



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCSTAFFINST 1020.1
N00
20 Sep 2021

NSTC STAFF INSTRUCTION 1020.1

From: Commander, Naval Service Training Command

Subj: BUSINESS CASUAL ATTIRE POLICY

1. Purpose. To establish optional modified uniform standards that may be used for specific occasions, such as the last working Friday of each month. Commander, Naval Service Training Command (CNSTC) reserves the right to designate military uniform as the uniform of the day on Friday as necessary.

2. Scope and Applicability. This instruction applies to all NSTC military staff.

3. Policy. Authorized business casual attire is as follows:

a. Official NSTC logo Attire

(1) NSTC logo attire will be approved by CNSTC. The NSTC logo will appear on the left breast pocket and there will be no other significant decorations. NSTC logo attire shall be well maintained with no holes, stains, or significant wear or fading.

(2) Authorized colors for wear are black, navy blue, grey, and red. Various styles of NSTC logo attire are available for purchase at <https://navalstc.itemorder.com/sale>.

(3) If you choose to purchase and wear a pull over, jacket, or cardigan, the article of clothing worn underneath must adhere to this instruction if you remove the outer article of clothing.

b. Business casual pants. Pants shall be a non-uniform item, either khaki style or other fabric normally associated with civilian business wear, and uniform in color and texture. Denim or shorts are prohibited. Pants will not be excessively tight or loose, and shall ride on the same waistline as uniform pants. Pants will be well maintained with no holes, stains, or significant wear or fading. Distressed pants are not authorized.

c. Business casual shoes. Shoes shall be well maintained business casual. No athletic, tennis shoes, or open-toes shoes are authorized.

d. The intent of this instruction is to establish a standard casual wear for civilian clothing to be worn while conducting official business that is the equivalent to civilian business casual the

last working Friday of every month or as otherwise directed. This instruction does not modify CNSTC orders or policies for uniform wear at official functions or when acting in an official capacity.

e. Grooming standards are unchanged (proper shave, haircut, and cleanliness). Long hair may be worn in a ponytail, braid, bun, or other authorized Navy hairstyle.

4. Action. Failure to strictly adhere to these regulations will result in administrative and/or disciplinary action. NSTC's ability to operate in the modified causal policy in the future will be entirely predicated on the Staff's ability to adhere strictly to the letter and clear intent of this instruction.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manuel 5210.1 of September 2019.

6. Review and Effective Date. Per OPNAVINST 5215.17A, N001 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



JENNIFER S. COUTURE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>