



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
THE UNIVERSITY OF ARIZONA  
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1326  
Ser N1/351  
23 Sep 16

MEMORANDUM

From: Commanding Officer, NROTC Unit, The University of Arizona

To: NROTC Unit, The university of Arizona

Subj: NROTC UNIT, THE UNIVERSITY OF ARIZONA APPROPRIATE CIVILIAN  
ATTIRE (ACA) POLICY

1. This memo contains important information pertaining to the revised regulations of ACA while conducting *business* in South Hall (e.g. Unit or BN Staff meeting, attending class, administrative tasking, completing SEP hours, etc.). The command is well-aware of the surrounding college environment, but the fact remains that South Hall is a place of business and will adhere to Naval customs and standards. Thus, all personnel, whether Active Duty or Midshipman, shall adhere to the ACA standards while conducting business on the premises.

2. Items below highlight essential aspects of the unit's ACA regulations:

a. Covers, hats, and ball caps are to be removed when e.g. entering South Hall.

b. Any jewelry attached by means of body piercing (e.g. nose rings and lip piercings), other than one earring per earlobe for females, is not authorized for any personnel while conducting business in South Hall.

c. The following instructions apply to NROTC personnel:

(1) Tank tops are not authorized in ACA. Tank tops are authorized when conducting physical training (PT) but may only be worn in South Hall while en route to PT.

(2) T-shirts and collared shirts will be worn with professionalism and will not contain obscene or distasteful designs, patterns, phrases, etc.

(3) Sleeveless blouses are allowed *if* straps are 2 inches or wider. Blouses are not required to be tucked in, but midriff and back must be covered.

**Subj: NROTC UNIT, THE UNIVERSITY OF ARIZONA APPROPRIATE CIVILIAN ATTIRE (ACA) POLICY**

- (4) No ripped or torn clothing.**
  - d. Belts are required any time shirts are tucked in.**
  - e. Shorts and trousers that are used in physical training (PT) shall not be worn as ACA. Indications on whether shorts and trousers are appropriate are if they have belt loops.**
  - f. Skirts and dress length must extend beyond the mid-thigh while seated or standing.**
  - g. Shoes, boots, and sandals are permissible as a part of the attire. However, sandals with thin plastic soles that are intended to be “shower shoe” type sandals are not authorized.**
  - h. PT gear is authorized while en route to and from physical activities. Additionally, the wear of PT gear is authorized in South Hall if you are expeditiously checking your mail box. However, PT gear is not ACA and is not permitted while conducting business in South Hall.**
  - i. Headphones may be worn while studying in South Hall, but they will be removed when walking to and from the head, while conducting business inside South Hall, or when entering/exiting South Hall.**
- 3. The Command understands with any instruction, the regulations for ACA are subject to interpretation. With that said, any questions about what is permitted while in ACA can be directed to your immediate Unit Advisor, who will provide a resolution toward any confusion or uncertainty. In accordance with the highest standards of the United States Navy and United States Marine Corps, you will portray a positive image through both action and appearance.**

**P. L. WALL**

NROTCUAINST 1601.1

5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.1

Subj: Appropriate Civilian Attire (ACA)

Ref: (a) Memorandum 1326

Encl: (1) Example Pictures

1. Purpose. This instruction establishes the policies for Appropriate Civilian Attire (ACA) for Naval Reserve Officer Training Corps, University of Arizona (NROTC). This order is to serve as the references in conjunction with Memorandum 1326.

2. Discussion. South Hall, while surrounded by a college campus, remains a place of official business for all NROTC personnel. All members of the NROTC, University of Arizona (which includes Active Duty and Midshipmen) will abide by the following policies. It is important to note that common fashion of the surrounding college campus in no way influences the level of attire that is expected in South Hall. Therefore, the ACA policy for NROTC, University of Arizona is established for 3 purposes: (1) to maintain an appropriate level of professionalism in the workplace, (2) to maintain good order and discipline in the NROTC, University of Arizona, and (3) to develop habits in line with professional Naval Officers.

3. Policy. Items below highlight essential aspects of the unit's ACA regulations:

a. Covers, hats, and ball caps are to be removed when entering South Hall.

b. Any jewelry attached by means of body piercing (e.g. nose rings and lip piercings), other than one earring per earlobe for females, is not authorized for any personnel while conducting business in South Hall.

c. The following instructions apply to NROTC personnel:

(1) Tank tops are not authorized in ACA. Tank tops are authorized when conducting physical training (PT) but may only be worn in South Hall while en route to PT.

5 June 2017

(2) T-shirts and collared shirts will be worn with professionalism and will not contain obscene or distasteful designs, patterns, phrases, etc.

(3) Sleeveless blouses are allowed *if* straps are 2 inches or wider. Blouses are not required to be tucked in, but midriff and back must be covered.

(4) No ripped or torn clothing.

d. Belts are required any time shirts are tucked in.

e. Shorts and trousers that are used in physical training (PT) shall not be worn as ACA. A common indication on whether shorts and trousers are appropriate are if they have belt loops.

f. Skirts and dresses must extend beyond the mid-thigh while seated or standing.

g. Shoes, boots, and sandals are permissible as a part of the attire. However, sandals with thin plastic soles that are intended to be "shower shoe" type sandals are not authorized.

h. PT gear is authorized while en route to and from physical activities. Additionally, the wear of PT gear is authorized in South Hall if you are *expeditiously* checking your mail box. However, PT gear is not ACA and is not permitted while conducting business in South Hall. **This includes all forms of leggings, tights, silkies, and other similar clothing.**

i. Headphones may be worn while studying in South Hall, but they will be removed when walking to and from the head, while conducting business inside South Hall, or when entering/exiting South Hall.

j. Other clothing not specifically mentioned in this instruction is to be worn with common sense in mind and at the

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discretion of the command.

