



STAFF AND FACULTY UNIFORM MANUAL

Letter of Promulgation

February 2010

Norwich University was founded in 1819 as the American Literary, Scientific, and Military Academy. It is the nation's oldest private military college and is the birthplace of the Reserve Officers Training Corps (ROTC). In 1834 the "Academy" was chartered as Norwich University, and in 1898 was further designated by the Vermont legislature as the Military College of the State of Vermont.

For more than one hundred fifty years, uniformed staff and faculty at Norwich University have held commissions in the Vermont State Militia (VSM), and have been inextricably linked with the Corps of Cadets and the Vermont National Guard. Since 1864 their shared heritage has earned them a place in our nation's history, as on October 19th of that year, an invasion of Confederate soldiers from Canada conducted a raid in St. Albans. The Corps of Cadets, accompanied by uniformed members of the faculty and staff, organized and rallied at various posts to defend against a Confederate invasion.

The proud history of members of the staff and faculty serving as uniformed members of the VSM continues today. And while the Cadets wear a distinctive traditional "Cadet Gray" uniform, the staff and faculty proudly wear the uniform of the United States Army as adapted in this Uniform Manual. We continue to refer to the U.S. Army's Uniform Policy, AR 670-1, as a basis for our policy at Norwich. I therefore expect the uniformed faculty and staff to continue to uphold the rich heritage and tradition behind the wearing of the uniform. This means that each uniformed member of the faculty and staff must present a neat, clean, professional military appearance. The uniform must fit and be worn properly as detailed herein. It must be pressed and maintained in a well-fitting and serviceable condition. Grooming standards must present a neat, conservative military appearance.

Section 1 of this document prescribes some of the customs and courtesies of the Military College of Vermont. This includes addressing each other, saluting and returning salutes, and honors to our national flag and national colors.

Significant updates to this policy describe wear of the uniform during normal duty hours (Section 2.1) and revisions regarding tattoos, jewelry, cosmetics, sunglasses, skirts, maternity uniform and umbrellas (Section 2.2).

Properly uniformed members of the VSM present a role model for our Cadets and students. Section 5 of this manual describes the appropriate dress and appearance we expect from our Cadets and students so that we might all encourage their professionalism as well.

To help you to meet the proper standards for wearing the uniform, the Manager of the Uniform Store is authorized to order and issue all uniform articles, and can assist with proper sizing, fitting, and replacement of unserviceable items. Section 4. of this manual is amended to remove the \$120 authorized uniform allowance. I expect all VSM members will judiciously replace unserviceable, ill-fitting, and worn uniform items as necessary. The Uniform Store extension is 2206.

If you have further questions or problems, please address them to the Office of the Commandant at extension 2135. The proponent for the Staff and Faculty Uniform Manual is the Office of the Commandant, extension 2135.

This manual and all future revisions will be accessible through my.norwich and posted on the University Web site at www.norwich.edu/policy/uniform.

Richard W. Schneider, MG, VSM
Twenty-third President

STAFF AND FACULTY UNIFORM MANUAL

Section 1 - Customs and Courtesies of the Military College of Vermont (MCV)

1. Concept

Norwich University combines the traditions common to American institutions of higher learning with the customs and courtesies of a military college. Military customs and courtesies observed include: exchanging salutes and greetings, addressing the students in a formal manner, daily reveille and retreat ceremonies, and formal parades and ceremonies throughout the year.

2. Dress

The Military College of Vermont (MCV) observes formal standards of dress and appearance. These standards for officers and warrant officers of the Vermont State Militia (VSM) are specified under paragraph 2, Section 2 of this manual. Non-uniformed members of the Norwich faculty and staff should be guided in their dress and grooming by the levels of formality indicated below and in Section 2. In all cases, clothing and appearance should be professional and should reflect the conservative tradition of Norwich University.

3. Forms of Address

The military title of all first semester members of the Corps of Cadets before recognition is Recruit. The military rank of all other members of the Corps of Cadets is Cadet. A cadet may be designated by the Commandant to hold a leadership position, with commensurate rank, such as "Corporal," "Captain," "Lieutenant Colonel," and so forth. The formal titles (e.g. "Cadet Corporal," "Cadet Captain," etc.) given to cadets who hold such positions are appropriate for use in written and oral communication. Mister or Ms/Miss may also be used in oral communication. Norwich University students who are not members of the Corps of Cadets should be addressed with comparable formality.

4. Saluting

Members of the Vermont State Militia (VSM) are expected to return salutes and greetings rendered by cadets upon meeting out-of-doors or when the cadet reports while in doors. In addition, members of the VSM are expected to render and return appropriate salutes and greetings to other uniformed members of the staff and faculty. This courtesy is also extended when meeting uniformed service members of our active and reserve U.S. forces and uniformed guests visiting from other nations. The junior member initiates the salute, and holds the salute until the senior member returns the salute. When saluting, members face each other and exchange salutes with rigor and precision. Courtesy precludes saluting with the left hand in the pocket or with objects in the right hand or mouth. [Note: A cadet reporting in doors will do so uncovered and with a salute. The cadet will hold the salute until returned by the superior officer, who, if seated, may remain so when returning the salute.]

5. Honors

Customary military honors observed on the MCV campus include the following:

- a. When the American colors (American flag with gold fringe) passes or is passed out-of-doors, , the officer renders a salute within six paces of the flag and maintains it until the flag is six paces distant. This does not apply to regular American flags nor the flags flying at campus flagpoles located on the Upper Parade Field or at Sabine Field.
- b. When outdoors during Reveille and Retreat, as the first note is sounded, members of the N. U. Faculty and Staff come to attention and face the flag or the direction of the Upper Parade Ground flagpole. If in a setting where you are not sure where the flagpole is located, face the direction of the accompanying music. When in uniform, a hand salute is rendered and held as the gun is fired. When not in uniform, men and women come to attention and hold the right hand over the heart until the flag is raised or lowered and the last note of music is sounded. If civilian head covering is being worn, men remove it with the right hand and hold it at the left shoulder with the right hand over the heart. Women place their right hand over their heart, but are not required to remove civilian headgear.

