



Flotilla 38, Plantation, Florida

From: Flotilla Commander, Flotilla 38, Plantation, Florida

To: New Flotilla 38 Members

Subj: Recommended Minimum Uniforms and Sources of Supply

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

1. **PURPOSE.** To provide suggestions, recommendations and sources of supply to New Members of Flotilla 38 to assist them in the procurement of uniforms and insignia.
2. **ACTION.** The FSO-PS and FSO-MT will incorporate these materials into the New Member orientation and training information.
3. **BACKGROUND.** One of the privileges of Auxiliary membership is the right to wear the Auxiliary uniform. As set forth in reference (a), the Auxiliary has a wide variety of uniforms composed of many different components. Some New Members find the variety of uniforms to be confusing. All New Members need information and guidance as to what uniforms to procure first and where and how to procure those uniforms.
4. **DISCUSSION.** The uniforms and sources of supply set forth herein are not intended to be restrictive in terms of uniform types, quantity or sources. With time and experience, Members will gain enough knowledge to make their own decisions with regard to which uniforms they need to fully participate in the goals and missions of Flotilla 38.
5. **RESPONSIBILITY.** The FSO-MT will periodically update the contents of the enclosure to this letter.

Andrew Anderson
Flotilla Commander
Flotilla 38, Plantation, Florida



Description of Uniforms

RECOMMENDED MINIMUM UNIFORM REQUIREMENTS – All members of Flotilla 38 shall be responsible for procuring and maintaining the necessary articles of uniform to wear the Tropical Blue and Operational Dress Uniform (ODU). It is recommended that New Members purchase the components necessary for the Tropical Blue uniform as their first uniform purchase. For more information on Auxiliary uniforms, go to http://www.uscg.mil/directives/cim/16000-16999/cim_16790_1F.pdf

Those members who expect to be involved in Auxiliary missions outdoors where the working uniform would be appropriate (i.e., patrols, vessel examinations, etc.) may wish to consider purchasing the optional “Hot Weather” uniform. This uniform is appropriate when high humidity and high temperatures would cause physical discomfort when performing outdoor activities. This uniform is authorized for wear in the Seventh Coast Guard District and is described in more detail below.

RECOMMENDED UNIFORM ARTICLES- All Flotilla 38 members should procure and maintain the following articles of uniform:

Garrison Cap	1
Garrison Cap Insignia	1
Auxiliary Baseball Cap	1
Member Collar Insignia, Metal	1 pair
Nametag, Plastic	2
Nametape, sew on	2
USCG Auxiliary sew on tape	2
Shirt, ODU	1
Shirt, Light Blue, Short Sleeve	2
Shoulder boards, enhanced	1 pair
Undershirt, V-Neck, white	2
Operational T-Shirt	2
Member Collar Devices, sew on	1 pair
Trousers, Dress Gabardine	1 pair
Trousers, ODU	1 pair
Belt, web, plain black w/silver tip	1
Belt Buckle, silver	1
Belt, black web w/ subdued buckle	1
Hose, Black	2 pair
Socks, Boot, Black	2 pair
Socks, athletic, all white, crew	2 pair
Shoes, Black Dress Oxford	1 pair
Shoes, deck, dark brown	1 pair



TROPICAL BLUE UNIFORM



The Tropical Blue uniform is the year round Uniform of the Day in the Seventh Coast Guard District and is appropriate for wear on all occasions, including meetings, ceremonies and similar situations, except when a coat and tie would be more appropriate or another uniform is prescribed. Tropical Blue is mandated for Public Education classes. When specified for wear, the Tropical Blue uniform shall consist of the following:

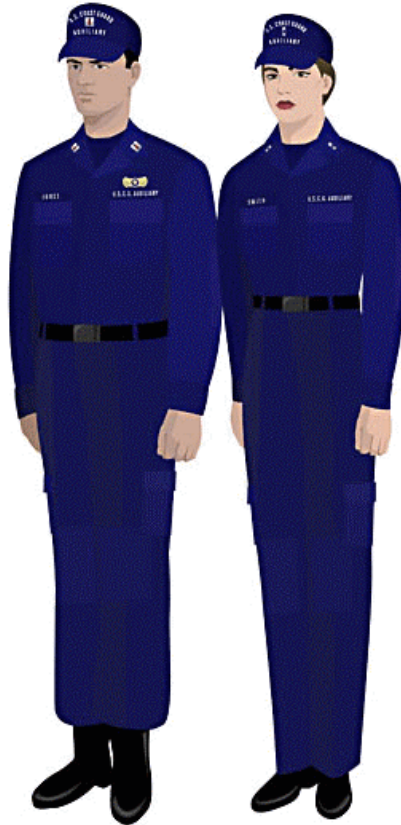
Garrison Cap	1
Garrison Cap insignia	1
Nametag, Plastic	1
Shirt, Light Blue, Short Sleeve	1
Shoulder boards, enhanced	1 pair
Undershirt, V-Neck, white	1
Trousers, Dress Gabardine	1 pair
Belt, web, plain black w/silver tip	1
Belt Buckle, silver	1
Shoes, Dress	1
Hose, dress, plain black	1



