COMMANDED OFFICER’S MEMORANDUM 3-10

From: Commanding Officer, NROTC Unit, Virginia Polytechnic Institute and State University

Subj: APPROPRIATE CIVILIAN ATTIRE POLICY

1. Purpose. To establish an appropriate civilian attire policy for the Naval ROTC Unit, Virginia Tech.

2. General. When civilian clothing is worn, Midshipmen shall ensure that their dress and personal appearance are appropriate for the occasion and do not discredit the NROTC Unit or the U.S. Naval Service. The following guidelines will be applied to all civilian attire situations:

   a. Clothing will be appropriately sized. Apparel that is too loose/baggy or too tight is prohibited.

   b. Clothing must be in good repair. Clothing that is frayed or stained, or clothing with holes – unintentional or manufactured – is prohibited.

   c. Clothing or jewelry bearing sexual innuendos, promoting alcohol, tobacco or drug use, bearing political slogans, or statements of a socially provocative nature, is prohibited.

   d. Sandals with heel strap, are authorized when appropriate; however, flip-flop type footwear is never authorized outside living quarters.

   e. When worn, ball caps will be worn with the brim forward. Ball caps will be removed while indoors.

   f. Shirts will normally be tucked in. Shirts that are specifically tailored to be worn un-tucked may be worn un-tucked during normal liberty.

   g. As a general rule, one ring per hand, a watch and a necklace or bracelet are acceptable; however, excessive amounts
of jewelry should be avoided. For women, one earring per ear, worn at the earlobe, is acceptable.

i. Belts will be worn with any item that has belt loops.

j. Clothing designed for physical activities shall only be worn for physical activities.

3. Specific Occasions. Keeping with the spirit and intent of the general guidelines listed above, the following additional guidelines apply:

   a. Formal.

      (1) Dark business suit or tuxedo, males.

      (2) Evening gown or cocktail dress, females.


       (1) Sport coat (polo shirt may be worn) or dress shirt with tie if no sport coat, slacks, closed toe dress shoes, males.

       (2) Casual dress or dress slacks, with blouse, collared shirt or sweater, females.

   c. Casual.

       (1) Trousers, khakis, walking shorts, or jeans, with polo shirt, sweater or button-up shirt, and closed toe casual shoes or appropriate sandals. For females, an appropriate length skirt (hem at or below mid-thigh) may be worn in place of trousers.

   d. Virginia Tech Spirit Wear. During Virginia Tech spirit events and at on-campus dining facilities, Midshipmen may wear Virginia Tech, NROTC or VTCC t-shirts and jerseys (not frayed, stained or excessively worn).

4. Summary. When selecting civilian attire, a Midshipman will choose clothing commensurate with that expected of a young professional in any executive service.

   D. P. FORMBY