Note: There is a Retreat ceremony at 1700 hours (5:00 P.M.) upon the Upper Parade Ground when the Corps is present. Similarly, Reveille occurs at 0745 hours (7:45 A.M.) Monday through Friday and 0700 (7 A.M.) on weekends.

- c. The Retreat ceremony commences with the sounding of "Retreat" on the bugle, then a cannon shot immediately followed by the National Anthem or "To The Colors." On the sound of the shot, or upon the playing of the first note of the National Anthem or "To The Colors," the officer comes to attention, faces the flag or the music if the flag is not visible, and, if in uniform out-of-doors, salutes. When not in uniform, men and women come to

attention and hold the right hand over the heart. If civilian head covering is being worn, men remove it with the right hand and hold it at the left shoulder with the right hand over the heart.

- d. Faculty and staff of Norwich University are expected to alight from a stationary vehicle to render respect to the flag or to the National Anthem.
- e. During the playing of the National Anthem, and while inside a building, members of the N. U. Staff and Faculty in uniform who are not part of a formation will stand uncovered at attention and will not render the hand salute.
- f. When the band plays "Ruffles and Flourishes" in honor of a general officer or other dignitary, or during the firing of salutes or playing of taps at funerals and memorial ceremonies, those in uniform come to attention and, when appropriate (out-of-doors), salute.

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Section 2 - Standards of Appearance and Uniforms

1. Concept

The uniform of the United States Army, as modified herein, has been adopted as the VSM uniform and, as such, is the attire prescribed for all Norwich faculty and staff holding appointments as commissioned or warrant officers in the VSM.

Members of the VSM will wear the uniform during each duty day, which is generally defined as the hours from 8 a.m. to 4:30 p.m. while present on campus, and always while instructing students, regardless of the time of day. Members of the VSM may change into/out of civilian attire to accommodate travel to and from campus.

- a. **The Duty Uniform.** VSM members will wear an appropriate VSM Green Service (Class A or B) uniform in the performance of their normal duties and during such periods that the Corps of Cadets or its major elements participate in uniform. Such events include military ceremonies, and other occasions when prescribed by the Office of the President. Members of the faculty and staff need not be in uniform if they are working within the confines of their offices or laboratories on weekends and evenings.
- b. **The Army Blue Uniform (optional) is no longer issued to members of the VSM.**
 1. The Dress Blue uniform, though not required or issued, is the preferred uniform for formal occasions. As a substitute, the Class A uniform with white shirt and black tie is acceptable. When the Class A uniform is worn as a dress uniform, the black four-in-hand tie is worn prior to 1800 hours (6 p.m.), and the black bow tie is worn after 1800 hours.
 2. A member currently in active service in the Armed Forces of the United States (active or reserve component) as well as those who have served who are retired or retirement eligible, may wear the appropriate dress uniform of their service (the Army dress blue/mess dress or their service equivalent) when attending formal social affairs of the University or Corps of Cadets. When wearing the aforementioned uniform, the rank attained and insignia of that service, not the rank held in the VSM, should be worn. Otherwise, the VSM uniform (Dress Blue or Service Green (Class A)), with the appropriate rank and insignia, will be worn.

2. Guidelines

The following guidelines govern the appearance and wear of the VSM uniform:

- a. The VSM uniform worn on any occasion must be at least as formal as that which is prescribed by the Commandant of Cadets.
- b. Uniforms are to be worn as specified in this section. Any mixture of uniform items and civilian apparel is improper.
- c. As role models in a military college, the Norwich faculty and staff have an obligation to conform to the uniform regulations and wear the uniform properly and with pride. Officers should never appear in ill-fitting, worn, frayed, soiled or unpressed uniforms. Brass and shoes should be shined.
- d. Wearing a military uniform also imposes standards of personal grooming. Hair length should conform to military rather than civilian standards; neatly trimmed moustaches are acceptable, but beards and eccentric hairstyles are not. Members of the VSM are authorized to receive haircuts at the university barbershop free of charge.
- e. Members of the Vermont State Militia should avoid behavior or uniform wear that detracts from an appropriate military appearance. Examples of inappropriate behavior and/or appearance include:
 1. Unfastened garments: when any coat is worn, it should be fully buttoned or zipped. Black windbreaker uniform jackets may be worn fully zipped or zipped to the level of the second button from the top of the green dress shirt. They may never be worn unzipped or zipped lower than prescribed above. The shirts of officers are to be tucked in at all times, with the exception of the female overblouse version of the green dress class A and Class B shirt, which is designed to be worn outside the slacks or skirt.
 2. Walking or standing with hands in pockets or slouching; eating or smoking while walking.

3. Wearing headgear inside or wearing it improperly: The cap will be worn straight on the head so that the cap band creates a straight line around the head parallel to the ground. Hair should not fall below the brim (front) of the hat.
 4. Wearing improper uniform combinations; wearing obsolete items of uniforms; and wearing unauthorized items such as earmuffs, civilian jackets or improper footwear with the uniform.
- f. Female Members (only) of the VSM may carry and use an umbrella, only during inclement weather, when wearing the service (class A and B), dress, and mess uniforms. The umbrella is black, plain, with no logos or designs, and is of a commercial design. Umbrellas are not authorized in formations or when wearing field or utility uniforms. The umbrella is an optional purchase item.
- g. Jewelry may be worn as prescribed. Members may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with uniforms. Any jewelry members wear must be conservative and in good taste. Identification bracelets are limited to medical alert bracelets and MIA/POW identification bracelets. Members may wear only one item on each wrist. No jewelry, other than that described above, will appear exposed while wearing the uniform; this includes watch chains, or similar items, and pens and pencils. The only authorized exceptions are religious items, and a conservative tie tack or tie clasp that males may wear with the black four-in-hand necktie. Females are authorized to wear prescribed earrings with the service, dress, and mess uniforms. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or ¼ inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe. Ankle bracelets, necklaces, faddish (trendy) devices, visible body piercings, medallions, amulets, and personal talismans or icons are not authorized for wear in any military uniform, or in civilian clothes on duty.
- h. Tattoos or brands anywhere on the head, face, and neck above the class A or class B uniform collar are prohibited. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline. Existing tattoos or brands on the hands that are not extremist, indecent, sexist, or racist, but are visible in the class A uniform (worn with slacks/trousers), are authorized.
- i. All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of ¼ inch, as measured from the tip of the finger. Females will trim nails shorter if the longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties.
- j. Conservative civilian prescription eyeglasses are authorized for wear with all uniforms. Conservative prescription and nonprescription sunglasses are authorized for wear while on campus, except when in formation and while indoors. Individuals who are required by medical authority to wear sunglasses for medical reasons other than refractive error may wear them, except when health or safety considerations apply. Eyeglasses or sunglasses that are trendy, or have lenses or frames with initials, designs, or other adornments are not authorized for wear. Members may not wear lenses with extreme or trendy colors, which include but are not limited to, red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Members will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to eyeglasses. Eyeglass restraints are authorized only when required for safety purposes. Personnel will not hang eyeglasses or eyeglass cases on the uniform, and may not let glasses hang from eyeglass restraints down the front of the uniform.
- k. All service uniform combinations are authorized for year-round wear. However, appropriate discretion should be used based on weather conditions and duties.

