NAVSUPPACT NAPLES INSTRUCTION 1020.1 CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: UNIFORM POLICY AND REGULATIONS FOR U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

Encl: (1) Revised page 5

1. Purpose. To promulgate change 1 to subject instruction.

2. Action. Update paragraph 6g (Physical Training Uniform), on page 5 of the basic instruction to read as follows: "The uniform is designed primarily for group or unit Physical Training Activities, semi-annual Physical Fitness Assessments, Body Composition Assessments and Physical Readiness Tests. Physical fitness attire is authorized for wear by patrons at NEX, Commissary, or any food establishments, provided the attire is clean, serviceable and in good condition, and appropriately modest. Men are required to wear a t-shirt while engaged in outdoor PT onboard the installation at all times."

3. Records Management
   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: https://portal.seanav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.
   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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(2) The coverall uniform may not, under any circumstances, be worn within the Navy Exchange (NEX), Commissary, for appointments within medical facilities, in Morale, Welfare and Recreation (MWR) facilities or in any official/unofficial capacity outside the confines of a military installation. This includes the use of commercial food courts, transiting in and around Housing or Bachelors Quarter residences, banking facilities, NEX mini-mart, etc.

    g. Physical Training Uniform. The uniform is designed primarily for group or unit Physical Training Activities, semi-annual Physical Fitness Assessments, Body Composition Assessments and Physical Readiness Tests. Physical fitness attire is authorized for wear by patrons at NEX, Commissary, or any food establishments, provided the attire is clean, serviceable and in good condition, and appropriately modest. Men are required to wear a t-shirt while engaged in outdoor PT onboard the installation at all times.

7. Civilian Attire. Each individual, whether military or civilian, is an ambassador of the United States and their service. As such, individual dress, attire and conduct should reflect credit upon oneself, one’s service and the United States at all times.

    a. Prohibited Civilian Clothing

    (1) Clothing which has been altered, or worn in a manner to present an abbreviated covering or sexually provocative appearance is prohibited, to include no mid-drift, cleavage, mid-thigh shorts, and sleeveless t-shirts.

    (2) Any garment, to include caps and hats, inscribed, printed or bearing patches with slogans, words, pictures, symbols or print which may by interpreted by a reasonable person to be profane, sexually suggestive, obscene and/or may be interpreted as directly and clearly derogatory to any ethnic, racial or religious group, any military service or nation, or to the flag, logo or symbol of any nation is prohibited. This includes garments that are supportive of, or oriented towards, the glamorization of alcohol or any illegal activity, including the use of illicit drugs.

    (3) Clothing which is obviously soiled, excessively torn or frayed, is prohibited.

    b. Footwear

    (1) Shoes with laces will be tied.

    (2) Sandals (including those without a back strap) and casual styles of footwear are appropriate and may be worn with or without socks.

    (3) Shower shoes (made entirely of plastic or rubber material), dive boots, bare feet, etc., are appropriate in living quarters and at recreational beaches and swimming pools. Otherwise, they are not appropriate and are prohibited onboard NAVSUPPACT Naples installation.

    (4) Shoes (except sandals) are required in order to receive service from the installation.
NAVSUPPACT NAPLES INSTRUCTION 1020.1

From: Commanding Officer, U. S. Naval Support Activity, Naples, Italy

Subj: UNIFORM POLICY AND REGULATIONS FOR U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

Ref: (a) NAVPERS 15665I, U.S. Navy Uniform Regulations  
     (b) AFI 36-2903 
     (c) MCO 1020.34H 
     (d) DA 670-1 
     (e) COMDTINST M1020.6K 
     (f) SPFMG 2020-36-01 
     (g) COMNAVREGEURACENTINST 1020.1D

1. **Purpose.** To prescribe basic Navy uniforms and promulgate uniform policy and regulations in order to present a uniform image for all U.S. Navy personnel in the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, area of responsibility.

2. **Background.** NAVSUPPACT Naples is assigned responsibility for issuing and controlling uniform policy and appearance of U.S. Navy personnel while onboard NAVSUPPACT Naples installations, for greatest uniformity of appearance. All Navy personnel while on board a Naval shore activity within the NAVSUPPACT Naples area of responsibility shall be in attire as described in reference (a) and this directive. All other services will be in attire described in references (b), (c), and (d). These provisions apply to all personnel (military, Government Service (GS) civilians, contractors, dependents, and visitors) in the NAVSUPPACT Naples area individually and need no further implementation.

3. **General Regulations**

   a. All U.S. service members, employees, and family members are a representative of the United States. Conduct and dress, both in uniform and civilian attire, are required to be in a manner that reflects credit upon the person, their service and the United States.

   b. All DoD personnel shall acquire an adequate supply of correct uniforms prescribed in their respective Service Uniform (SU) regulation and this directive and, when in uniform, are forbidden to wear anything other than the regulation uniform and insignia or to wear decorations, medals, badges or ribbons in any way other than prescribed.

   c. No articles shall protrude from or be visible on the uniform, including items such as access badges (except when in the required facility), pencils, pens, watch chains, key chains, pins, jewelry, glasses, combs, large wallets, cigarettes or similar items.
d. Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for Foreign Object Debris (FOD) prevention and safety only in the performance of duty. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head. Glasses (reading or sunglasses) shall not be placed on top of head or on uniform.

e. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The primary consideration must be to present a smart military appearance while wearing the uniform. Senior personnel and personnel assigned in positions of leadership are expected to lead by example and maintain their subordinates within standards.

f. While in uniform, public displays of affection (hand holding, embracing, etc.), placing hands in pockets, smoking (outside of smoking areas) and drinking/eating while walking detract from military smartness and are unauthorized.