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Ribbons, breast devices and office insignia shall be worn as appropriate.

The combination cap with a white cover may also be worn with the Tropical Blue uniform.



ODU (OPERATIONAL DRESS UNIFORM)

The ODU uniform may be worn in any situation where any form of dress uniform is not required or more appropriate and while commuting to/from duties and missions including brief stops for gas and drive through businesses. High top (8"-10") lace up black boots with an ASTM steel safety toe are worn with the ODU for most occasions while boat shoes are worn while underway on Auxiliary facilities.

Auxiliary Baseball Cap	1
Nametape, sew on	1
USCG Auxiliary sew on tape	1
Shirt, ODU	1
T-Shirt, Blue, ODU	1



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Member Collar Devices, sew on	1 pair
Trousers, ODU	1 pair
Belt, black web w/ subdued buckle	1
Boots, black, steel toed	1 pair
Shoes, deck, dark brown	1 pair
Shoes, black oxford	1 pair

Tropical Blue Uniform Components, Description and Wear

HEADGEAR

GARRISON CAP – A CG Blue Garrison Cap may be worn by all Members with the Tropical Blue uniform. On the left side, a small Auxiliary Garrison Cap insignia is worn 2 inches back from the front of the cap and 1 ½ inch up from the hem of the cap. Miniature insignia of office is worn in the corresponding location on the right side of the cap. The combination cap may also be worn with the Tropical Blue uniform and may be prescribed for ceremonies and other events.

- How Worn - Correct position on the head is straight and even fore and aft and side-to-side.

- Care - Brush as necessary with a clothes brush to remove dirt and lint.

SHIRT

- SHORT SLEEVE LIGHT BLUE SHIRT – As prescribed by U. S. Coast Guard Auxiliary Uniform Regulations for male/female personnel with insignia appropriate to the office of the Member.

- How Worn. - Well tucked into the waistband of the trousers so that the front of the shirt does not hang below the waistband. Excess material at the waist tucked in behind each hip in two even pleats. Nothing in breast pockets, which are buttoned.

- Care. - Well pressed and unwrinkled. Military creases are optional and consist of sharp, military creases pressed parallel and vertically into front of shirt through the center of each pocket so as to evenly divide each pocket from waist to epaulet; sharp creases in sleeves aligned with epaulet, and three sharp, military creases in back of shirt from yoke seam to waist at center of back and center of each half so as to divide shirt back into four equal quarters. Sewn-in military creases are not authorized.



ENHANCED SHOULDER BOARDS

- Shoulder Boards – Slip on shoulder boards insigned as appropriate for the office of the Member. Member boards are plain Coast Guard Blue with a silver Auxiliary emblem.

- How Worn – Slide onto the epaulets of the uniform short with the bottom points of the Auxiliary Shield point outward toward the shoulders.

NAMETAG

Nametag – A white plastic nametag with the Member's surname in blue lettering over "U.S. Coast Guard Auxiliary" also in blue lettering.

How Worn – Centered just above the top of the right shirt pocket.

BELT

- WAISTBELT – Plain Black web belt with plain silver tip and silver buckle.

- How Worn. - Belt should be with sufficient tightness to fit closely between trousers and waist belt. Never worn loosely on the body. Only the silver tip should be showing to the left of the buckle. The belt tip should form a straight vertical line with the fly of the trousers and the right side of the shirt opening.

- Care. - Belt should be periodically dressed/cleaned.

DRESS TROUSERS

Description - Knife pleated dress in U. S. Coast Guard Blue gabardine.

- How Worn - worn evenly all around. Trouser hems to break at top of shoe.

- Care. - Dry-clean and press as necessary. Store on a good quality hanger with creases hanging naturally.

SHOES

- SERVICE SHOE – Black with heels, plain toe, high gloss military oxford lace up style made of leather or synthetic material as prescribed for male/female personnel by Coast Guard Uniform Regulations.