3. Description of Basic Uniforms

- a. **The Green Service Uniform (Class A):**
1. The male Class A uniform consists of the green service coat (with Norwich buttons) and green trousers, the black four-in-hand tie, the green shirt and the service cap (visored) or garrison cap (overseas). Insignia are worn on the coat and cap (see Appendix 1).
 2. The female Class A uniform consists of the green service coat (with Norwich buttons) and green slacks or skirt, the green shirt with neck tab, and the women's green service hat (visored) or garrison cap (overseas). Insignia are worn on the coat and cap (see Appendix 1).
 3. The only outer garment authorized for wear with the Class A uniform is the Army black all-weather coat (raincoat).
- b. **The Green Uniform (Class B variations):**

1. The male Class B uniform consists of the green shirt (long or short sleeve), green trousers, and the garrison or service cap. [NOTE: The black four-in-hand tie must be worn with the long sleeve shirt and is optional with the short sleeve shirt].
 2. The female Class B uniform consists of the green shirt (long or short sleeve), green slacks or skirt, and the garrison cap or service hat. [NOTE: The neck tab must be worn with the long sleeve shirt and is optional with the short sleeve shirt].
 3. The following are acceptable outer garments when worn with the Class B uniform: the Army black all-weather coat, the Army black windbreaker, the black winter field jacket, or wool issued winter coat all with appropriate metallic insignia of rank on each shoulder. The black pullover v-neck sweater and black cardigan may also be worn as an outer garment, but it is worn with black cloth shoulder marks indicating rank. Cardigans will be worn fully buttoned. Pregnant members may use discretion regarding buttoning. Lab coats: A white lab coat may be worn over the Class B uniform when engaged in activities where protection of the uniform is required. The lab coat will not be worn out-of-doors.
- c. **Army Green Shirt:** The green shirt (male or female version) will be worn as follows:
1. Long- and short-sleeved shirts may be worn with or without a coat
 2. The long-sleeved shirt is always worn with a tie/tab; with the short sleeved shirt, the wearing of a tie/tab is optional
 3. The sleeves on the long-sleeved shirt may not be rolled up
 4. Insignia to be worn with either shirt are cloth shoulder marks designating rank, the VT centered on the left pocket flap (approximate placement for women), and the nameplate centered on the right pocket between top of button and top of pocket (approximate placement for females)
 5. Badges or ribbons may be worn with the long- or short-sleeved shirt
 6. Nameplate (see Section 2, paragraph 3.i.(10)(a) and (b) and Appendix 1)
- d. **The Army Dress Blue Uniform (optional) is no longer issued to members of the VSM:**
1. The male Dress Blue uniform consists of the Blue coat (with either US Army or Norwich buttons) and trousers, a commercial long-sleeved white shirt with barrel or French cuffs and standard turndown collar, black four-in-hand or bow tie, and blue cap (visored). Insignia are worn on the coat and cap (See Appendix 1 & Appendix 3). The dress blue uniform when worn with:
 - a. a black bow tie constitutes a formal uniform and corresponds to a civilian tuxedo; the bow tie is worn after 1800 hours or at other times that are designated as formal occasions.
 - b. a four-in-hand tie is considered an informal uniform and is worn to social functions prior to 1800 hours or whenever a coat and tie are prescribed.
 2. The female Dress Blue uniform consists of the Blue coat (with either US Army or Norwich buttons) and skirt, the short-sleeved white shirt, the black neck tab and the blue cap (visored). Insignia are worn on the coat and cap (See Appendix 1 & Appendix 3).
 3. After duty hours the Army blue cape is authorized for wear by all officers as an option instead of the Army black all-weather coat.

NOTE: Metal insignia of rank are worn on the shoulder of all authorized coats and jackets. The black plastic nameplates are not worn on outer garment coats and jackets. The black Norwich scarf is the only scarf authorized for wear. Embroidered black cloth nametapes are required on the black field jacket. The black scarf and plain black gloves may be worn with the black all weather coat, the black field jacket, or the black windbreaker.

NOTE: The black windbreaker is worn only with the Class B uniform. VSM officers who own earlier versions of the cadet jacket should return them to the Cadet Uniform Store to be exchanged for the most recent jacket. Neither the black plastic nameplate nor black cloth nametape is worn on the Army black windbreaker.