4. Procedures.

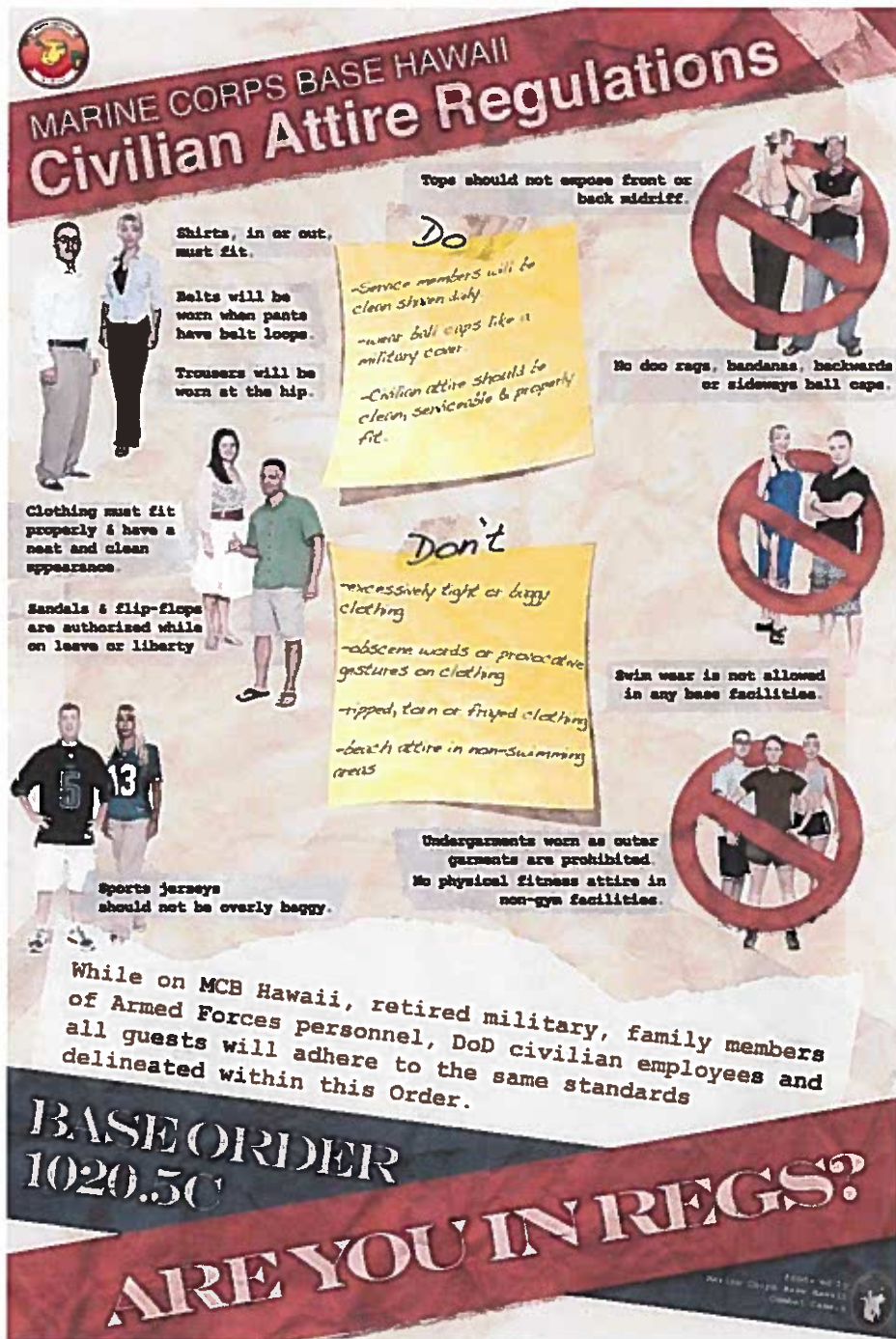
a. While conducting *business* in South Hall (e.g. Unit or BN Staff Meeting, attending class, administrative work, completing SEP hours, etc) all personnel will abide by the policies set forth above.

5. Violations.

a. If a student is found to have violated this policy they will be required to leave the building immediately to change into ACA. The student will also be subject to disciplinary actions in accordance with the student conduct system.

P. L. WALL

NROTCUAINST 1601.1  
5 June 2017



**MARINE CORPS BASE HAWAII**  
**Civilian Attire Regulations**

**Do**

- Shirts, in or out, must fit.
- Belts will be worn when pants have belt loops.
- Trousers will be worn at the hip.
- Service members will be clean shaven daily.
- wear ball caps like a military cover.
- Civilian attire should be clean, serviceable & properly fit.

**Don't**

- excessively tight or baggy clothing
- obscene words or provocative gestures on clothing
- ripped, torn or frayed clothing
- beach attire in non-swimming areas

**Topes should not expose front or back midriff.**

**No doo rags, bandanas, backwards or sideways ball caps.**

**Swim wear is not allowed in any base facilities.**

**Undergarments worn as outer garments are prohibited. No physical fitness attire in non-gym facilities.**

**Sports jerseys should not be overly baggy.**

**Sandals & flip-flops are authorized while on leave or liberty**

**Clothing must fit properly & have a neat and clean appearance.**

**While on MCB Hawaii, retired military, family members of Armed Forces personnel, DoD civilian employees and all guests will adhere to the same standards delineated within this Order.**

**BASE ORDER 1020.5C**

**ARE YOU IN REGS?**

FORM 1020.5C  
MARINE CORPS BASE HAWAII  
CIVILIAN ATTIRE

