

BY ORDER OF THE COMMANDER



WHCA INSTRUCTION 8-100
20 June 2016

Wear and Appearance of Clothing

Headquarters

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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//Original Signed//

Approved by: COL Cleophus Thomas, Jr.
Commander

Pages: 7

1. **PURPOSE.** This instruction establishes the policy and procedures on wear and appearance of civilian clothing for military personnel (officer and enlisted) assigned to the White House Communications Agency (WHCA).

2. **REFERENCES.**

2.1. White House Military Office (WHMO) Policy, HQ09-16, White House Military Office Dress Code Policy, dated 24 Sep 2009.

2.2. NAVSUPFACTHURMONTINST 4400.2.C, SUPP, Subj: Visit Attire Issue and Wear, dated 25 Mar 2009.

3. **PROCEDURES.**

3.1. General.

3.1.1. All WHCA personnel will adhere to their appropriate Service directives pertaining to the wear of the military uniform, grooming, weight, and physical fitness standards. All personnel must be in appropriate attire when reporting for duty or visiting buildings 399 or 91 during duty hours. All Service members will wear their appropriate Service uniform on Fridays. Civilian attire will be worn on all other days unless otherwise directed by the Commander or CSM. Commanders, Directors or Senior Enlisted Leaders are authorized to grant exemptions as dictated by mission requirements.

3.1.2. Business attire is defined as, for men, a suit, the main components of which are a pair of trousers with a matching jacket. The suit is typically dark-colored (with or without a pattern): gray, dark blue, brown, or black. The suit is worn with a long-sleeved shirt, dress shoes and a necktie. Business attire, for women, is a suit consisting of a blazer or jacket with a coordinating skirt or trousers, dress shoes, a blouse, and pantyhose with all dresses or skirts. Females are authorized to wear peep-toe shoes, while open toed or sling back shoes are not authorized. Dress shoes for all Service members should be clean and serviceable with no worn-out soles.

3.1.3. Neat casual attire, sometimes referred to as "WHCA casual", includes khaki and cargo pants, slacks, and skirts that fit properly. Belts must be worn with all pants with belt loops. Males are authorized to wear long or short sleeved collared shirts. Females are authorized to wear sleeved blouses or collared shirts. Cardigan or pullover sweaters are authorized. Neat casual excludes tennis shoes, tight or short skirts, t-shirts, and sweatshirts.

3.1.4. Casual attire must fit properly and be in good taste. It includes khaki pants or jeans that do not sag, do not have holes, or excessive wear on/around the hem. Sleeveless blouses will not be worn without a shoulder covering/jacket. Shirts may not have military or corporate logos when on a trip site but are authorized for wear in garrison. Clothing brand logos are acceptable.

3.2. Garrison operations.

3.2.1. Garrison operations are defined as those operations that take place in WHCA fixed facilities on Joint Base Anacostia Bolling, Andrews Air Force Base, the White House Complex (commonly referred to as 18 Acres) and Special Mission Command (SMC). The White House Complex also includes the New Executive Office Building.

3.2.2. Uniform of the day table, unless otherwise authorized by the Commander or CSM (see Appendix A and Appendix B):

	Monday	Tuesday	Wednesday	Thursday	Friday
Garrison	Business Attire				ACU/OCP/ABU/NWU/MCCUU
18A	Business Attire				
SMC	SMC personnel will adhere to host duty station regulations and SMC policies.				
**	For Service Dress Uniform see Appendix B (page 7 of 7)				

3.2.3. On designated business attire days, a business jacket is required to be worn. The jacket may be removed while seated at the desk area, but men must wear a long sleeved shirt and females must wear a sleeved shirt if it is removed. If not seated at desk area, jacket must be worn.

3.3. Protective clothing.

3.3.1. When performing duties that require protective clothing, personnel will wear coveralls and appropriate Personal Protective Equipment (PPE) for the work being performed.

3.3.2. Minimum PPE standards for loading and unloading are: work gloves, ANSI approved steel toed footwear, no loose jewelry or rings, and back braces if issued.

3.4. Loading and unloading operations in garrison and on trip sites.

3.4.1. Service members will wear casual attire or WHCA issued coveralls. Additionally, when loading and unloading, PPE as stated in paragraph 3.3.2. will be worn. Tennis shoes are not authorized. Upon completion of load, Service members will return to duty uniform of the day.

3.4.2. Ball caps and hats are authorized only when loading or unloading outdoors.

3.5. Travel attire.

3.5.1. Casual attire is authorized when traveling on commercial aircraft.

3.5.2. While traveling on military aircraft, personnel may wear casual attire. Steel toed footwear and gloves are not required while in-flight, but must be worn when loading and unloading the aircraft.

3.6. Civilian attire while on travel missions.

3.6.1. The Presidential Communications Officer (PCO), Vice Presidential Communications Officer (VPCO), or First Lady Communications Officer (FLCO) is the final approving authority concerning proper attire at the trip site and may change the dress standard, but must coordinate changes with the White House Staff lead.

3.6.2. Advance period.

3.6.2.1. The advance period is any day on the travel mission prior to the game day.

3.6.2.2. Neat "WHCA" casual attire will be worn during advance period duty hours. After duty hours attire will be at the discretion of the PCO, VPCO or FLCO.

3.6.3. Game Day.

3.6.3.1. Game day is defined as any day when the principal for the mission is on site.

3.6.3.2. Personnel will wear dark colored business attire. Male members will wear a white or light blue shirt and conservative ties and socks on game days. Female members will wear matching jacket and skirt or trousers.