- e. **Army Combat Uniform (ACU):** The ACU consists of temperate weather coat, trousers and cap made of a 50/50 nylon and cotton twill in a green-tan digitized color pattern. This uniform is authorized for wear by members of the Commandant's staff and other faculty/staff by exception and only as approved by the Commandant. Office of the Commandant (VSM) Staff members have a special relationship with the Corps of Cadets. These staff members should dress according to the uniform of the day and event for the Corps of Cadets. For example, the Corps generally wears ACUs (field uniform) for Tuesday afternoon training, therefore the Commandant's Staff should be in the equivalent uniform. If the Corps is in Class B or higher uniform then the Commandant's Staff should wear the similar, equivalent VSM uniform.
- f. **Maternity Uniform:** Pregnant staff and faculty shall be given the option to wear maternity uniforms or civilian maternity clothing. Subject to uniform availability, Norwich University will bear the cost of purchasing and/or tailoring a maternity uniform.
- g. **Headgear:** Appropriate headgear will be worn when outdoors in uniform. The following are authorized items of headgear:
 - 1. **Service Cap/Hat (visored):** Male cap and female hat for Service Green or Dress Blue. Field grade officer cap/hat (major and above) has gold braid on the visor. The green service cap/hat may be worn with the Class A or B uniform. The Dress Blue service cap/hat is only worn with the Dress or Mess Blue uniform. A distinctive Norwich hat badge is worn on the service cap/hat (green or blue). NOTE: Effective June 2002 only the green garrison (overseas) cap will be issued. The green service cap (visored) will no longer be issued.
 - 2. **Garrison Cap (male and female overseas cap):** An insignia of rank is worn on the left side of this cap, one inch from the vertical front edge and centered. Airborne cap patches are not authorized. This cap is worn with the Class A or B uniform (See Appendix 1 & Appendix 3).
 - 3. **Winter headgear:** When the weather is severe, the Norwich black knit ski cap may be worn with the black field jacket, black wool jacket or the raincoat. No insignia is worn on the ski cap. The black ski cap is not authorized for wear with the black windbreaker jacket.
 - 4. **Rain cap cover:** When the weather necessitates, the Norwich rain cap cover may be worn on the service cap. This rain cover will not be worn when a sweater is worn as the outer garment.
 - 5. **Cap, cold weather, AG 344/489.** The cold weather cap may be purchased at individual's own expense and may be worn with the black all weather coat, the black field jacket, or the black wool jacket. It is not authorized when a sweater or the black windbreaker jacket is worn as an outer garment. The distinctive Norwich hat badge will be worn on this cap.
- h. **Footwear:**
 - 1. **Shoes**
 - a. Males will wear plain-toe, military-style black low quarter shoes and black socks with all Class A or B or Blue uniforms.
 - b. Females will wear the black oxford or the black pumps. Hose or black socks will be worn with the pants. Only hose will be worn with the skirt.
 - 2. **Boots:** Members will wear the standard army tan combat boots with the Army Combat Uniform (ACU). Boots are not a standard issue item and may be purchased at the individual's expense. The University does provide black boots (approx. 6 inches tall) for wear with Class A or B uniforms during inclement weather.
 - 3. **Overshoes:** Plain black overshoes may be worn outdoors when necessary.
- i. **Sweaters:**
 - 1. **Black Pullover:** The US Army-style black pullover may be worn over the green shirt both indoors and outdoors. The short sleeve shirt collar when worn without a tie or neck tab will be worn outside the sweater. Black cloth insignia of rank (shoulder marks) are worn on the shoulder straps, and a Norwich Regimental Crest, VT insigne, and nameplate on the front cloth patch. (See Appendix 2 & Appendix 3).
 - 2. **Black Cardigan:** The US Army black cardigan (unisex) may be worn in class B uniform over the green shirt. The cardigan may be worn both indoors, and outdoors as an outer garment, however it must be fully buttoned while outdoors (exception allowed for pregnant members). The short-sleeve shirt collar,

when worn without a tie or neck tab, will be worn outside the sweater. Neither the nameplate, VT, nor any other accouterments are authorized for wear on this sweater, except shoulder marks (rank) worn on the epaulets.

j. **Insignia, patches, nameplates, decorations, and awards:**

Note: Precise locations for insignia are shown in Appendix 1, Appendix 2 & Appendix 3.

1. **Insignia of rank:** Insignia of rank are worn on both shoulders of all authorized coats and jackets and on the left side of the garrison cap. The following is a list of insignia of rank:

Major General - Two Silver Stars

Brigadier General - One Silver Star

Colonel - Silver Eagle

Lieutenant Colonel - Silver Oak Leaf

Major - Gold Oak Leaf

Captain - Two Silver Bars (one piece device)

First Lieutenant - One Silver Bar

Second Lieutenant – One Gold Bar

Chief Warrant Officer - Silver Bar with Two Black Stripes

2. **Vermont Militia Emblems:** The VT insignia are worn on both upper lapels of the male (figure 1.1) and female (figure 1.3) officer Service Green (Class A) coats, and worn on both upper lapels of male (figure 1.5) and on the upper right lapel of female (figure 1.6) Dress Blue coats.
3. **The State Seals:** The state seal disk is worn on both lower lapels of the male (figure 1.1) and female (figure 1.3) Service Green (Class A) coats; and worn on both lower lapels of the male (figure 1.5) and on the upper left lapel of the female (figure 1.6) Dress Blue coats.

Note: General officers will wear the VT insignia on both upper lapels of the male and female officer Service Green (Class A) and Dress Blue coats. State disks are not worn.

4. **US Army Branch Insignia:** An individual with prior army service as an officer may, in lieu of the state disk, wear the insignia of the army branch in which they were qualified. These insignia must be purchased at the individual's expense.
5. **Norwich Regimentals:** The Norwich regimental crest is worn on both shoulder loops of the Service Green (Class A) coat (see Appendix 3), and on the cloth patch over the name tag to the left (inside) of the center line on the black V-neck pullover sweater (see Appendix 2, fig. 2.3).

Note: General officers will wear the Norwich Regimental Crest centered and ¼" over the name plate on the black V-neck pull over sweater, the Service green jacket and dress blue jacket.

6. **Norwich Patch:** The Norwich University patch is worn on the left shoulder sleeve of the Service Green (Class A) coat. The subdued Norwich University patches are worn on the left shoulder (grey subdued) of the Army black field jacket and (olive subdued) of the ACU shirt.
7. **Shoulder Sleeve Insignia-Former Wartime Service:** Former members of the U.S. Armed Forces may wear the patch of any unit in which they served in actual combat on the right shoulder of the Service Green (Class A) coat and ACU shirt. [Note: Patches are not worn on the Dress Blue uniforms, sweaters, the all-weather coat, the wool jacket, the black field jacket or the windbreaker.]