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- How Worn – Well polished. Walking comfort is of primary concern. Shoes should be selected for a comfortable fit. Laces should be comfortably tight and double tied.

- Care - Shoes should be well cleaned and polished with seams and sole edges dressed and cleaned. Store with shoe trees to preserve shape.

MEDALS AND AWARDS

- All members may wear the appropriately sized breast devices, qualifications badges, ribbons, medals and awards to which they are entitled, in accordance with the regulations set forth in the Coast Guard/Auxiliary Uniform Regulations, Coast Guard Medals and Awards Manual and the order of dress prescribed. Generally speaking, members may wear, on the left breast of the uniform, any individual U. S. and foreign ribbons and awards to which they are entitled, in order of precedence, in rows of up to three ribbons, without intervals between ribbons or rows of ribbons. Members may also wear command at sea/ashore insignia and up to two other breast devices of choice to which they are entitled. Authorized devices include those earned during U. S. military service such as the Combat Infantry and Medic Badges, aviation wings, Air Force specialty badges, pathfinder, airborne and air assault badges, submarine dolphins and similar devices. Sew on patches or pin on tabs such as Ranger, Special Forces tabs, honor guard, and unit insignia may not be worn.

Operational Dress Uniform (ODU) Components, Description and Wear

HEADGEAR

BASEBALL CAP – A CG Blue USCG Auxiliary Baseball Cap may be worn by all Members with the ODU uniform. Centered in front, a metallic or embroidered Auxiliary Member Device or miniature office insignia is worn. The optional Auxiliary Sun Hat may also be worn with the ODU uniform when on patrol or on VE missions. No insignia is worn on the Sun Hat.

- How Worn - Correct position on the head is straight and even fore and aft and side-to-side

- Care - Brush as necessary with a clothes brush to remove dirt and lint.

ODU SHIRT

- ODU BLUE SHIRT – As prescribed by U. S. Coast Guard Auxiliary Uniform Regulations with insignia appropriate to the office of the Member. Coast Guard Blue with two flap closure pockets on either side of the chest and a flap covering the buttons. Nametape sewn centered above right pocket running the full width of the pocket. USCG Auxiliary ID Tape sewn centered above left pocket running full width of the pocket. A single



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embroidered, most current, qualification insignia may be worn centered over the Nametape. Embroidered collar devices, either the Member Device or miniature office insignia, sewn or attached with Velcro on each collar, centered so as to break an imaginary line running to the collar point.

- How Worn. – Worn with sleeves rolled up (accordion style with only cuff showing) or down. Tucked version is worn well tucked into the waistband of the trousers so that the front of the shirt does not hang below the waistband. Excess material at the waist tucked in behind each hip in two even pleats. Nothing in breast pockets, which are buttoned.

- Care. - Well pressed and unwrinkled.

ODU T-SHIRT- A CG Blue crew necked T- Shirt is worn under the ODU Shirt. The USCG Auxiliary Operational T-Shirt may be worn beneath the ODU Shirt.

ODU BELT

- WAISTBELT – Plain Black web belt with a subdued black buckle and black metal tip.

- How Worn. - Belt should be with sufficient tightness to fit closely between trousers and waist belt. The belt is never worn loosely on the body. The tip of the belt will extend 2” to 4” beyond the belt buckle. The right side of the buckle will be aligned with the right side of the shirt opening and the right side of the trouser fly will form a straight line.

- Care. - Belt should be periodically brushed and cleaned.

ODU TROUSERS

Description – Coast Guard Blue with two hip pockets, two back pockets with flaps and two expandable cargo pockets.

- How Worn - Worn bloused when worn with high topped safety boots. Worn straight legged when low topped shoes or boat shoes are required to be worn.

- Care. - Clean and press as necessary.

FOOTWEAR

– SAFETY BOOTS – All black with tops 8” to 10” high, plain toe, lace up style made of all leather or a combination of leather and synthetic material as prescribed for male/female personnel by Coast Guard Uniform Regulations. Must be equipped with a steel safety boot that meets ANSI Standard Z41-1999



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- How Worn – Well blackened and in good condition. Worn bloused with the ODU trousers, the blousing band must not show. Walking comfort is of primary concern.
- Boots should be selected for a comfortable fit. Laces should be tied. Worn with boot socks made of undecorated plain or ribbed knitted material designed for heavy duty use with boots. All visible portions of the sock must be black.

