



NEW JERSEY ARMY NATIONAL GUARD
Headquarters, 5th Squadron 117th Cavalry
2560 South Delsea Drive
Vineland, New Jersey 08360

| February 2004

MILITARY DISCIPLINE AND APPEARANCE

1. I believe that a Trooper's pride is shown through the wear of the uniform. Troopers with unkempt uniforms need their leaders to immediately inquire why a Trooper would represent himself, his Troop and the Squadron in such a manner.

2. The following guidance will achieve a uniform understanding of how I expect our Cavalry Troopers will "Show `Em The Way" for uniform deportment within the New Jersey National Guard.

a. **Military Appearance:** To assist the leaders and in being aware of and enforcing a standard and consistent appearance policy, the attached guideline is published. (See enclosure). The best time to establish a standard is at the first formation of the drill. The inspection shall be conducted by the squad/section leader and monitored by the platoon leader and platoon sergeant. Prior to the imposition of disciplinary action, personnel not meeting the appearance standards will be given adequate time to correct deficiencies, i.e., one day for mustache, sideburns, missing uniform items and the following MUTA for sewing of name tags, etc. The enlisted chain of command must be empowered to ensure proper military appearance. The CSM and 1 SGs have been and will continue to be personally involved in correcting appearance deviations.

b. **Familiarity:** This is an area I have struggled with in the past. I have found the military organization was purposely designed as a formal structure to prevent familiarity from confusing command intent. Accordingly, officers and NCOs will address each other by their appropriate rank when conducting business in the presence of subordinates. All subordinates will be instructed to address their superiors by use of their rank or the term "Sir" or "Ma'am". These actions require self-discipline on the part of all of us, but the anticipated results will provide a better and more responsive military unit. The cohesiveness and the long length of professional relationships common in our National Guard careers can certainly breed an atmosphere of informality, but true professionals can maintain that friendship, built over the years and still maintain the military standard for individual communication and deportment.

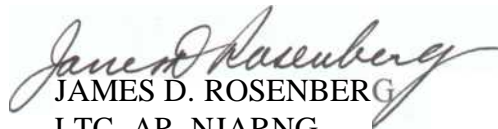
c. **Military Courtesy:** Is displayed first and foremost by proper rendering of salutes and courteous greetings on the part of the subordinates and superiors alike. Military courtesy is the time-honored method of acknowledging rank and position consistent with the maintenance of discipline at all levels. Cavalry leaders are aware that military courtesy is even more important when seniors are addressing their junior officer, warrant officers, NCOs and Troopers.

d. Award Formations. All promotions and awards will be presented during formations of at least the Troop. Squadron level awards will be accomplished with at least representative attendance by all Company/units and will be conducted by the Squadron Commander or Squadron Executive Officer. The Squadron Commander will conduct a change-of-command ceremony for any company command changes.

e. Formations: Officers will attend Troop and Squadron formations. Drill and ceremony instruction needs to be conducted. It is a disservice to the Troopers to ask them to participate in **ceremonies such** as parades, funerals or the NJARNG Annual Military Review and not have them trained to perform a simple marching task in a professional and soldierly manner. I will leave the scheduling of such training to the Troop Commanders through the use of forward planning so they will be prepared for scheduled and unscheduled activities.

3. The key to the accomplishment of this policy is the example set by officers and NCOs. That the soldiers know what is expected of them, and that appearance contributes directly to **esprit de corps** and unit cohesion.