8. **Dress Uniform Shoulder Straps:** The University has adopted cavalry colors (gold). An individual with prior active service as an army officer may wear shoulder straps of the army branch in which they were qualified.
9. **Decorations and Awards:** Decorations and awards may be worn with the Norwich uniform by those entitled by published orders of the Armed Services of the United States to wear them. Faculty and staff who are members of honor societies represented on the Norwich campus may wear insignia of these societies on their uniform, centered ½ inch above the right pocket on the male shirt, or centered ¾ inch above the nameplate on the female shirt.
10. **Nameplates:** A nameplate (white letters on a black background) is worn on the Class B shirt, the Army black pullover sweater, Service Green (Class A) and Dress Blue coats [NOTE: Nameplates are not required when wearing a bow tie after 1800 hours]. Males wear the nameplate centered between the button on the right pocket and the top of the pocket; females wear the nameplate centered between the buttons and arm seam one inch above the top button. No nameplate is worn on the black windbreaker or the all-weather coat.
 - a. Male personnel: The nameplate will be worn on the flap of the wearer's right breast pocket centered between the top of the button and the top of the pocket on the Army green shirts, service green coat and dress blue coat. The nameplate will be worn centered on the black patch of the pullover sweater ½ inch above the bottom of the patch with VT insignie placed to the right (outside) of the center line next to the Regimental Crest, both insignia being centered left to right, top to bottom above the nameplate (see Appendix 1, Appendix 2 & Appendix 3).
 - b. Female personnel: On the service green coat, the nameplate will be worn 1-2 inches above the top button, centered horizontally on the right side. The nameplate will be worn centered horizontally on the wearer's right side and slightly above the top edge of the top button on the dress blue coat. On the Army green shirt, the nameplate is worn in a comparable position. The nameplate will be worn centered on the black patch of the pullover sweater ½ inch above the bottom of the patch with VT insignie and Regimental Crest centered left to right, top to bottom above the nameplate, the Regimental Crest being to the left (inside) of the center line and the VT insignie to the right (outside) of the center line (see Appendix 1, Appendix 2 & Appendix 3).

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Section 3 - University-Provided Initial Uniform Issue

1. All male faculty and staff appointed as officers in the VSM will be issued and shall maintain the following items of uniform apparel:

- a. Belt, web, waist with brass tip and buckle - 1 each
- b. Cap, garrison (overseas) - 1 each
- c. Cap, wool, knit, black (ski) - 1 each
- d. Coat, All-weather, Army black, w/liner - 1 each
- e. Coat, Black wool, or black field jacket style (with liner)
- f. Coat, Class A, Service green - 1 each* with NU shoulder patch
- g. Gloves, black - 1 pair
- h. Insignia and appurtenance:
 - o Rank, metal - 4 pair
 - o VT - 4 each
 - o Regimental Crest - 4 each
 - o Shoulder Patch (NU) - 1 each
 - o Round VSM discs - 1 pair
 - o Black Shoulder Marks, Rank - 2 pair
- i. Name tag, black, plastic - 4 each
- j. Scarf, Army black - 1 each
- k. Shirt, Army green, short sleeve - 3 each
- l. Shirt, Army green, long sleeve - 3 each
- m. Shoes, black, low quarter - 1 pair**
- n. Shoes, Black boot, 6-inches tall, inclement weather (for new employees AY 09-10 and beyond)
- o. Sweater, Army black pullover or cardigan - select one
- p. Tie, Neck, bow, black - 1 each
- q. Tie, Neck, four-in-hand, black - 1 each
- r. Trousers - 3 pair*
- s. Windbreaker, Army black w/liner - 1 each

* Individual tailoring is authorized at Dewey's at University expense.

** Maintenance of shoes is a personal expense.

2. All female faculty and staff appointed as officers in the VSM will be issued and shall maintain the following items of uniform apparel:

- a. Belt, web, waist with brass tip and buckle - 1 each
- b. Cap, garrison (overseas) - 1 each
- c. Cap, wool, knit, black (ski) - 1 each
- d. Coat, All-weather, Army black, w/liner - 1 each
- e. Coat, Black wool or black field jacket style (with liner)
- f. Coat, Class A Service green - 1 each*
- g. Gloves, black - 1 pair
- h. Handbag, black service - 1 each
- i. Insignia and appurtenance:
 - o Rank, metal - 4 pair
 - o VT - 4 each
 - o Regimental Crest - 4 each
 - o Hat Device - 1 each
 - o Shoulder Patch (NU) - 1 each
 - o Round VSM discs - 1 pair
 - o Black Shoulder Marks, Rank - 2 pair
- j. Name tag, black, plastic - 4 each
- k. Scarf, Army black - 1 each
- l. Shirt, Army green, short sleeve - 3 each
- m. Shirt, Army green, long sleeve - 3 each
- n. Shoe, oxford, black - 1 pair**
- o. Shoes, Black boot, six inches tall, inclement weather (for new employees AY 09-10 and beyond)
- p. Slacks/skirt (any combination NTE 3) - 3 each*
- q. Sweater, Army black pullover or cardigan - select one
- r. Tab, black, shirt - 1 each
- s. Windbreaker, Army black, w/liner - 1 each

* Individual tailoring is authorized at Dewey's at University expense.

** Maintenance of shoes is a personal expense.



STAFF AND FACULTY UNIFORM MANUAL

Section 4 - Uniform Issue, Purchase and Allowances

1. **Issue & Purchase:** The Uniform Store is the only authorized source for the purchase of uniforms and accessories by members of the Vermont State Militia (faculty and staff). Exceptions to this policy must be submitted in writing to the Deputy Commandant.
2. **Allowances:** At the beginning of the third year of service and for each year thereafter, members of the VSM are authorized to begin replacing authorized uniform items due to fair wear and tear at the Uniform Store. The previous allowance of \$120 beginning after the third year of service and continuing each year thereafter has been eliminated due to its cumbersome nature and increasing uniform costs. Members of the VSM are expected to maintain their uniforms in a neat, clean, and properly fitting manner. The University will replace, free of charge, in a direct exchange (DX) manner, items that present an unprofessional appearance due to fair wear and tear.

