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National Security Agency Regulation

PAYMENT OF UNIFORM ALLOWANCE TO CIVILIAN COURIERS

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SECTION I - PURPOSE

1. This Regulation establishes the policy and standards for paying uniform allowances under the Federal Employees Uniform Allowance Act. Agency employees paid uniform allowances under the Act are those who fall within the occupational category of civilian courier.

2. This Regulation implements the provisions of Department of Defense Instruction 1418.2 for wearing of uniforms by civilian employees and Public Law 763, 83rd Congress, as amended, relating to payment of the uniform allowance.

SECTION II - POLICY

1. Civilian couriers will be uniformed for the purpose of ready identification in the protection and transportation of classified material, and will be paid a uniform allowance.

2. The articles of uniform an employee is required to wear will be the minimum necessary to accomplish the purpose for which the uniform is worn. Elaborate and/or expensive uniforms will not be required. The number of articles will be sufficient to provide for cleaning or laundering.

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SECTION III - STANDARDS

1. Uniforms. The items of clothing making up the uniform and specifications thereof are provided in the Appendix to this Regulation. Each civilian courier, when procuring items of the uniform from commercial sources, is responsible for ascertaining that all the articles purchased conform in quality, design, fit, and color to these standards and specifications.

2. Appearance. Employees receiving allowances for uniforms will be required to keep uniforms in a clean, neat condition at all times. Civilian couriers will be required to maintain the same high standard of personal and uniform appearance as is required of their military counterparts. Uniforms will be worn in the manner prescribed in the Appendix to this Regulation.

SECTION IV - AMOUNT AND PAYMENT OF ALLOWANCE

1. Periods Covered by Allowance Payments. The period covered by the initial allowance is one year. The period covered by each replacement allowance is three months. Allowance payments for identical uniform requirements, that overlap these periods, are not authorized.

2. Initial Allowance.

a. An initial allowance of \$100.00 will be paid to help defray the initial cost of uniforms. This allowance will be effective as of the date the employee is first required to wear a uniform. A newly appointed employee will be required to purchase the uniform within 30 calendar days of his receipt of the initial allowance payment.

b. Upon transfer or reemployment in the same occupational group where the same uniform requirements apply, the period covered by the last allowance payment must come to an end before a further allowance payment may be made.

3. Replacement Allowance. These allowances will be paid quarterly in advance of service performed. Where both the winter and summer uniforms are required to be worn during the year, the quarterly allowance is \$22.00. Where the winter uniform only is required to be worn throughout the year, the quarterly allowance is \$18.00.

4. Recovery of Funds. In the event the employee leaves the Agency before expiration of the period of service involved, recovery of funds is not authorized.

5. Procedure for Payment. Requests for payment of uniform allowances will be initiated by the supervisor in accordance with AR 670-340-1, paragraph 9h. The request will be forwarded through appropriate

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administrative echelons to the Comptroller at the time the employee becomes eligible for an initial or replacement allowance.

SECTION V - SUPERVISION

Staff supervision of the policy established herein regarding payment of the uniform allowance is the responsibility of the Comptroller. Staff supervision for the wearing of the uniform by civilian couriers is the responsibility of the Adjutant General.

FOR THE DIRECTOR:

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Appendix - Standards and
Specifications

DISTRIBUTION III

APPENDIXSTANDARDS AND SPECIFICATIONS

CLOTHING	I
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I. CLOTHING1. Introduction:

a. This Appendix prescribes the standards and specifications for uniforms authorized for duty wear by civilian couriers. The specifications generally describe the articles of uniform of acceptable quality which are available commercially.

b. The following items of apparel are not considered as part of the uniform:

- (1) Items of apparel worn simply as work clothing or safety clothing.
- (2) Items such as shoes and socks, which even though they must be of prescribed color, quality, and appearance, may be worn as items of civilian dress during off-duty hours.
- (3) Shirts normally worn under a uniform coat or blouse. (Shirts of a distinctive uniform appearance normally worn as an outer garment, in place of a uniform coat or blouse, are considered as part of the uniform.)