Encl
As


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Commanding

DISTRIBUTION:
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APPEARANCE STANDARD GUIDELINE

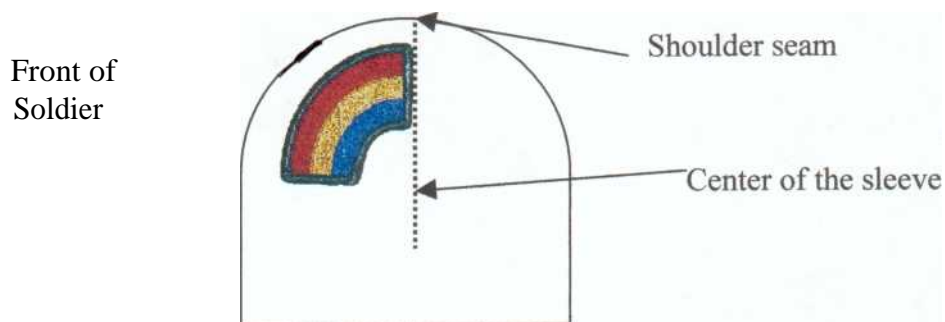
1. Overall appearance. Does the individual have the uniform prescribed in the training schedule and is the uniform worn per AR 6"10-1'?

2. Specific items to be checked and corrected:

a. Boots: Must be at least brush shined. This includes all personnel to include our cooks and maintenance personnel.

b. Patches: All individuals will have the appropriate nametag, rank and US Army emblems and U.S. Flag sewn on the uniform.

c. Shoulder sleeve insignia - 42d ID Patch: All individuals will have the divisional patch sewn on their BDUs and Class A uniforms in the proper position. The patch will be worn $\frac{1}{2}$ " below the shoulder seam. If specialty skill or marksmanship tabs such as the Ranger or President's 100 are worn, the 42d ID patch will be $\frac{1}{4}$ " below these tabs. The placement of the 42d ID patch seems to be somewhat of a challenge to a few soldiers, a graphic representation illustrates the positioning. A relatively new patch to be worn on the BDU uniform and BDU Cold Weather Coat is the U.S. Flag. It will be worn on the right sleeve, centered on the sleeve below from the shoulder seam or $\frac{1}{4}$ " below a "combat patch".



d. Insignia: Proper insignia of rank will be worn on the BDU patrol cap, beret, and collars (enlisted) and epaulets (officer) of the BDU coat.

e. Buttons: All buttons will be on the uniform. Missing buttons will be replaced. All pockets will be buttoned.

f. Buckle: Only subdued buckles will be worn with BDUs.

3. Troop Commanders will insure the Squadron TOC is aware of heat categories in their area during training in the event that alterations to the wearing of the BDU is warranted. When the head category warrants alteration, the following will be authorized:

a. Boots will be unbloused and trouser legs rolled up to the top of the combat boot.

b. BDU coat worn with front buttons undone or removed upon permission of the Commander. Sleeves will be rolled down at all times while in the field to protect against sun injury and insects.

4. Neck chains may be worn if they are not visible through the open collar.

5. The only acceptable T-shirts are the brown, shade 436, quarter length sleeve with crew neck. The T-shirt may have a graphic applied such as unit procured, morale enhancing slogans as long as the graphic is not visible when the BDU coat is worn buttoned up. Any graphics or slogans that espouse extremist or discriminatory views are unacceptable.

6. LBE configuration will be determined based on mission and the Squadron TACSOP. When Squadron Staff or other Troopers are visiting a unit or reporting to a meeting in field training they will wear Kevlar helmet, cover and elastic band, LBE suspenders, pistol belt, canteen/cup/cover, protective mask, individual weapon, first aid pouch, ammo pouch. Individual weapons may not be transported in privately owned vehicles.

7. Hair and Mustache: AR 670-1 has specific standards for grooming. Officers and NCOs will continue to model these standards while ensuring conformity by all junior enlisted personnel. The standards are:

a. Mustaches will neither fall below the upper lip, nor extend beyond the corners of the mouth.

b. Sideburns will not be lower than the bottom of the ear opening and will not extend towards the center of the face.

c. Hair will be short enough so as not to rest on the collar of the BDU jacket.

d. Beards are not acceptable. Personnel with a medical condition will be processed through the Medical Facility at Sea Girt for a profile with out delay.

8. Physical Appearance/Weight Control will meet Army standards. Whether civilian or soldier, being overweight is unhealthy. Each Troop will maintain a weight control program and will conduct the semiannual weight checks and will monitor and mentor personnel monthly that do not meet Army body fat standards. I expect officers and NCOs to set the example.

REFERENCES:

AR 670-1

FM 22-5