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Section 5 - The Cadet Uniform and Student Dress Code

The Cadet Uniform

During the duty day all cadets must be in the uniform of the day in all administrative/academic buildings and classrooms, the Mess Hall, the Mill, on the Upper Parade Ground, and in other areas designated by the Regimental Commander. The authorized cadet duty uniforms include the Class A (tunic) and the summer and winter Class B uniforms (white or grey shirt with grey trousers), or, on Tuesdays, the Army Combat Uniform (ACU). The Regimental Commander may authorize the wearing of the ACU on other days due to inclement weather. The Physical Training Uniform is not an authorized duty day uniform and is not to be worn in classrooms.

The Student Dress Code

The dress code at Norwich University is established to promote the values and traditions upon which the University is founded. The dress code also promotes the proper discipline and decorum expected of all Norwich students. All students should dress with dignity and class.

Applicability

This dress code applies to all commuter students, resident civilian students, and cadets when not in uniform.

Appropriate Dress (From the N. U. Student Rules and Regulations – AY 09-10)

1. GENERAL. The dress code at Norwich University is established to promote the values and traditions upon which the University is founded. Dress and grooming standards promote the professionalism expected of Norwich students (irrespective of lifestyle) as they prepare to enter their profession, graduate school or the workforce upon graduation.
2. APPROPRIATE DRESS.
 - a. All students, when in uniform, are expected to be in a complete, properly fitting, well maintained uniform appropriate to the occasion or activity. All students, when in civilian attire are expected to wear proper, conservative attire, appropriate to the occasion. All students will wear appropriate attire (e.g. slacks and a shirt, jeans and a tee shirt, jeans and a sweater) and shoes at all times in all academic and administrative buildings, classrooms, and in the dining hall. Civilian students will wear business casual or business attire for special occasions when so announced. Examples of business casual attire include slacks and a shirt with collar, a casual skirt and top. Examples of business attire include a jacket and tie for men and a dress or pant suit for women. Students with questions regarding appropriate attire should contact the Dean of Students, Residence Life Staff, or an Assistant Commandant.
 - b. Hats, including visors, bandannas, skull caps or any head gear not authorized by a medical physician, are not allowed in the administrative and academic buildings or the dining hall at any time. Students will be asked to leave a facility until hats are removed.
 - c. Wearing of any garments that display alcohol or drug related logos or symbols, other logos, slogans or sayings that contain profane or vulgar language is prohibited on the Norwich campus.
 - d. Bare feet are not allowed in any academic or administrative building, classrooms, dining hall or The Mill. The wear of an undergarment shirt (athletic shirt, or white tee shirt), swimwear, sleepwear, pajamas, and PT clothing is not appropriate for wear in the dining hall or classrooms and is prohibited.

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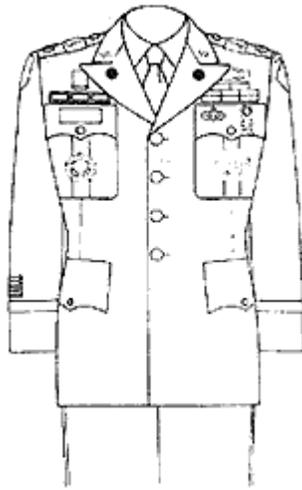
Section 6 – References

1. **References**
 - a. US Army Regulation, AR 670-1. Detailed discussions of the customs associated with wearing military uniforms are contained in AR 670-1. This regulation is available at the Commandant's Office (Jackman Hall room #231), and the Kreitzberg Library.
 - b. The Officers' Guide. This useful guide to US Army traditions, customs and courtesies is available at the Commandant's office.
2. **Questions** concerning this regulation, the wear of the uniform or any other traditions, customs and courtesies may be addressed to the Commandant's Office, Norwich University Corps of Cadets, 158 Harmon Drive, Northfield, VT 05663; 802.485.2135; cmdtoff@norwich.edu.

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Appendix 1

Service Green (Class A uniform - male) - Fig. 1.1



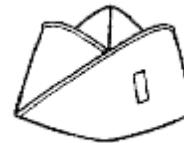
Green service uniform, officer
Fig 1.1-1



Service cap, green general
and field grade officer
Fig 1.1-2

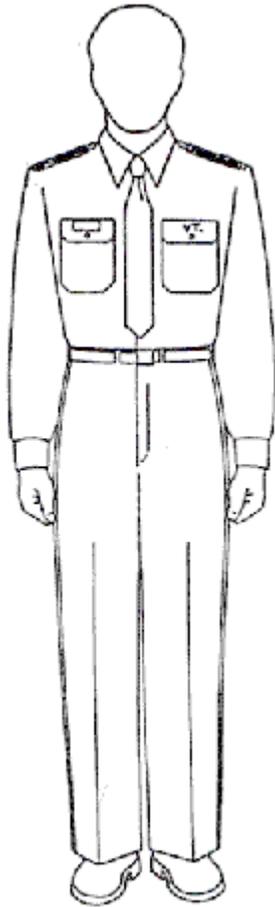


Service cap, green
company grade officer Fig 1.1-3

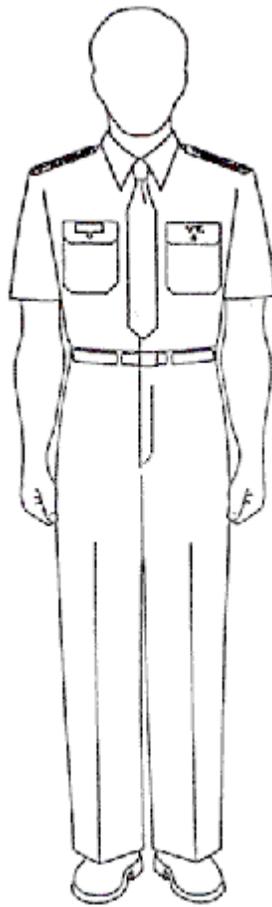


Garrison cap, officers
Fig 1.1-4

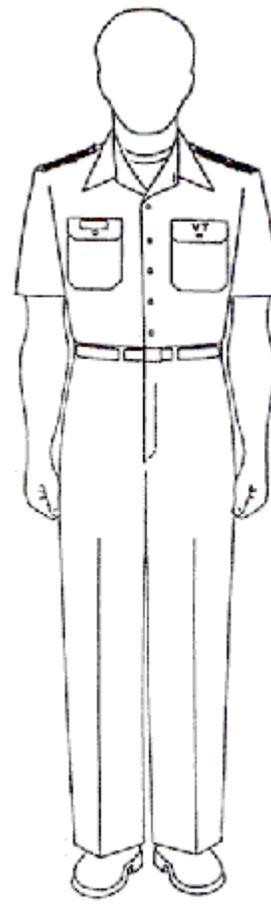
Service Green (Class B uniform - male) - Fig. 1.2