2. Overcoat (long):

a. Cloth. Kersey, beaver, broadcloth, or comparable material, standard police blue, 22- to 30-ounce. The fabric shall have good color fastness to light, perspiration, and dry cleaning.

b. Style. Double breasted, length--3 inches below knee, with lapel collar, convertible style and notch lapel; body to be buttoned down the front with a double row of 45-ligne nickel buttons, eagle type, as used by Army, three buttons on each side below the roll of the lapel, top button to be approximately 1 inch below the armpit. Buttons to be spaced $6\frac{1}{2}$ inches apart and to be set back 7 inches from the edge of the coat securely fastened on the inside with small 18-ligne black bone buttons. A 45-ligne black bone button placed under the lapel on the right side only, so that it may be used when collar is converted.

c. Edges. Edges all double stitched one-half inch.

d. Belt Hooks (if necessary). Overcoat shall be made with belt hooks properly placed in the back of coat.

e. Cuffs. Cuffs to have two rows of stitching one-half inch apart, the first row 3 inches from cuff edge.

f. Facing. To be faced with same material as coat, $8\frac{1}{2}$ inches wide at the top and 5 inches at the bottom.

g. Collar and Lapels. Collar convertible, notched lapel, to be $3\frac{1}{2}$ inches wide at back and tapering to notch. Notch to be $3\frac{1}{2}$ inches with opening between collar and notch not more than one-eighth inch. Collar to be cut in four pieces and closely stitched by machine through heavy canvas and to have $1\frac{1}{4}$ -inch stand. Gorge under lapels to keep collar close to neck. Undercollar to be of 16-ounce woolen material.

h. Pockets. To have two inside breast pockets horizontal, 6 inches wide at mount, 7 inches deep, made of #250 drill. Two outside slash pockets, one on each side of coat, mouth of pocket to be 9 inches, depth 14 inches from top of slash. Slash pocketing to be made of heavy velveteen; openings to be made through lining so as to allow free access to trouser pockets. One cash pocket on the left side of facing. To have a flap 2 inches wide curved to point in center $2\frac{1}{2}$ inches.

i. Sleeve Lining. To be lined with good quality rayon or equivalent.

j. Body Lining. (Detachable lining is optional to the individual.) Full length skirt lining from waist to bottom of coat to be heavyweight black rayon or satin lining, to be thoroughly shrunk and felled closely around bottom leaving a 10-inch opening on the foreparts. Optionally, coat may be quilted from shoulder to waist with yoke of good quality of heavy black rayon or satin; good grade of double thickness interlining from shoulder to waist.

k. Buttonholes. Machine button holes.

l. Bottoms. Hems to be turned up $1\frac{1}{4}$ inches and raw edges to be bound.

m. Canvas. Canvas to be of hymo cloth or equivalent, to extend through shoulders and down through breast, canvas to continue down the entire front.

n. Vents. To be made according to height of wearer and should be made with blind fly closing with three 24-ligne black bone buttons.

o. Shoulder Loops. On each shoulder a loop of same material as overcoat, let in at sleeve head and reaching to edge of undercollar, buttoning at end with 24-ligne nickel button; loops to be $2\frac{1}{2}$ inches wide at lower end tapering to $1\frac{1}{2}$ inches at collar, and cross stitched down to shoulder for a distance of 2 inches from sleeve seam.

p. Hanger. Chain hanger to be sewed to bottom of collar stand through and through.

q. Badge Loops. To be made of same material as coat, and reinforced underneath with canvas, with two metal eyelets spaced 1 inch apart. Badge piece to be $2\frac{1}{2}$ inches long and $1\frac{1}{4}$ inches wide, and will be placed on left breast 1 inch to the left and 1 inch above the top button on the left side of the coat.

r. Thread. Coat to be sewed with best grade black silk or best quality mercerized cotton.

3. Overcoat, Short Style:

a. Cloth. The fabric will be kersey, beaver, broadcloth, or other comparable material, standard police blue, 22- to 30-ounce, and will have good color fastness to light, perspiration, and dry cleaning

b. Design. The design will conform to the model shown in appendix. Overcoat will be a three button double-breasted model with a convertible collar and two buttons under the collar to close collar at neck; fully lined semiformal-fitted at waist, with plain vent and center back seam; convertible collar with detachable collar tab; two lower patch pockets with flaps and with cash pocket inside right pocket; inside vertical breast pocket and shoulder loops. The coat will button down the front with a double row of 45-ligne nickel buttons, eagle type, as used by the Army, three buttons on each side below the roll of the lapel. Buttons to be set back 7 inches from the edge of the coat, securely fastened on the inside with small 18-ligne black plastic buttons.