3.6.4. Physical fitness attire.

3.6.4.1. Personnel are authorized to wear physical fitness clothing only while conducting physical fitness training. Physical fitness clothing is not authorized on the hotel floor within the WHCA office or Principal's suite.

3.6.4.2. Physical fitness clothing will be clean and conservative attire that does not have holes or is faded. Cultural considerations will be taken into account on OCONUS missions in order to not offend citizens of the host country.

3.6.4.3. Military physical fitness uniforms are not authorized for wear on trip sites.

3.7. Prohibited Wear/Items. This list is not all inclusive. The following items are not authorized for wear (except where noted):

3.7.1. Inappropriate or informal slacks or pants. This includes sweatpants or sweatsuits, exercise pants, Bermuda shorts, short shorts, bib overalls, leggings, Capri pants, and any spandex or other form-fitting pants such as those individuals may wear for exercise or biking, etc.

3.7.2. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses, etc.

3.7.3. Tank tops, midriff tops, shirts with potentially offensive words, terms, pictures,

cartoons, or slogans, halter-tops, revealing, tight fitting, tops with bare shoulders or plunging necklines, sweatshirts, etc.

3.7.4. Bowties and bolo ties.

4. **RESPONSIBILITY.** Each Agency office will ensure the procedures outlined in this instruction are adhered to at all times. Infractions should be corrected on the spot. This Instruction does not cover all contingencies. WHCA personnel must exert a certain amount of judgment in their choice of clothing to wear. If you have questions about acceptable, professional, business attire for work, ask your supervisor or your Senior Enlisted Leader.

5. **POINT OF CONTACT.** WHCA HQ is the point of contact for this Instruction. Provide any comments or questions regarding this instruction to whcahqadmin@whmo.mil or call 202-757-5530.

Encl

1. Appendix A: Exceptions to garrison operations uniform
2. Appendix B: Wearing of Service Dress Uniform

Appendix A: Exceptions to garrison operations uniform.

1. The following are the only approved exemptions to the garrison operations uniform:

a. Operations Directorate.

(1) Royal Crown. Business attire is authorized for wear Monday through Friday.

(2) WHCA Operations Center. Service specific utility uniforms (ACU/OCP/ABU/NWU/MCCUU) are authorized on night shift and holidays with a suit on hand if needed.

b. Logistics Directorate.

(1) Supply and Materials Division, Property Book Office, Facilities Management Division, Transportation Division, Mobile Maintenance Division (to include Fabrications, Power, Limo, and Road Runner Shops) and Travel Sustainment Facility are authorized to wear Service specific utility uniforms (ACU/OCP/ABU/NWU/MCCUU) Monday through Friday.

(2) All WHCA shuttle drivers are authorized to wear neat casual attire on days they are operating the shuttle.

c. Visual Information Command. The Maintenance Division and Digital Multimedia Center are authorized to wear Service specific utility uniforms (ACU/OCP/ABU/NWU/MCCUU) Monday through Friday.

d. Washington Area Communications Command.

(1) Logistics. Service specific utility uniforms (ACU/OCP/ABU/NWU/MCCUU) are authorized for wear Monday through Friday.

(2) Network Systems Maintenance. Neat casual attire is authorized for wear while performing daily duties 18A. Service members will be in accordance with WHCA-I 8-100 when not performing radio site visits.

(3) WASHUB Maintenance. Neat casual attire is authorized only when conducting radio sites visits. Service members will be in accordance with WHCA-I 8-100 when not performing radio site visits.

(4) Crown Maintenance and Special Unit. Business attire is authorized for wear Monday through Friday.

(5) Telecom and Secure voice maintenance. Neat casual attire is authorized for wear while performing phone installations on 18A. Service members will be in accordance with WHCA-I 8-100 when not performing phone installations.

2. Direct any questions regarding this instruction to whcahqadmin@whmo.mil or 202-757-5530.

Appendix B: Wearing of Service Dress Uniform

1. The following are the schedule for the wearing of the military uniforms aboard the 18 Acres.

a. All Services will wear their uniforms on:

- (1) May 31st Memorial Day
- (2) June 14th Flag Day / Army Birthday
- (3) July 5th Independence Day
- (4) August 4th Coast Guard Day
- (5) September 16th POW / MIA Day / Air Force Birthday
- (6) October 13th General Washington lays the cornerstone of the White House/
Navy Birthday
- (7) November 10th Veterans Day/Marine Corps Birthday
- (8) December 7th Pearl Harbor Day

b. Additionally, each service component will wear their uniforms as follows:

- (1) Army: January 11th, February 7th, March 7th and April 12th.
- (2) Marine Corps: January 31st, February 23rd, April 27th and May 20th.
- (3) Navy: March 17th, May 4th, June 3rd and October 21st.
- (4) Air Force: February 17th, August 17th, November 2nd and December 16th.
- (5) Coast Guard: January 27th, March 29th, April 21st, and September 27th.

c. This provides WHMO, as a unit, uniforms being worn every month of the year, with each service member donning their uniform at least 12 times throughout each CY. Wear of uniforms on dates other than those indicated above can be directed by individual component commanders as required (e.g., promotion or change of command ceremonies, professional military education, etc.). Also, in future years, if the date indicated above falls on a weekend, the uniform will be worn on the next regular weekday.

d. Please remember that Service Dress (i.e. coats & ties) is the minimum level of military attire for transiting the West Wing.

2. Direct any questions regarding this instruction to whcahqadmin@whmo.mil or 202-757-5530.