Class B Uniform
Long sleeve and tie

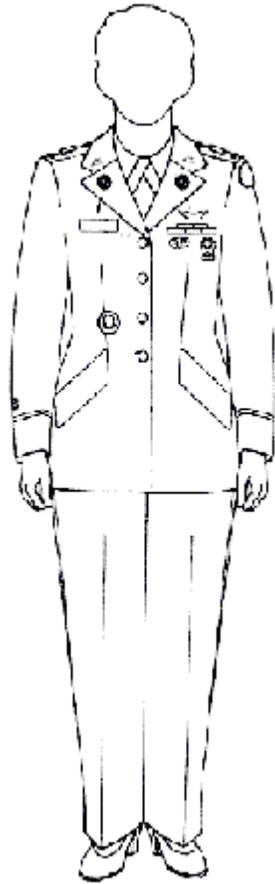


Class B Uniform
Short sleeve and tie



Class B Uniform
Short sleeve no tie

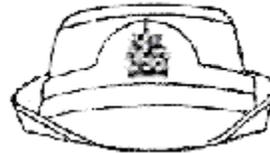
Service Green (Class A uniform - female) - Fig. 1.3



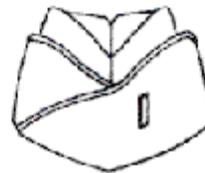
Female green service uniform with slacks, officer
Fig 1.3-1



Green service cap,
general and field grade officers
Fig 1.3-2

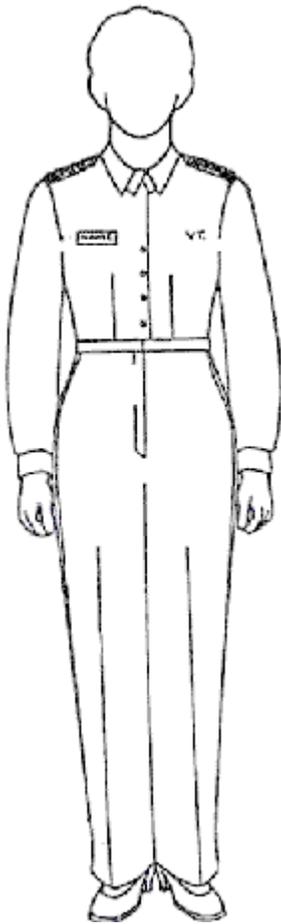


Green service cap,
company grade officers
Fig 1.3-3

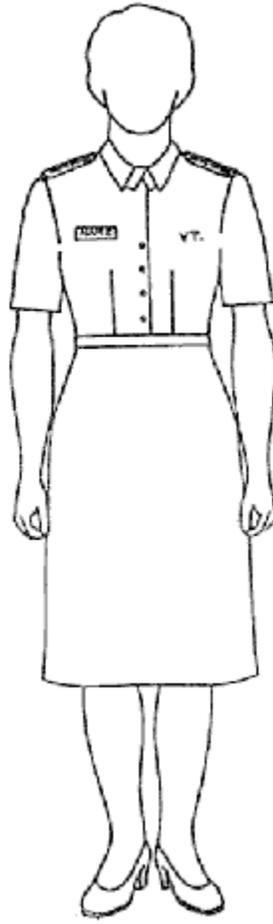


Garrison cap, officer
Fig 1.3-4

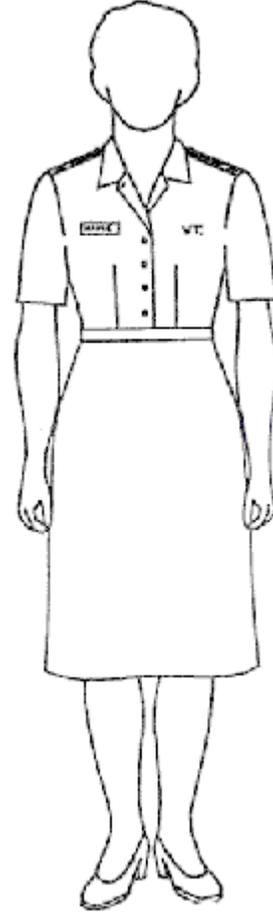
Service Green (Class B uniform - female) - Fig. 1.4