c. Edges. All edges will be double stitched one-half of an inch.

d. Cuffs. Cuffs will have two rows of stitching one-half inch apart, the first row 3 inches from the cuff edge.

e. Collar and Lapels. Collar, convertible, notched lapel, will be $3\frac{1}{2}$ inches wide at back and tapering to notch. Notch will be $3\frac{1}{2}$ inches with opening between collar and notch not more than one-eighth inch. Collar will be cut in four pieces and closely stitched by machine through heavy canvas and have $1\frac{1}{4}$ -inch stand. Gorge will be under lapels to keep collar close to neck. Undercollar will be of 16-ounce woolen material.

f. Lining. The lining for body, sleeves, flaps, loop hanger and pipings for inside breast pocket will be black rayon or satin lining to be thoroughly shrunk and felled.

g. Buttonholes. Buttonholes will be machine made.

h. Bottoms. Hems will be turned up $1\frac{1}{4}$ inches and raw edges bound.

i. Canvas. Canvas will be of hymo cloth or equivalent; extend through shoulders and down through breast; and continue down the entire front.

j. Shoulder loops. On each shoulder a loop, of the same material as overcoat, will be let in at sleeve head and reach to edge of undercollar, buttoning at end with 24-ligne nickel button, eagle type as used by the Army, loops to be $2\frac{1}{2}$ inches wide at lower end, tapering to $1\frac{1}{2}$ inches at collar, and cross stitched down to shoulder for a distance of 2 inches from sleeve seam.

k. Hanger. Hanger will be sewed to bottom of collar stand through and through.

l. Badge loops. Badge loops will be made of same material as coat, and reinforced underneath with canvas, with two metal eyelets spaced 1 inch apart. Badge piece will be $2\frac{1}{2}$ inches long and $1\frac{1}{2}$ inches wide, and will be placed on left breast 1 inch to the left and 1 inch above the top button on the left side of the coat.

m. Thread. Coat will be sewed with best grade black silk or best quality mercerized cotton.

n. Back lengths. Back length will be measured in inches from undercollar seam to bottom edge.

4. Blouse:

a. Cloth. The cloth used in making the blouse shall be police blue serge or comparable material, 14 to 18 ounces per linear yard, and shall show good fastness to light, perspiration, and dry cleaning.

b. Style. Single breasted; four button style, square corners, belt hooks if required to hold Sam Brown Belt; length of blouses to extend $1\frac{1}{2}$ inches below crotch line of wearer; shoulder straps of same material as blouse shall be on each shoulder set in at shoulder seam and extending to approximately one-half inch under the collar. The width of the shoulder straps shall be $2\frac{1}{4}$ inches at shoulder seam tapering to $1\frac{1}{2}$ inches at collar edge, stitched down to blouse for about $1\frac{1}{2}$ inches from shoulder seam. There shall be provided on each shoulder

strap a button and buttonhole at point where shoulder strap meets collar. Front buttons to be 36-ligne, all other buttons to be 24-ligne nickel, eagle type, as used by U. S. Army.

c. Pockets. Each blouse shall have two inside breast pockets--one on the right side and one on the left not less than $5\frac{1}{2}$ inches wide and 6 inches deep, piped with same material as body lining. Each blouse shall have four outside pockets, two of which shall be patch pockets placed one on each breast, and two of which shall be pockets placed in the skirt of the blouse, one in the right side and the other in the left side. The two upper breast patch pockets shall be approximately $5\frac{1}{4}$ inches wide and 6 inches deep, with center pleat $1\frac{1}{2}$ inches wide, and shall have three-pointed flaps approximately $2\frac{3}{8}$ inches wide from top to center point. The two lower shirt pockets shall be regular style (not patch) approximately 7 inches wide and 7 inches deep, the pocket material will be twill, and provided with three-pointed flaps approximately $2\frac{7}{8}$ inches wide from top to center point. The four flaps on each blouse shall button with 24-ligne, nickel buttons.

d. Badge Plate. Badge plate, to be made of the same color material as the blouse, will be placed on left breast immediately above center of left breast pocket flap. It shall be $2\frac{1}{2}$ inches long, diamond shape, and $1\frac{1}{2}$ inches wide at center point. Two eyelets will be placed in a vertical position approximately 1 inch apart from center to center. The center of the top eyelet shall be five-eighths of an inch from the top of badge plate.

e. Lapels. Blouses shall have notched lapel, approximately 8 inches long from collar notch to first button, and shall be approximately $4\frac{3}{8}$ inches wide at widest point when pressed.

f. Sleeves. The width of sleeves shall be proportioned to the size of the coat, and shall be lined with sateen cloth or equivalent. The bottom of the sleeves shall be turned in for a distance of approximately $1\frac{1}{2}$ inches. Cuffs shall be interlined.

g. Edges. The edges shall be turned in and stitched with one row of silk or best quality mercerized cotton stitching one-eighth inch full from edge.

h. Seams. Plain.

i. Canvas. Hymo or equivalent.

