by holding your salute as you walk pass them, looking them in the eye in and when appropriate offer a "good day," "good morning," or "good afternoon." They will understand you are pressed and trying to react in accordance with tradition – be proud, not intimidated, and they will respect you for it.

- e. Always stop driving or when walking, come to the position of attention and salute the flag when raised in the morning, lowered in the evening, or when the national anthem is played during a parade or a guard mount.
 - f. Never salute with something in your right hand – switch the item to your left and render the proper salute.
 - g. Never talk on a cell phone while saluting.
 - h. If the exchange of salutes is otherwise appropriate, it is customary for military members and UMSC in civilian clothing to exchange salutes upon recognition.
 - i. Do not salute when:
 - 1) Engaged in work if the salute would interfere.
 - 2) Indoors, except when reporting to a senior officer.
 - 3) Carrying articles with both hands and hands being so occupied as to make saluting impractical. At The Citadel, it is customary to halt, come to attention, and offer a verbal greeting if a hand salute cannot be executed.
 - 4) When saluting is obviously inappropriate.
 - j. Walking with an officer of higher rank. When walking with an officer who outranks you, you should walk with that officer on your right (the position of honor).
 - k. Reporting. Occasionally you may direct a cadet to report to you in your office for some reason, or the cadet may wish to come by and speak with you for some reason. It is customary for the cadet in this case to knock on your door, wait for you to invite him/her in, move to a point in front of your desk and report while rendering the hand salute, stating his/her name and purpose. The cadet will hold the salute until you return the salute. At which time the cadet will wait for your lead, you can give instructions (“Cadet Jones, please stand at ease”... or” please have a seat.” “Cadet Jones, I am happy you stopped by but I am involved in this hot project, could you give me some time to finish up and return in thirty minutes?”).
3. When in Uniform.
- A. Do not eat, drink, or smoke while outside.
 - B. Do not put hands in pockets in public except to place or retrieve an item.
 - C. Always wear headgear when outside.

- D. When inside do not hang your headgear from your uniform shoulder flap, belt or pocket — carry it in your hand.
- E. Wear only authorized shoes and socks, with shoes polished to a high gloss.
- F. Wear only authorized belts and belt buckles.
- G. Do not mix civilian clothing with the uniform (i.e. Civilian sweater over a uniform).

