



# Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 1000.07  
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CSEL

SUBJECT: Wear and Professional Appearance of Duty Attire

References: See Enclosure 1

1. PURPOSE. This Directive, in accordance with the authority established in Deputy Secretary of Defense Memorandum, Deputy Secretary of Defense Action Memorandum, Comprehensive Master Plan (CMP) for the Joint Task Force National Capital Region Medical (JTF CapMed), and Supplement to the CMP for the JTF CapMed (References (a) through (d)):

a. Establishes a standard policy for the wear of military uniforms and other duty attire for all JTF CapMed civilian and military members. All JTF CapMed personnel are ambassadors of the Joint community and, as such, are responsible to maintain an appropriate and professional appearance to the patient community and the public.

b. Specifies the minimum acceptable standards for duty attire. Supervisors may impose more stringent standards based on the nature of the duty being performed.

2. APPLICABILITY. This Directive applies to all personnel assigned, attached, or otherwise employed at JTF CapMed, Joint Medical Treatment Facilities (MTFs) and Centers.

3. DEFINITIONS

a. duty day. A day on which an individual is scheduled to work.

b. normal duty hours. The period between the start and end of an individual's shift.

c. on-call. A period of scheduled duty, during which an individual is prepared to report to work within a specified time-frame when recalled.

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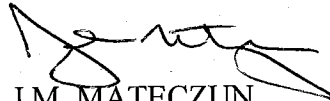
d. scrubs. Surgical suits intended for use within specific patient care areas of the hospital, and purchased and maintained with organizational funds.

4. POLICY. It is JTF CapMed policy that all JTF CapMed personnel shall adhere to the standards established in this Directive and Army Regulation 670-1; Air Force Instruction 36-2903; Navy Personnel Command, United States Navy Uniform Regulations; Naval District Washington Instruction 1020.5S; part 1910.1030 of title 29, Code of Federal Regulations; and Association of Perioperative Registered Nurses Standards and Recommended Practices, Practices for Surgical Attire (References (e) through (j)), as appropriate, for wear and professional appearance of duty attire.

5. RESPONSIBILITIES. JTF CapMed Commanders, Directors, and leaders at all levels will ensure employee compliance with the provisions of this Directive. JTF CapMed Commanders, directors, and leaders will manage exceptions so as not to interfere with the conduct of routine mission requirements or pose safety concerns. Personnel who are not in compliance with this Directive may be subject to counseling, adverse administrative actions, or disciplinary action.

6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: [www.capmed.mil](http://www.capmed.mil)

7. EFFECTIVE DATE. All provisions of this Directive are effective immediately.



J.M. MATECZUN  
Vice Admiral, MC, U.S. Navy  
Commander

Enclosure

1. References
2. Uniform Standards

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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force - National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
- (b) Deputy Secretary of Defense Action Memo, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region - Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) Army Regulation 670-1, "Wear and Appearance of Army Uniforms and Insignia," February 3, 2005
- (f) Air Force Instruction 36-2903, "Dress and Personal Appearance of Air Force Personnel," August 2, 2006
- (g) Navy Personnel Command, United States Navy Uniform Regulations, current edition
- (h) Naval District Washington Instruction 1020.5S, "Uniform Policy and Regulations" July 19, 2002
- (i) Part 1910.1030 of title 29, Code of Federal Regulations
- (j) Association of Perioperative Registered Nurses Standards and Recommended Practices, Practices for Surgical Attire, current edition

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ENCLOSURE 2UNIFORM STANDARDS1. MILITARY UNIFORM

a. The appearance of military personnel in uniform is an expression of professionalism, pride, and dedication to high standards, and serves as a reminder to all of commitment to the Services (Army, Navy, Air Force, Marines, and Coast Guard) and the Nation.

b. Military personnel will perform duties in an authorized military uniform except as prescribed in this Directive. Service members who are scheduled to work at off-base/post duty locations during their normal duty hours will wear a military uniform unless assigned duty at a civilian institution in which appropriate civilian attire will be worn. Scrubs are not considered as military uniforms and will not be used for travel to and from the workplace. Military personnel may change into scrubs and protective clothing after reporting for duty; see paragraph 5.a.

c. The primary duty uniform for wear at JTF CapMed facilities is the Army Combat Uniform (ACU) for Army personnel, the Service Khaki/Uniform or Navy Working Uniform (NWU) for Navy personnel, and the Airman Battle Uniform (ABU) for Air Force personnel. The Class B uniform (Army) and the Hospital Duty Uniform (whites – Army) are authorized alternate uniforms based on mission requirements.

d. Personnel may remove the ACU/NWU/ABU coat when engaged in strenuous outdoor work activities. The individual in charge of the work detail will remain in complete uniform at all times. When indoors, the ACU/NWU/ABU coat may be removed only within the confines of the immediate work area. The undershirt will not be worn as an outer garment when providing services to patients or customers.

e. Safety boots, when required for wear, will be similar in design to the military combat boot. Safety boots not meeting this criterion will not be worn outside of the immediate work area.

f. Personnel participating in a unit or section physical fitness program will wear the Improved Physical Fitness Uniform (Army) or Physical Training Uniform (Navy/Air Force). The fitness uniform will not be worn in lieu of the military duty uniform.

2. SCRUBS AND PROTECTING CLOTHING

a. Scrubs may be worn in approved patient care areas based on the nature of the work being performed. Scrub clothes may not be used as a substitute for the military duty uniform, and administrative personnel or those not directly involved in patient care will not wear scrubs.