5. Trousers, Winter:

a. Style. The trousers shall be regulation police type and shall be of the same type of material as that specified for blouses, with plain seams, 2 side pockets, 2 hip pockets, and 1 watch pocket

(club pocket optional). All pocket material shall be twill or duck canvas. The trouser legs shall have slant bottoms so as to be one-half inch longer in the back than in front, with not less than 2-inch turnunder, and shall be reinforced with a cloth heel stay. Trousers shall have a waistband approximately $1\frac{1}{2}$ inches wide which shall be open lined at back to permit easy alteration and shall have eight $2\frac{1}{2}$ -inch belt straps, one of which shall be placed on top of back center seam. Suspenders may be worn but must be concealed.

b. Width of Knee and Bottom. The width of knees and plain bottoms of trousers shall be 22 inches at the knee, tapering to 20 inches at bottom for trousers with 36 waist and 32-inch inseam, and larger sizes to be correspondingly larger at knee and bottom, but not to exceed 21 inches at the bottom. No cuffs.

c. Fly Closure. Heavy duty, metal zipper.

6. Trousers, Summer. The trousers shall be made of gabardine, synthetic tropical worsted, or comparable material (8- to 12-ounce), and of the same style, color, etc., as specified for winter trousers. Trousers will be worn with a waist belt when the shirt is worn as an outer garment.

7. Shirt--For Wear With Blouse. Poplin, broadcloth, etc., dress shirts of military type, nickel grey shade, sanforized shrunk with breast pocket.

8. Shirt--For Wear Without Blouse. Shirt will be of either tropical worsted wool synthetic fiber blended, gabardine or cotton in a nickel grey shade with 20-ligne, 4 hole matching buttons, two breast pockets with flaps, military-type shoulder straps, and badge plate on left breast above pocket.

9. Cap. The cap shall be of 12- to 18-ounce blue serge, eight-point style. Covers shall be detachable and shall fasten to frame with not less than 3 snaps. Closed or open wicker sides are optional. Moistureproof lined, leather sweat band, and good quality frame. Two and one-half inch front cap band to top at front in center. Stiff front frame eyelet to be center front of cap for cap insignia. Chin strap to be of black patent leather or silver as appropriate; nickel buttons (Army type 24-ligne) on each side, black visor to droop at an angle of approximately 45 degrees. Appropriate cap insignia as authorized in this Appendix will be worn.

10. Cap Cover. Twelve- to 18-ounce blue serge as required to fit cap frames.

11. Cap Cover, Rain. Black conventional or similar police type with detachable skirt.

12. Helmet, Sun. Grey military type with chin strap and hole in center of front for cap insignia.

13. Raincoat. Black rubberized police type, double shoulders, badge plate, slash pockets, snap fasteners.

14. Body Belt. Garrison type, black, 8- to 9-ounce leather, no less than $2 \frac{1}{8}$ inches wide, with brass buckle or Sam Brown Belt, plain black.

15. Waist Belt. Plain black web or leather, conventional buckle.

16. Neckties. Plain black, dull finish, four-in-hand. Leather ties prohibited.

17. Insignia, Supervisory. Supervisory insignia are worn as appropriate, and in addition to the shoulder insignia. Supervisory insignia will not duplicate U. S. Military insignia. For courier chief and assistant chief, insignia is blue serge background 1 inch by 4 inches with lettering and outline in silver colored embroidery (Schiffi). In the case of the chief, lettering may be in gold color embroidery; however, the edging will remain of a silver color. The background material for insignia may be of dark blue cotton uniform twill (8.2 ounce 2 x 2 yarn ply combed yarn). The outline and lettering for insignia may be of silver gray rayon embroidery yarn, cable No. 65008, as shown in the United States Army color card, official colors for branches and services.