Salutes in Uniform

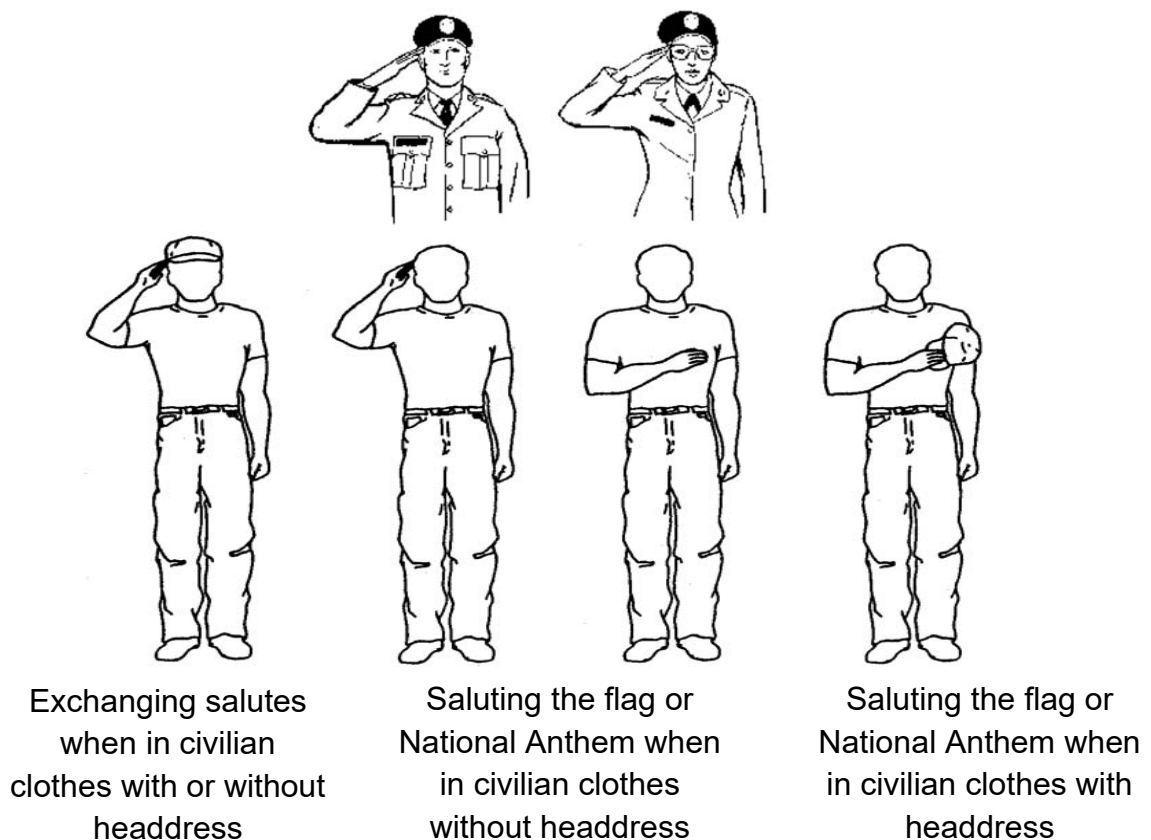


Figure A

- H. Veterans, active-duty, and reserve military not in uniform may render the military-style hand salute during the playing of the nation anthem.
- I. Standing at Attention. Standing with head up, eyes to the front, shoulders back, stomach in, hands with thumbs along the seams of trousers, fingers curled, and feet with heels together, toes pointed out at a 45 degree angle. This is not a ridged position, but one that is naturally assumed, alert to all activities around, while prepared for instructions or ready to take action as appropriate. This position is maintained until ordered to change or the senior officer present gives leave by his/her actions to resume a relaxed posture.

- J. Official Functions. Frequently an organization may need to gather for functions such as: promotions, retirements, etc. In this case the invited group will gather and socialize enjoying each other's company until the official portion of the event begins. At the signal for the start of the official part of the event all should direct their attention to the speaker and take their lead from him/her. If the event is a promotion, award presentation, etc. a member of the staff will be asked to read the orders or certificate describing the reason for the event often preceding the reading by stating "Attention to Orders." When so directed all present uniformed members of the faculty/staff should come to the position of attention and direct their attention to the presentation being made. At the conclusion of the presentation and remarks all will be invited to return to enjoying the gathering.

4. The Citadel Parades.

- A. Military Parades are scripted events with a purpose. They follow the same traditional sequence of events as practiced by the Continental Army during our revolution. Our Citadel cadets take pride in their appearance and drill proficiency while on Parade. They look forward to performing for a crowd on the Parade Ground at The Citadel and are disappointed when there is no one present. Members of the faculty and staff at The Citadel are just as much on parade as the Corps of Cadets during these events. Our Cadets look for faculty and staff members at Parades. Our presence indicates support and recognizes their efforts. They see us in uniform and believe we are evaluating the quality of their performance. When their parents and or dates are present the cadets appreciate our being there to greet and talk informally with their special visitors. Bringing our family and visitors to The Citadel Parades also reaffirms our support of the Cadets and our pride on being part of The Citadel community. The more parades the faculty and staff attend the more we understand what is happening at these events and the better we are able to discuss the experience with our Cadets and explain the activities during the event to visitors. During parades you will be required to stand at attention when the Cadets are at attention, the difference is you can move around and talk when necessary to explain what is happening to those around you— you are an expert. You will have to render salutes when the colors are honored and the national anthem played. The Post flags may be lowered at retreat during which all in uniform will salute. Many of your military skills and much of your military education will be learned by spending time with Cadets while they are on the Parade ground at The Citadel. It is a great learning experience that will stand in all good stead.