BOAT SHOES

---BOAT SHOES- The boat shoe is a dark brown leather low cut shoe of moccasin type construction and functional raw hide lacing in six to ten brass eyelets (evenly divided per side). The sole shall be white, slip-resistant, non-marking material.

- How Worn – Worn with white athletic socks.
- Care – Boat shoes should be cleaned and dressed periodically to prevent fading and salt stains.

BLACK OXFORD

- BLACK OXFORD- A black, plain, round toe, low cut oxford style shoe may also be worn with the ODU Uniform. Soles and sole edges shall be black.
- How Worn – Worn with black socks. ODU trousers NOT bloused.
- Care- Shoes should be well cleaned and polished.

Hot Weather Uniform, Components, Description and Wear

HEADGEAR

BASEBALL CAP – A CG Blue USCG Auxiliary Baseball Cap may be worn by all Members with the ODU uniform. Centered in front, a metallic or embroidered Auxiliary Member Device or miniature office insignia is worn.

- How Worn - Correct position on the head is straight and even fore and aft and side-to-side
- Care - Brush as necessary with a clothes brush to remove dirt and lint.



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AUXILIARY SUN HAT – An optional CG Blue Auxiliary “Tilly” Sun Hat may also be worn with the Hot Weather uniform when on patrol or on VE missions. No insignia is worn on the Sun Hat.

- How Worn - Correct position on the head is straight and even fore and aft and side-to-side

- Care - Brush as necessary with a clothes brush to remove dirt and lint.

SHIRTS

- SHORT SLEEVE LIGHT BLUE SHIRT – As prescribed by U. S. Coast Guard Auxiliary Uniform Regulations for male/female personnel with insignia appropriate to the office of the Member.

- How Worn. - Well tucked into the waistband of the shorts so that the front of the shirt does not hang below the waistband. Excess material at the waist tucked in behind each hip in two even pleats. Nothing in breast pockets, which are buttoned. Worn with metal collar devices, breast devices and plastic nametag.

- Care. - Well pressed and unwrinkled.

- SHORT SLEEVE WORKING BLUE SHIRT – As prescribed by U. S. Coast Guard Auxiliary Uniform Regulations for male/female personnel with insignia appropriate to the office of the Member.

- How Worn. - Well tucked into the waistband of the shorts so that the front of the shirt does not hang below the waistband. Excess material at the waist tucked in behind each hip in two even pleats. Nothing in breast pockets, which are buttoned. Worn with metal or embroidered collar devices, breast devices and plastic nametag or embroidered sew-on nametape.

- Care. - Well pressed and unwrinkled.

- OPERATIONAL POLO SHIRT – A dark CG Blue polo (collared) knit shirt as prescribed by U. S. Coast Guard Auxiliary Uniform Regulations for male/female personnel. The words “USCG Auxiliary” are embroidered in white over the left breast and the member’s last name is embroidered in white over the right breast.

- How Worn. - Well tucked into the waistband of the shorts so that the front of the shirt does not hang below the waistband. Excess material at the waist tucked in behind each hip in two even pleats.



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- Care. - Well pressed and unwrinkled.

- OPERATIONAL T-SHIRT – A dark CG Blue T-Shirt as prescribed by U. S. Coast Guard Auxiliary Uniform Regulations for male/female personnel. The words “USCG Auxiliary” are stenciled or embroidered in white over the left breast.

- How Worn. - Well tucked into the waistband of the shorts so that the front of the shirt does not hang below the waistband. Excess material at the waist tucked in behind each hip in two even pleats.

The optional VE polo shirt may be worn by Vessel Examiners when doing vessel safety checks.

SHORTS – Standard Coast Guard Working Blue or ODU trousers are modified into shorts by hemming them 1 to 4 inches above the knee.

WORKING BLUE BELT

- WAISTBELT – Plain Black web belt with plain silver tip and silver buckle is worn with Working Blue shorts.

- How Worn. - Belt should be with sufficient tightness to fit closely between trousers and waist belt. Never worn loosely on the body. Only the silver tip should be showing to the left of the buckle. The belt tip should form a straight vertical line with the fly of the trousers and the right side of the shirt opening.

- Care. - Belt should be periodically dressed/cleaned.

ODU BELT

- WAISTBELT – Plain Black web belt with a subdued black buckle and black metal tip.

- How Worn. - Belt should be with sufficient tightness to fit closely between trousers and waist belt. The belt is never worn loosely on the body. The tip of the belt will extend 2” to 4” beyond the belt buckle. The right side of the buckle will be aligned with the right side of the shirt opening and the right side of the trouser fly will form a straight line.