18. Insignia, Shoulder. Insignia is blue serge background in a half circle 2 inches wide with a 4-inch diameter, outline and lettering of silver colored embroidery (Schiffi), and border of black stitched edging. The background material for insignia may be of dark blue cotton uniform twill (8.2 ounce 2 x 2 yarn ply combed yarn). The outline and lettering for insignia may be of silver gray rayon embroidery yarn, cable No. 65008, as shown in the United States Army color card, official colors for branches and services.

19. Shoes, Black. To be policeman leather shoe, or black plain toe dress-type leather shoe with standard heels.

20. Shoe Rubbers. Good quality, light-weight black dress rubbers.

21. Socks, Black. To be good quality material.

22. Gloves, Black, Winter Wear. To be good quality light-weight leather. Heavy-weight material which would interfere with proper use of weapons is not authorized. Color to be black only.

II. INSIGNIA

1. General. The insignia prescribed herein are authorized for wear on civilian uniforms. The wearing of unauthorized items of insignia by civilian courier personnel will not be required or permitted.

2. Supervisory Insignia. Supervisory personnel (Courier Chief, Assistant Courier Chief) are authorized to wear the following insignia on the uniform.

a. One one-half inch silver strap (chin) on cap.

b. One silver braid strip, one-half inch wide, around each sleeve of blouse and overcoat ($1\frac{1}{2}$ inches above sleeve end). Shown in figure 7.

c. Shoulder insignia, worn centered on left sleeve of overcoat, blouse and summer shirts, 1 inch below shoulder seam. Shown in figures 7 and 8.

d. Appropriate supervisory insignia, blue serge with silver embroidery, worn immediately below shoulder insignia on left sleeve of blouse, overcoat, and summer shirts. Shown in figure 7.

3. Nonsupervisory Couriers. Nonsupervisory couriers will wear the shoulder insignia centered on the left sleeve of overcoat, blouse, or summer shirts 1 inch below the shoulder seam of garment.

4. Cap Insignia and Badges. Cap insignia and badge are identical in size and vary only in the attachment devices for each. Both a cap insignia and badge will be worn.

a. Courier Chief Badge and Cap Insignia. Gold plating of the cap insignia and badge for the courier chief only is authorized, to be provided by the installation or activity concerned.

b. Engraving. The scroll space may be used for engraving the title or rank of supervisory couriers or badge serial numbers for nonsupervisory couriers (i.e., Chief). The horizontal band will be left blank so as not to identify the courier with the Agency. Engraving is a local command responsibility to be provided by the installation or activity concerned.

c. Display. The special police badge will be worn on the left breast of the outer garment. The cap insignia will be properly fastened to the center front of headgear.

d. Procurement. All cap insignia and badges for civilian couriers will be procured and issued by the Department of the Army. Requisitions for these items will be submitted through Agency channels.