4. Information

a. Uniform wear is authorized during direct vehicle travel between domicile and the installation only when traveling via an enclosed private, government, or rental vehicle. However, uniform wear is prohibited while traveling by motorcycle/scooter, bicycle, or by foot while off-base.

b. Per reference (g), personnel are prohibited from wearing a military uniform while traveling on or transiting the Commander, Navy Region Europe, Africa, Central (CNREURAFCENT) area of responsibility via commercial means (e.g., aircraft, trains, buses, taxis, etc.). While in public, personnel will not carry items, such as luggage and backpacks, that readily convey an affiliation with the DoD. This includes camouflage pattern backpacks, military style backpacks, or duffel bags. Personnel traveling via military/military contract transportation will wear the uniform prescribed in applicable deployment or travel orders, or appropriate civilian clothing.

c. Per reference (g), the wearing of uniforms during community relations (community service) activities is strictly prohibited, unless approved by a Threat Working Group (TWG). When uniforms are authorized, all participating volunteers will wear either the Navy Working Uniform (NWU), Physical Training Uniform (PTU), Navy Service Uniform (NSU), or the seasonal Service Dress Uniform. DoD personnel in off-base hotels may wear uniforms when departing or arriving in an enclosed private, government or rental vehicle, when appropriate. Uniform wear in public areas of hotels, such as breakfast or dining room, bar, or fitness room, is prohibited.

d. Uniforms are authorized on government provided shuttle buses at all Force Protection Conditions (FPCONs).

e. Uniform wear is authorized when representing the U.S. military at an official Host Nation function, when appropriate.
f. Commanders, Commanding Officers (COs), and Officers in Charge (OICs) may authorize appropriate hot and cold weather uniform wear, when appropriate environmental conditions exist.

g. Hard hats and Personal Protective Equipment (PPE) may only be worn in industrial and waterfront/pier areas, unless otherwise directed.

h. Uniforms are not authorized to be worn for brief stops such as off-base childcare facilities, service stations/gas stations or convenience-related stops; such as, fast food establishments, convenience stores, markets, or other related locations.

i. Uniforms will not be worn to off-base restaurants/food vendors, shopping areas, theaters, or other high public population venues.

j. The NWU is not a liberty uniform; therefore, no alcohol consumption is permitted off-base while wearing the uniform.

k. Uniform wear while escorting children to/from or waiting at an off-installation DoD Dependent School bus stop is prohibited.

l. Service Members picking up personnel from a private or commercial airport terminal shall wear civilian clothes. Military uniforms are not authorized at private or commercial airport/train terminals.

6. Military Uniforms. Military Uniforms shall be worn per the references listed above. Additionally, the following provisions shall apply.

a. Working uniforms are authorized for:

   (1) Working situations which would soil dress uniforms or where dress uniforms would be inappropriate or unsafe.

   (2) Flight line and Port area.

   (3) When otherwise deemed appropriate by the senior officer present.

b. Navy Working Uniform. The NWU is intended for year-round wear and shall be the standard working uniform ashore. NWU sleeves may be rolled or unrolled based upon individual preference and/or command direction. Certain circumstances may dictate uniformity (formation) or the safety and comfort of personnel in inclement or extreme weather. Navy Black Knit Watch Cap will be worn during cold weather conditions that may result in personal injury if not worn. The watch cap will be worn diagonally from the base of the back of the head, across the ears and on the forehead. Rank/Rate insignia is not authorized to be worn on the watch cap. The black knit watch cap is authorized for wear with the service dress and service uniforms,
except service dress white and summer white uniforms when worn with appropriate outer wear (specifically, NWU and black cold weather parka, all weather coat, reefer, pea coat and bridge coat). The Eisenhower jacket is not considered cold weather outer wear in accordance with reference (a).

c. **Navy Service Uniform.** The NSU is intended for year-round wear. It is authorized to be worn for office work, watch standing or business within the installation when prescribed as the uniform of the day.

d. **Organizational Clothing.** Defined as any clothing that is issued to an individual by a naval activity on a loan basis (i.e., canvas/nylon foul weather jackets, etc.) which remain the property of the Navy and to be returned to the activity when the individual is transferred. Organizational clothing is authorized for wear only in the immediate working areas of the command.

e. **Flight Clothing**

(1) Flight suit occasion for wear is aligned with the NWU occasion for wear. Flight suits, flight jackets and all insignia/attachments shall adhere to the specifications prescribed in reference (a).