COURTESIES RENDERED BY INDIVIDUALS

Reveille Retreat when played as prelude to "To the Color" "To the Color" or National Anthem When uncased Colors pass by or when passing uncased Colors Cannon salutes rendered as honor to a person					
Personnel in uniform (with or without headdress)	At the first note of music, face the flag (or music if flag is not in view) and render hand salute. End hand salute on the last note of music	At first note of music, face the flag (or music if flag is not in view) and stand at attention. Remain at attention until last note of "To The Color" has been played.	At the first note of music: if outdoors, render hand salute; if indoors, stand at attention. Hold this position until last note of music has been played.	COLORS ARE PASSING: When Colors are within six paces: If outdoors, render hand salute. If indoors, stand at attention and render hand salute. Hold this position until Colors have passed six paces. PASSING THE COLORS: Outdoors: When within six paces of the Colors, turn head in direction of Colors and render hand salute until six paces past the Colors.	At the first note of music or first round of salute, face the ceremonial party and render hand salute. End salute on last note of music or when last round of salute has been fired.
All male personnel wearing civilian clothes (including sports uniforms) with headdress	At the first note of music, face the flag (or music if flag is not in view), stand at attention, remove headdress with right hand and hold over left shoulder with right hand over the heart. Hold this position until last note of music has been played.	At first note of music, face the flag (or music if flag is not in view) remove headdress with right hand and stand at attention. Remain at attention until last note of "To The Color" has been played.	At the first note of music: If outdoors, hold headdress over the left shoulder with the right hand over the heart; if indoors, stand at attention. Hold this position until last note of music has been played.	COLORS ARE PASSING: When Colors are within six paces: if outdoors, stand at attention, remove headdress with right hand and hold over left shoulder with right hand over the heart; if indoors, stand at attention. Hold this position until Colors have passed six paces. COLORS ARE PASSING: Outdoors: When within six paces of colors, turn head in direction of Colors, remove headdress with right hand and hold over the left shoulder with the right hand over the heart. Hold this position until six paces past the Colors.	At the first note of music, or first round of salute, face the ceremonial party, remove headdress and stand at attention. Hold this position until last note of music or last round of salute has been fired.
Personnel in civilian dress without headdress. Women with headdress. Personnel engaged in sports or attired in sport uniform without headdress	At the first note of music, face the flag (or music if flag is not in view), and stand at attention with right hand over the heart. Hold this position until last note of music has been played.	At the first note of music, face the flag (or music if flag is not in view), and stand at attention until last note of "To The Color" has been played.	At first note of music: If outdoors, stand at attention with right hand over the heart; if indoors, stand at attention. Hold this position until last note of music has been played.	COLORS ARE PASSING: When Colors are within six paces: If outdoors, stand at attention with right hand over heart. If indoors, stand at attention. Hold this position until Colors have passed six paces. PASSING THE COLORS: No action is required.	At the first note of music, or first round of salute, face the ceremonial party, and stand at attention. Hold this position until last note of music or last round of salute has been fired.

TABLE OF SERVICE EQUIVALENT UNIFORMS

Event When Worn	Army	Marine Corps	Navy	Air Force	Civilian Attire	Civilian Attire
					Men	Women
Private formal dinners or dinner dances	Blue Mess	Evening Dress "B"	Dinner Dress Blue Jacket	Mess Dress	Tuxedo	Evening Gown
	White Mess	Evening Dress "B"	Dinner Dress White Jacket	Mess Dress	Tuxedo	Evening Gown
Less formal evening occasions requiring more formality than service uniforms	Army Blue (bow tie)	Blue Dress "A" or Evening Dress "B"	Dinner Dress Blue Jacket*	Mess Dress	Tuxedo	Evening Gown/ Cocktail Dress
	Army White (bow tie)	Blue/White Dress "A" or Evening Dress "B"	Dinner Dress White Jacket*	Mess Dress	Tuxedo	Evening Gown/ Cocktail Dress
Ceremonial Uniforms						
Parades, ceremonies, and reviews when special honors are being paid, or official visits of or to the U.S. or foreign officials	Army Blue (w/four-in-hand tie before 6pm)	Blue Dress "A"	Full Dress Blue-Participants Service Dress Blue - Attendees	Service Dress	Civilian Informal	Civilian Informal
	Army White (w/four-in-hand tie before 6pm)	Blue/White "A"	Full Dress White-Participants Service Dress Blue - Attendees	Service Dress	Civilian Informal	Civilian Informal
Service Uniforms						
Business and informal social occasions as appropriate to local customs	Army Class A	Service "A"/Blue Dress "B"	Service Dress Blue	Service Dress	Civilian Informal	Civilian Informal
	Army White	Service "A" or Blue/White "B"	Service Dress White	Service Dress	Civilian Informal	Civilian Informal
	Army Class B	Service "C"/Blue Dress "D"	Service Khaki	Blues w/short sleeve shirt (w/ or w/out tie/tab)	Civilian Informal	Civilian Informal
	Army Class B	Blue Dress "D"/Service "C"	Summer White	Blues w/short sleeve shirt (w/ or w/out tie/tab)	Civilian Informal	Civilian Informal
	Army Class B	Service "B"	Winter Blue-E6 & below Service Khaki-E7 & up	Blues w/long sleeve shirt (w/tie/tab)	Civilian Informal	Civilian Informal