WINTER UNIFORM

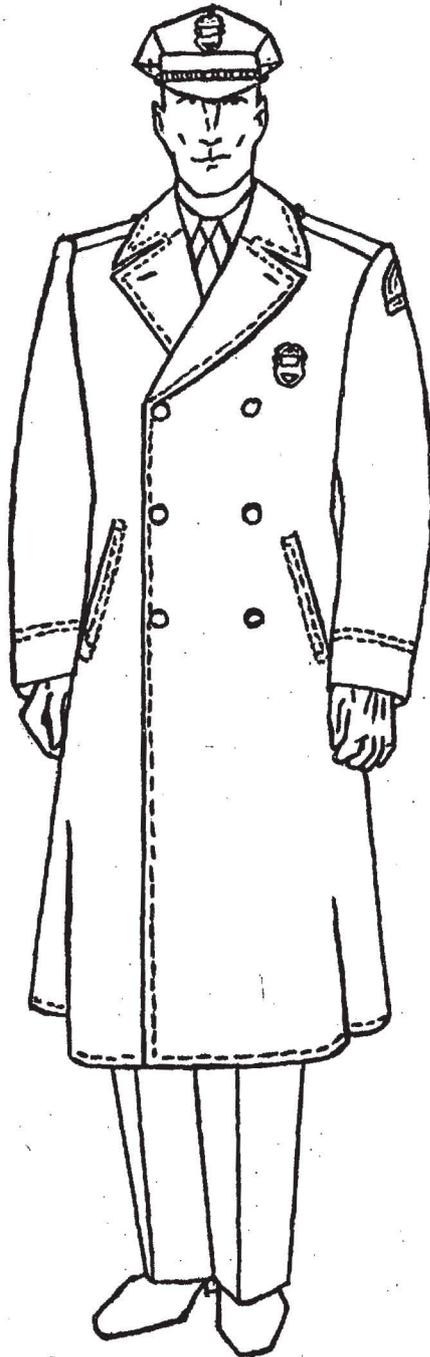


Figure 1. Overcoat

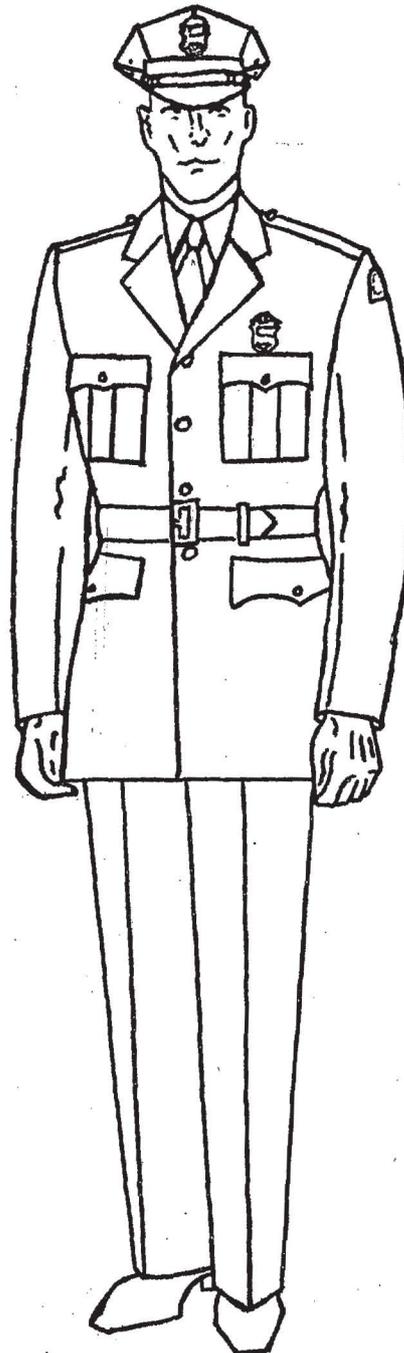


Figure 2. Blouse and Winter Trousers

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Regulation 32-4
dated 1 Apr '57

WINTER UNIFORM

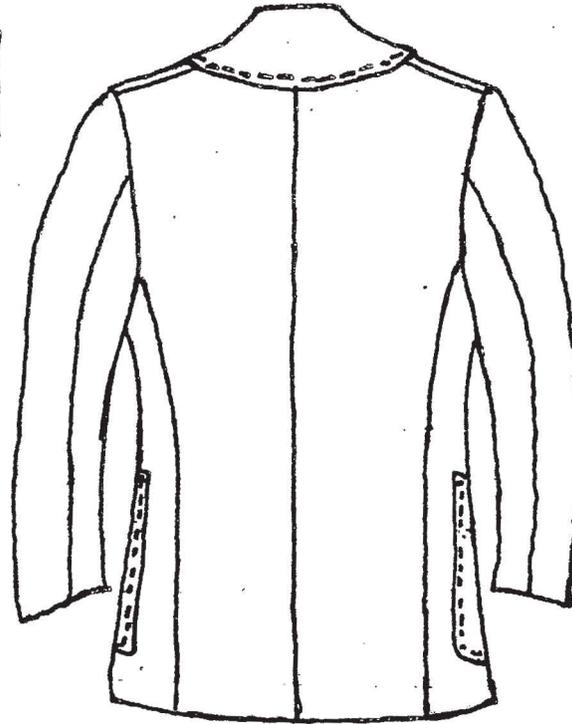
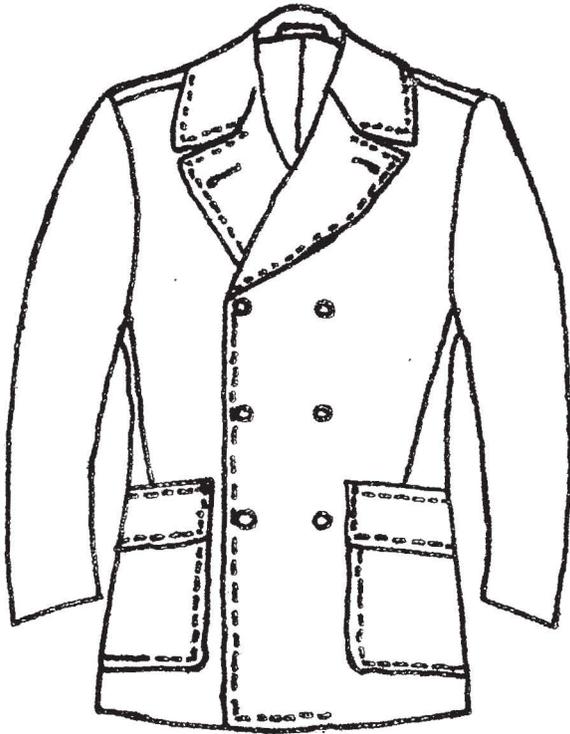