(2) Flight suits may be worn by designated aircrew and individuals engaged in flight-related duties during the workday. This authorization does not include ground support, non-aircrew maintenance or non-aircrew support personnel. Sleeves will be worn full length with the hook and pile (velcro) sleeve cuffs closed or with a maximum of two outward rolls when not engaged in flight operations. All zippers must be at least three-quarters of the way closed and FOD flaps will be closed on pen pockets.

f. **The Navy Blue Coverall.** Per reference (a), the Navy blue coverall is discontinued as a Navy uniform and re-designated as a dirty work component. The Navy blue coverall will be worn only to perform work that would otherwise soil other Navy uniforms while performing the same task. All accoutrements except for name tapes are to be removed. The wearing of Navy head gear is optional, but when doing so, salutes are required to be rendered. Head gear will be worn per current Navy uniform policy guidelines. When designated to be the principal underway uniform of the day for a ship docked at NAVSUPPACT Naples may be worn with following restrictions:

(1) Coveralls may be worn on the pier while in a duty status and performing required shipboard duties. Sailors assigned to NAVSUPPACT Naples Gaeta Detachment that work in the vicinity of the port shall wear the NWU as the regular working uniform. Coveralls may be worn by NAVSUPPACT Naples Sailors if required by the chain of command for a specific assigned task.
(2) The overall uniform may not, under any circumstances, be worn within the Navy Exchange (NEX), Commissary, for appointments within medical facilities, in Morale, Welfare and Recreation (MWR) facilities or in any official/unofficial capacity outside the confines of a military installation. This includes the use of commercial food courts, transiting in and around Housing or Bachelors Quarter residences, banking facilities, NEX mini-mart, etc.

g. Physical Training Uniform. The uniform is designed primarily for group or unit Physical Training Activities, semi-annual Physical Fitness Assessments, Body Composition Assessments and Physical Readiness Tests. The PTU shall not be worn in the NEX, Commissary, or any food establishments. Men are required to wear a t-shirt while engaged in outdoor PT onboard the installation at all times.

7. Civilian Attire. Each individual, whether military or civilian, is an ambassador of the United States and their service. As such, individual dress, attire and conduct should reflect credit upon oneself, one’s service and the United States at all times.

a. Prohibited Civilian Clothing

(1) Clothing which has been altered, or worn in a manner to present an abbreviated covering or sexually provocative appearance is prohibited, to include no mid-drift, cleavage, mid-thigh shorts, and sleeveless t-shirts.

(2) Any garment, to include caps and hats, inscribed, printed or bearing patches with slogans, words, pictures, symbols or print which may by interpreted by a reasonable person to be profane, sexually suggestive, obscene and/or may be interpreted as directly and clearly derogatory to any ethnic, racial or religious group, any military service or nation, or to the flag, logo or symbol of any nation is prohibited. This includes garments that are supportive of, or oriented towards, the glamorization of alcohol or any illegal activity, including the use of illicit drugs.

(3) Clothing which is obviously soiled, excessively torn or frayed, is prohibited.

b. Footwear

(1) Shoes with laces will be tied.

(2) Sandals (including those without a back strap) and casual styles of footwear are appropriate and may be worn with or without socks.

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c. **Shirts/Blouses**

(1) T-Shirts may be worn as outerwear.

(2) Sleeveless sundresses, blouses and similar styles of female clothing are considered appropriate attire.

(3) For women, modest halter-top, strapless top, tank top and t-shirt style shirts/blouses (which expose no more than one-inch of the midriff) are acceptable. Sleeveless t-shirts, coyote brown and white uniform undershirts are unauthorized.

d. **Trousers, Shorts and Skirts/Dresses**

(1) Trousers, shorts and skirts/dresses should be of a length, fit and style to maintain proper modesty and shall not expose any skin above the middle of the thigh.

(2) Also prohibited are trousers, shorts or skirts/dresses that expose any portion of the underwear or buttocks as well as those that are excessively "baggy" or hanging-off the buttocks.

c. **Athletic Attire**

(1) Athletic attire can be described as either active wear or casual wear. Active wear is prohibited in the U.S. Naval Hospital Naples and NEX post-workout. Clean active wear is authorized for brief stops at the NEX, commissary, theaters, libraries, bowling alley and other MWR facilities before your workout. Casual wear is allowed as long as it is neat, clean and presentable.

(2) Running shorts and bicycle shorts are considered active wear. Sweat/yoga pants can be both active and casual wear. If the sweat pants are worn while working out, then they are active wear. If they are clean and the wearer has not engaged in physical activity in them, then they may be considered casual wear.

8. **Action.** Commanders, COs, and OICs shall ensure cognizance of this instruction. Continuous command attention shall be directed to ensure uniforms are properly worn and maintained to bring credit to the command and to the naval service. Personnel at all levels must ensure their appearance and that of their peers and subordinates conform to uniform regulations and grooming standards. Personnel in positions of leadership will use positive, personal initiative to hold all personnel accountable for compliance with uniform and civilian attire regulations contained herein, whether in work place or in public.

9. **Records Management**

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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NAVSUPPACTNAPELESINST 5216.4DD
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