*Navy Dinner Dress Blue/White Jacket is prescribable only for O-4 & above and is optional for O-3 & below equivalent is Dinner Dress Blue/White

Attire: Civilian Informal: Business Suite for gentlemen, Dress or Suit for ladies

ANNEX D
Non-Uniform Dress Code

1. General.

This annex applies to all employees, with the exception of employees who are required to wear uniforms. This annex allows business casual dress daily except during the specified periods when casual days will be suspended as directed by the President's Office. It also provides clarity, via examples of appropriate and inappropriate dress, in order to provide guidance to employees regarding personal appearance.

2. Business Casual.

A. Tops.

1. Acceptable garments include casual shirts and blouses, oxford shirts, sweaters, vests, golf and polo shirts.
2. Inappropriate attire includes T-shirts and casual shirts with inappropriate or offensive wording, tank tops, backless tops, halter tops, strapless tops, muscle shirts and crop tops.

B. Pants.

1. Acceptable garments include casual slacks, khakis, and trousers.
2. Inappropriate attire includes sweatpants, shorts, and yoga or workout pants, and jeans. Jeans are only permitted in areas where business attire is prohibitive to the completion of work duties. Jeans may be allowed on special occasions or when approved by the respective Vice President. At no time shall jeans have rips, holes, frays or excessive wording. PLEASE NOTE: Jeans are prohibited in the Executive Wing of Bond Hall.

C. Footwear.

1. Acceptable items include sandals, heels, open-toed shoes, dress shoes, boots, loafers, and boat/deck shoes. Men must wear socks with shoes. Depending on the department, athletic shoes may be worn.
2. Inappropriate attire includes flip-flops or thong sandals.

D. Dresses/Skirts.

1. Acceptable garments include dresses in which the length is not shorter than three (3) inches above the knee.
2. Inappropriate attire includes mini-skirts, mini-dresses, and backless dresses.

- E. For any given day and occasion, good judgment should dictate the dress for the work schedule. As a general rule, any garment considered as underwear should not be worn as regular clothing. Managers may require regular business dress, taking into account interaction with the public, operational needs and constituency meetings.
- F. A basic essential of appropriate dress is the need for clothing to be neat and clean. A reasonable standard of dress rules out tight or revealing clothing and any extreme in dress, accessory, fragrances, or hair.
- G. An employee unsure of what is appropriate should check with the manager or supervisor.
- H. Citadel employees are expected to maintain a standard of professional appearance and should avoid the exposure of tattoos when possible. Citadel employees should also avoid excessive piercings. Ear piercings are acceptable unless they pose a risk within your job responsibilities. This policy does not apply to those who have piercings for religious purposes.
- I. If your attire is not appropriate, you may be directed to return home and change into appropriate attire that conforms to this policy. A good rule of thumb: If you have any doubt as to whether your attire is appropriate - change.
- J. Employees who do not meet a professional standard may be sent home to change and will not be paid for that time off. Compliance with this policy will be monitored by the supervisor in each area. Successive non-compliance will be subject to progressive discipline as outlined in the [Disciplinary Guidelines](#).