Figure 3. Overcoat,
short style

SUMMER UNIFORM

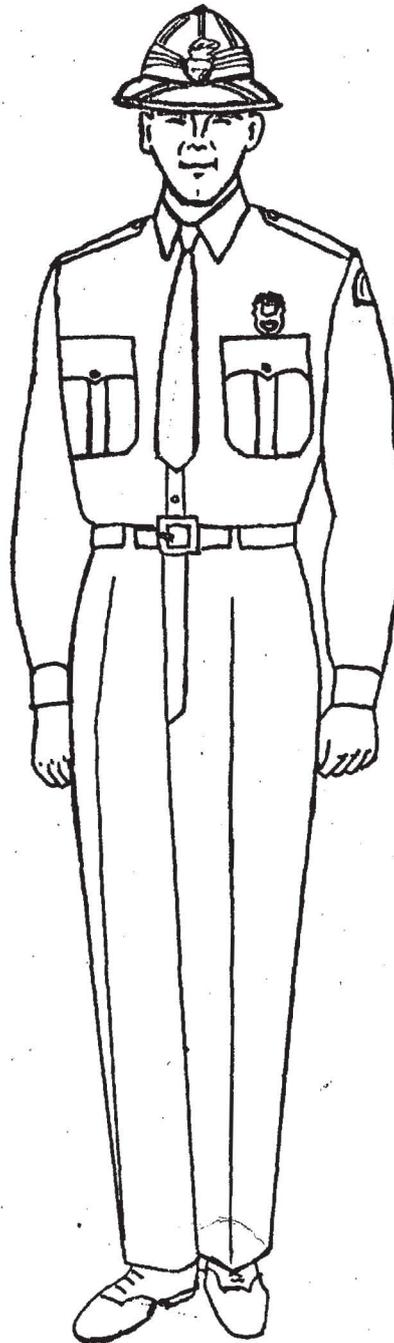
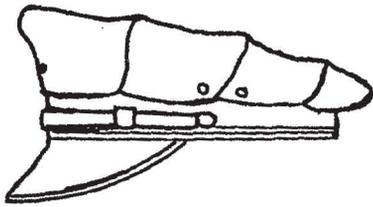
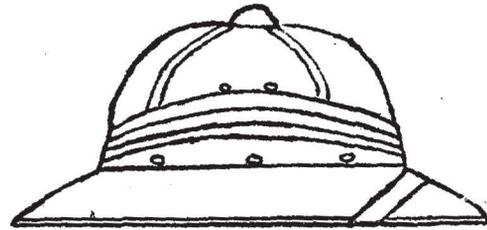