Long-sleeve shirt and neck tab with slacks

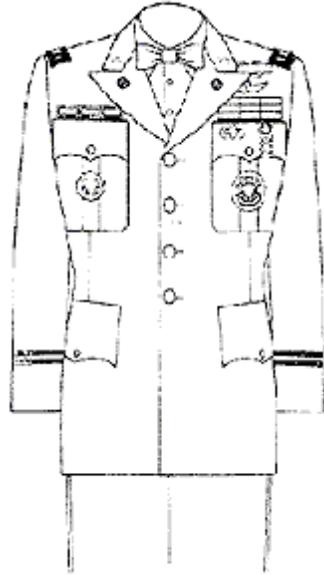


Short-sleeve shirt and neck tab with skirt



Short-sleeve shirt without neck tab with skirt

Dress Blue Uniform (male) - Fig. 1.5



Dress blue uniform, officer
Name tag optional after 1800 hours
Fig 1.5-1



Service cap, blue,
general officer
Fig 1.5-2

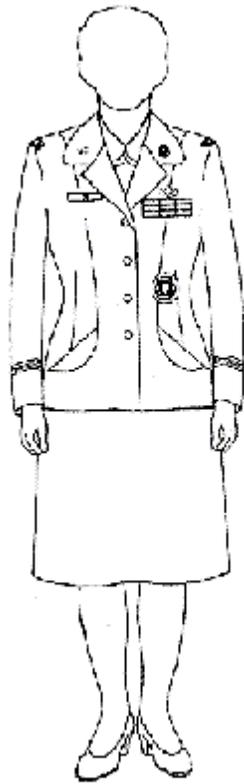


Service cap, blue,
field grade officer
Fig 1.5-3



Service cap, blue,
company grade officer
Fig 1.5-4

Dress Blue Uniform (female) - Fig. 1.6



Dress blue uniform, female
Name tag optional after 1800 hours
Fig 1.6-1



Service cap, blue, general
and field grade officers
Fig 1.6-2



Service cap, blue,
company grade officers
Fig 1.6-3

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Appendix 2 - Outer Garments and Accessories

Outer Garments and Accessories



Wind Breaker
Fig 2.1

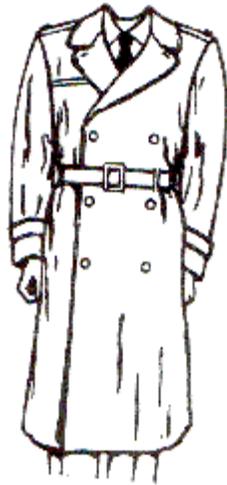


Sweater, cardigan, unisex
Fig 2.2



Sweater, Pullover
Fig 2.3

Outer Garments & Accessories



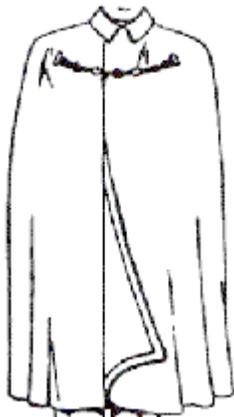
Army black all weather coat
Fig 2.5



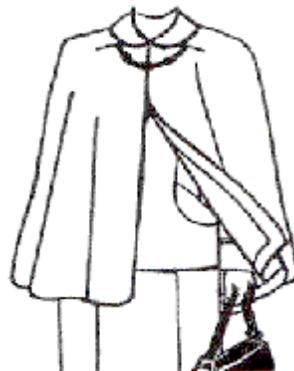
Cold weather service cap, AG 344
Fig 2.6



Handbag, service, black
Fig 2.7



Blue cape, male officer
Fig 2.8



Blue cape, female officer

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Appendix 3 - Insignia of Rank and Accessories

How Worn

- a. **On the black windbreaker**, the black all-weather coat (raincoat) and the black field jacket, metal insignia of rank are worn centered on the shoulder loops, 5/8" from the outside shoulder seams (Fig 2.1, 2.5).
- b. **On the green uniform coat**, metal insignia of rank are worn centered on the shoulder loops, 5/8" from the outside shoulder seam. The Norwich regimental crest is also worn centered on the loop, midway between the insignia of rank and the near end of the button hole (Fig 1.1, 1.3).
- c. **On the Garrison Cap**, insignie of rank is worn centered on the left curtain, 1 inch from the front (Fig 1.1-4, 1.3-4).
- d. **On the green class B shirt** (Fig 1.2, 1.4) and black pullover sweater (Fig 2.3), the black cloth shoulder marks designating rank are attached to the shoulder loops, with the gold stripe nearest the shoulder seam.

Name tags

How Worn

- a. **Male personnel.** The nameplate will be worn on the flap of the right breast pocket centered between the top of the button and the top of the pocket on the Army green shirts, service green coat and dress blue coat. The nameplate will be worn centered on the black patch of the pullover sweater ½ inch above the bottom of the patch with the Regimental Crest and VT insignie centered left to right, top to bottom above the nameplate (Figures 1.1, 1.2, 1.5, & 2.3).
- b. **Female personnel.** On the service green coat, the nameplate will be worn 1-2 inches above the top button, centered horizontally on the right side. The nameplate will be worn centered horizontally on the wearer's right side and slightly above the top edge of the top button on the dress blue coat. On the Army green shirt, the nameplate is worn in a comparable position. The nameplate will be worn centered on the black patch of the pullover sweater ½ inch above the bottom of the patch with the Regimental Crest and VT insignie centered left to right, top to bottom above the nameplate (Figures 1.3, 1.4, 1.6, & 2.3).
- c. The black plastic nameplate is not worn on the black windbreaker or the black all-weather coat (Fig 2.1, 2.5).

VT Insignia

1. **Description.** Will be block letters "VT." of gold color metal, 7/16 inches in height and followed by a period.

2. How worn

- a. **On the long and short sleeve green shirts**, male officers wear the VT. Insignie centered on the flap of the left pocket (Fig 1.2).

Female officers wear an insignie in the same approximate position, even with the bottom edge of the name tag (Fig 1.4).
- b. **On the black pullover sweater**, the VT. is worn to the right (outside) of the center line next to the Regimental Crest ¼" above the nameplate (Fig 2.3).
- c. **On the Service Green Class A and Dress Blue Coat** the VT insignia are worn on both upper lapels of the company and field grade, male (Fig 1.1) and female (Fig 1.3) officer Service Green (Class A) coats and on both upper the lapels of the male (Fig 1.5) and on the upper right lapel of female (Fig 1.6) company and field grade Dress Blue coats 5/8" above the notch on both lapels with the center line of the insignia bisecting the notch and parallel to the inside edge of the collar (Fig 1.5 & 1.6).

VSM Disks

The State Seals

The state seal disks are worn on both lower lapels of the company and field grade, male (Fig 1.1) and female (Fig 1.3) officer Service Green (Class A) coats; and worn on both lower the lapels of the male company and field grade Dress Blue



coats (Fig 1.5), 1 inch below the notch and with the centerline of the disk parallel to the inside of the collar; and on the upper left lapel of the Female Dress Blue coat (Fig 1.6), 5/8 inch above the notch with the center line of the insignia bisecting the notch and parallel to the inside edge of the collar.