



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

NSTCSTAFFINST 1020.1B

N00

06 Nov 24

NSTC STAFF INSTRUCTION 1020.1B

From: Commander, Naval Service Training Command

Subj: BUSINESS CASUAL ATTIRE POLICY

1. Purpose. To establish optional modified military uniform standards that may be used for specific occasions, and every Friday. Commander, Naval Service Training Command (CNSTC) reserves the right to designate military uniforms as the uniform of the day on any day as necessary. Any additionally authorized business casual days or “polo days” will be announced via email.

2. Scope and Applicability. This instruction applies to all Naval Service Training Command (NSTC) military staff.

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

a. Shirts and tops must bear the official NSTC logo. Placement of logo and wear is as follows:

(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) Various styles of NSTC logo attire are available for purchase at navalstc.itemorder.com/. All available colors are authorized.

(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, skirt. Pants and skirts shall be a non-uniform item, either khaki style or other fabric normally associated with civilian business wear, and uniform in color and texture. Professional, khaki-style shorts may be worn. Denim and cargo-style bottoms are prohibited. Bottoms will not be excessively tight or loose, and shall ride on the same waistline as uniform pants. Bottoms should be conservative in appearance and not excessively short. Bottoms will be well maintained with no holes, stains, or significant wear or fading. Distressed bottoms are not authorized.

c. Business casual shoes. Shoes shall be well-maintained business casual.

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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 every Friday 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). Females with long hair may be worn in any style, and should be neat and professional in appearance.

4. Action. Failure to adhere to these regulations will result in administrative and/or disciplinary action. NSTC's ability to operate in the modified casual policy in the future is 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 five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



G. M. BECKER
Chief of Staff

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/>