Figure 4. Summer Trousers and Shirt
for wear without Blouse

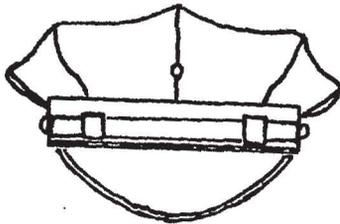
UNIFORM CAP OR HELMET



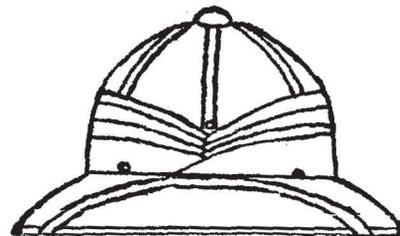
SIDE VIEW



SIDE VIEW



FRONT VIEW



FRONT VIEW

Figure 5. Cap

Figure 6. Sun Helmet

INSIGNIA

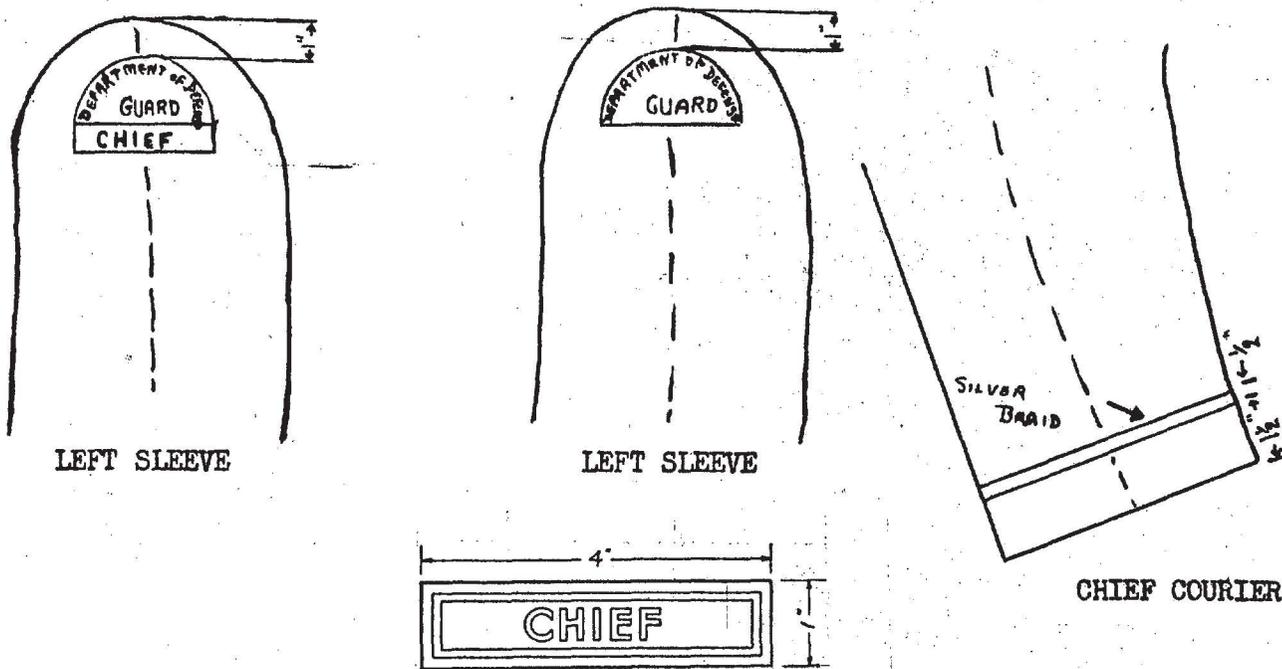


Figure 7. Insignia and How Worn

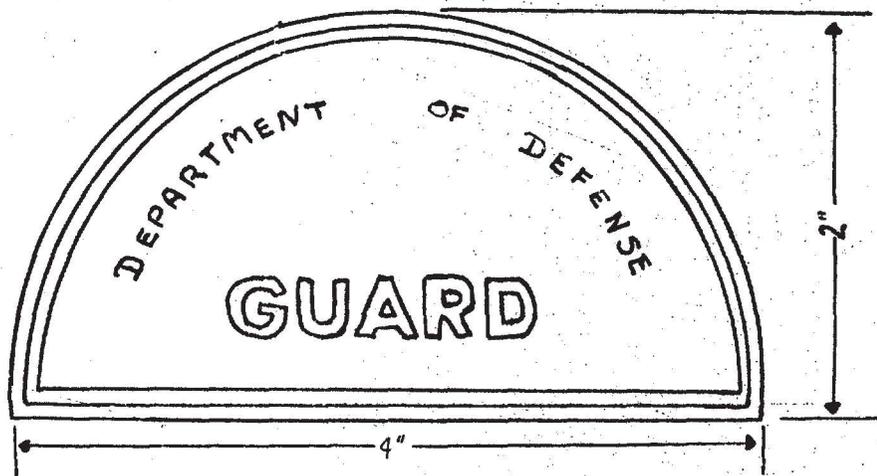


Figure 8. Shoulder Insignia

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Figure 9. Badge and Cap Insignia