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b. T-shirts/undergarments will be worn with all scrub apparel. T-shirts will be unadorned and white, tan, or navy blue (Navy) in color.

c. Scrubs will not be worn outdoors unless under emergency conditions (fire, emergency transport, etc.). Scrubs that have been worn outdoors will be removed and replaced with clean ones upon reentry to the facility.

d. Protective apparel such as caps, gowns, masks, face shield, goggles, laboratory coats, shoe covers, and booties will not be worn outside of the immediate work area.

e. Military personnel wearing scrubs will conform to the same hairstyle and jewelry standards of other military work uniforms (ASU/NWU/ABU, etc.).

f. Civilian staff, unless employed in the operating room or central material service, have the option to purchase commercial scrubs of comparable design and professionalism in appearance. Civilian personnel who purchase commercial scrubs have the option of wearing their scrubs to and from work. Laundering commercial scrub apparel is the sole responsibility of the individual.

### 3. FOOTWEAR

a. Safety shoes/boots will be worn in designated hazard areas. Open-toed shoes, to include flip-flops, will NOT be worn in patient care or hazardous areas.

b. Shoes worn with scrubs should be of non-permeable material, resistant to blood and other bodily fluids, with a non-skid bottom, conservative in style, and worn with socks.

c. Footwear worn with the military uniform will comply with the requirements of the appropriate regulations/references listed in Enclosure 1. Tennis or athletic shoes will not be worn with the military uniform except for physical training, unless required for medical reasons.

### 4. WHITE PHYSICIAN'S SMOCK AND ATTENDANT COAT

a. The white physician's knee-length smock is authorized for wear by Medical/Dental Corps Officers, Chaplains, Nurse Practitioners, Pharmacists, Optometrists, Podiatrists, Physician Assistants, and personnel employed in Pathology Services.

b. The white medical attendant's short coat is authorized for wear by medical students, clinical clerk students, Physical Therapists, Occupational Therapists, Clinical Dietitians, Chiropractors, and Physician Assistant students. These individuals are not authorized to wear the white physician's smock.

c. The physician smock and medical attendant coat will be worn in a manner commensurate with the professional status they represent:

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- (1) The coat/smock will be clean and unadorned, except for hospital identification (ID) badge.
  - (2) Sleeves will not be turned or rolled up.
  - (3) The coat will be buttoned when this item is worn outside the immediate work area.
  - (4) The smock/coat will not replace any portion of the standard uniform and will be worn only as an outer protective garment.
  - (5) White smocks and coats will not be worn outside the hospital facility, to include the parking areas surrounding the hospital.
- d. Enlisted personnel are not authorized to wear the white physician smock or medical attendant coat unless assigned within the Department of Pathology. Smocks, coats, and laboratory coats worn within the Department of Pathology should be removed upon departing the immediate work area.

5. EXCEPTIONS ON WEAR OF MILITARY UNIFORM BY MILITARY PERSONNEL

- a. Military personnel may report to duty in civilian clothing under the following conditions:
  - (1) On-call personnel reporting to duty in response to a call.
  - (2) Health care personnel on rounds before or after normal duty hours, on days other than normal duty days.
  - (3) When prescribed by a commander for special unit functions such as Organizational Day.
- b. Military personnel on duty may also wear civilian clothing (including specially designed optional items – logo shirts, T-shirts, sweat shirts, etc.) for specific events or group functions with advance written approval. These requests must be submitted in writing through supervisory channels to the appropriate commander or designated representative. Military personnel will not be required to purchase or wear these optional items.

6. CIVILIAN CLOTHING. Civilian clothing, when worn on duty, will be in keeping with high standards, good taste, and decorum. The following items are not considered appropriate for the workplace:

- a. Open shirts or jackets that expose bare chests.
- b. Garments made of transparent or open-weave type material that expose the body, torso/genital area, or underwear beneath the garment.

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- c. Short, skin-tight, or abbreviated clothing such as midriff shirts, swim suits, or tank tops, that expose cleavage, armpits, or stomach.
- d. Items designed as underwear when used as outer garments.
- e. Hair curlers or rollers.
- f. Clothing that contains, depicts, or displays words, pictures, or symbols that are provocative in nature (with patches, badges, emblems, slogans, or expressions which are profane or offensive).
- g. Dirty, tattered, or torn clothing, except clothing soiled during the performance of normal duties. Soiled clothing should be changed as soon as is practical.
- h. Clothing designed for exercise wear such as spandex/bicycle shorts or sweat suits.

7. WEAR OF ADDITIONAL ITEMS ON MILITARY UNIFORMS. Other than prescribed in this Directive and the regulations listed in Enclosure 1, no additional items should appear exposed on the uniform, such as stethoscopes draped around the neck, outside the immediate work area. These items should be placed in a pocket when not in use.

8. DESIGNATED NO HAT/NO SALUTE AREAS. Designated smoking areas (to include area directly between the building and adjacent smoking area) are designated as no hat/no salute areas.

9. ID BADGE

- a. Personnel on duty within any JTF CapMed MTF or Center, building, and area will wear a standard hospital ID badge that is visible on the outside of the outer garment. The identification badge is not authorized for wear outside JTF CapMed MTF or Center buildings/hospital facilities (Post Theater, Exchange, Physical Fitness Center, etc.).
- b. When in military uniform, scrubs, or protective clothing, the badge will be attached to the upper right or left pocket/flap, or to the lapel for those uniforms without pockets/flaps.
- c. When in civilian clothes, the badge will be attached to the clothing in a position comparable to paragraph 9.b., or displayed on a neck lanyard or other suitable fashion above the waist to ensure it is easily visible for inspection.
- d. Buttons, ribbons, or other adornments may not be affixed to the identification badge.