- Care. - Belt should be periodically brushed and cleaned.

SOCKS – All white, athletic type, crew length.

SHOES – Shoes may be the dark brown boat/deck shoe or all white or all black, low top, athletic shoes with nonskid/nonmarking soles.



OUTERWEAR

– Wooly Pully Sweater – (Optional) A Coast Guard Blue V-neck style pullover sweater, in a pattern prescribed by the Coast Guard/Auxiliary Uniform Regulations, for male and female personnel, with fabric epaulets, shoulder and elbow patches. Worn with enhanced Or soft shoulder boards with insignia appropriate for the office of the Member as prescribed by the Coast Guard Auxiliary Uniform Regulations.

– How Worn – The sweater may be worn in lieu of the service dress jacket by all Members in cool weather. The sweater is worn full length with the waist belt worn outside the sweater. May be worn with Tropical Blue Summer uniform with the shirt collar on the outside.

– Windbreaker – (Optional) An Air Force blue single breasted, polyester/wool blend jacket with a plain collar, epaulets, zippered front closure and a welt pocket on either side. Worn with large insignia appropriate for the office of the Member as prescribed by the Coast Guard Auxiliary Uniform Regulations.

– How Worn – The windbreaker may be worn in lieu of the service dress jacket by all Members in cool weather. A windbreaker may also be worn with Tropical Blue Summer uniform.

SOURCES OF SUPPLY FOR UNIFORM COMPONENTS

Once you have been issued a Member Number, you can obtain most uniform items online through the Materials Stores operated by the various Auxiliary Districts. The D7 Materials Store has ribbons, insignia, hats, and components for the Tropical Blue uniform. You may access the Seventh District Materials Store at the D7 Auxiliary web site at <http://cgaux7.org>

The D7 Material Store can also be reached through <http://d7materials.org>

The range of uniform components available through a district materials store varies from district to district. Buying uniform components at Coast Guard Exchanges requires an Auxiliary ID Card. In addition, the available sizes and quantity of Auxiliary uniform components at Coast Guard Exchanges can be limited and often not reliable.

The Coast Guard Uniform Distribution Center at www.uscg.mil/uniforms provides virtually all the uniform components for both the Tropical Blue and ODU uniforms. The Uniform Distribution Center is frequently the best source of supply for components of the ODU Uniform. Orders may be placed online or by telephone with a credit card. Shipping is prompt. Before placing an order, go through the Uniform Items you require and write down the stock numbers for the uniform components and sizes that you need.



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For ODU uniforms, after clicking on “Uniform Items”, click on “ODU Uniforms”. First, review and download the PowerPoint “How to Wear the ODU Uniform”. Then click on “ODU Coat” and “ODU Trousers” to identify and note the Stock Numbers for your size. Then click back to the “Uniforms Catalogue” page and click on “ODU Accessories and Attachments” to get the Stock Numbers to order your sew on Nametape, sew on USCG Auxiliary tape and black web ODU belt and buckle.

Sew on Member Collar Devices, sew on office insignia, sew on Nametapes, sew on USCG Auxiliary tapes, and sew on Auxiliary breast devices may be purchased online at www.bentneedle.net. Auxiliary plastic nametags and embroidered nametapes and Auxiliary branch tapes can also be purchased at www.1800nametape.com.

If you would like to acquire used uniform items in good condition at a bargain basement price, check out the following website:

http://users.mo-net.com/district8WR/members/used_uniform_exchg.htm

FOOTWEAR

Purchasing uniform footwear can often be a challenge. Good quality brown boat shoes can be purchased at a number of locations such as West Marine. However, black military oxfords and boots for wear with the ODU uniform in the right size can be hard to find at a Coast Guard Exchange. High gloss or patent leather uppers are not required but are recommended. High gloss uppers still must be cleaned and polished but require much less maintenance. If leather uppers are worn, they must be cleaned and well polished after each wear.

For wear with the Tropical Blue uniform, the Bates Lites black, high gloss oxford is recommended. This dress shoe is a high gloss, synthetic uppers shoe that is easily maintained. This shoe is available from a number of sources on the Internet for about \$59.

Another potential source of comfortable, appropriate uniform footwear is Rockport. They sell a black, plain round toe oxford with leather uppers that is quite comfortable and can be shined to a high gloss. They are available from a number of Internet sources as well as from major shoe outlets.

Bates also offers an 8” high side zipper boot with an ASTM steel safety toe that would be suitable for wear with the ODU uniform through a number of online sources for about \$60. These boots are also available at Bass Outdoor World.