



International Fellowship of Chaplains

ADM-08.0

PERSONAL APPEARANCE AND UNIFORM REGULATIONS

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ADM-08.1

PURPOSE:

The purpose of this order is to establish the standards of uniform dress and authorized equipment for the Chaplain membership of the I.F.O.C. All items can be found on the web catalog posted by Quartmaster.

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I. POLICY - UNIFORM REGULATIONS

- A. All membership is governed by this order.
- B. All chaplains while serving in an official capacity may wear the prescribed uniform.
- C. Uniforms, when worn, shall be neat, clean, and well pressed. Shoes, leather, and brass shall be polished.

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II. UNIFORM

All uniforms will be approved by the Board of Directors and no substitutions, changes or variations may be worn unless approved prior by the Board.

Uniforms will be classified as "Garrison or Utility", "General Membership", "Class A" and "Class B".

Tactical or Garrison Uniform

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A. General Membership Uniform

1. Black or Khaki 6 pocket BDU Pants
2. Black I.F.O.C. Tee shirt
3. Black mock turtleneck (winter)
4. Black 1-1/2" to 1-3/4" trouser belt
5. Black SWAT type boots
6. Black Cap with IFOC logo
7. Black commando sweater over tee or mock turtleneck
Sweaters must have I.F.O.C, shoulder patches on each sleeve top
1/2" down from shoulder seam.

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B. ALL Instructors, Board Members, and CORPS Leaders Uniform

1. Black or Khaki 6 pocket BDU Pants
2. Black I.F.O.C. Tee shirt
3. Black mock turtleneck (winter) with I.F.O.C. embroidered on neck
4. Black 1-1/2" to 1-3/4" trouser belt
5. Black SWAT type boots
6. Black Cap with IFOC logo
7. Black long or shirt sleeved Polyester shirt (over mock or tee)
Badge worn on shirt, rank on collar (see diagram 1.1)
Shoulder patches on each side

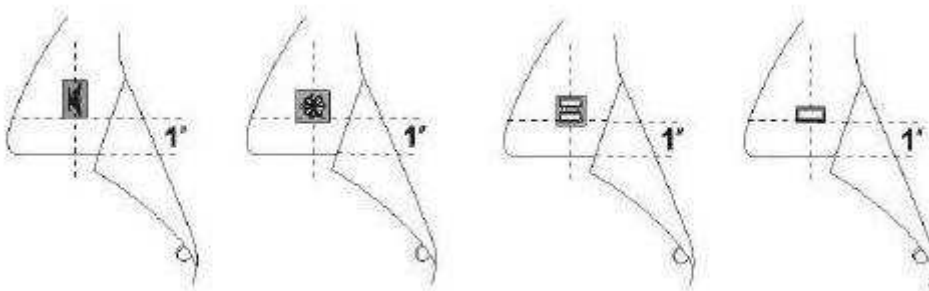


diagram1.1

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Class "A" Uniform

C. General Membership Uniform

The "Class A uniform" will consist of a black dress blazer, and gray pants. It is to be worn with the long or short sleeve white shirt and tie, black high gloss or leather dress oxfords shoes and black 1-1/2" to 1-3/4" trouser belt. Lapel badge is worn on blazer breast pocket. **Lapel Pocket badge can be worn in front pocket of blazer or worn with lanyard.**

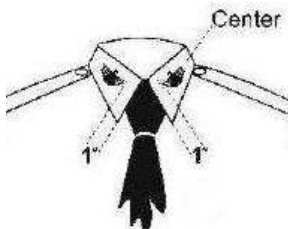
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D. All Instructors, Board Members, CORPS Leaders Uniform

The "Class A" uniform will consist of a dark navy dress coat (double or single breasted) and matching trousers. It is worn with black high gloss oxford shoes and black 1-1/2" to 1-3/4" trouser belt. The dress hat is a standard part of this uniform. White shirt with tie, (same applies with female tie) rank will be worn on collar of shirt (see diagram 2.1) as well as epaulette rank shoulder boards on coat.

Coat will have shoulder patches on each sleeve 1/2" below shoulder seam. Brass cut outs of I.F. and O.C. are placed on each lapel of dress coat. (see diagram 3.1)

The "Class A" uniform will be worn at formal events, teaching, speaking, or I.F.O.C. presentation events.



Shirt with Tie
diagram 2.1

NOTE: Insignia will be one inch from the outer edge of the shirt collar and centered between the top and bottom of the collar.

Name plates will be worn between 1 and 2 inches above the top button, centered horizontally on the wearer's right side on the double breasted coat, centered above the right top pocket flap on the single breasted coat.

Ribbons and awards will be worn on right side centered above name plate. Badge will be worn in badge loop on left.

E. "Class A" Cap- Board members, Instructors, CORPS leaders.

1. The uniform cap will be worn with the "Class A" uniform.
2. The cap will be worn in such a manner that the lower-most part of the cap bill will be on a line horizontal with the eyebrows.
3. All caps will be worn with the plastic grommets in place, not removed.
4. The proper cap shield shall be worn on the cap at all times.

*All personnel with rank Major and above are authorized to wear rank specific gold embroidery on the bill of the cap.

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“CLASS B” UNIFORM

F. General Membership Uniform

The “Class B” uniform for the general membership has a great deal of variety.

All of the following qualify:

- 1] White polo shirt with black or khaki pants
- 2] Black polo shirt with khaki or black pants
- 3] White uniform shirt with black pants

* All general membership polo and uniform shirts will have I.F.O.C. embroidered badge logo on left chest front, personal name on right front of polo optional.

Name plate and cut outs are worn on uniform shirt. See **diagram 2:1**

- 4] Black oxford type shoes
- 5] Black 1-1/2" to 1-3/4" trouser belt

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G. All Instructors, Board Members, CORPS Leaders Uniform

All of the following qualify:

- 1] White polo shirt with black or khaki pants
- 2] Black polo shirt with khaki or black pants
- 3] White uniform shirt with black pants
- 4] Black uniform shirt with khaki pants

* All Instructors, Board Members, CORPS Leaders, will wear metal rank on the collar of polo and uniform shirts. (see diagram 1.1) Metal shirt badge or embroidered may be worn on uniform shirts. Polo shirts will be embroidered, name is optional.

- 5] Black oxford type shoes
- 6] Black 1-1/2" to 1-3/4" trouser belt

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III. WEARING THE UNIFORM

The following regulations will apply for all chaplains, while in uniform.

A. Shirts

1. The long-sleeve shirt may be buttoned at the collar and worn with a tie or open collared with an authorized t-shirt or mock turtleneck.

Shirt sleeves will always be buttoned at the cuff and never rolled up at the wrist.

2. Uniform shirts shall have the pockets buttoned, with no bulky items contained therein. It is recommended that no items (pens or pencils) will be visible protruding from the pocket or flap.

3. Name plates worn on Uniform shirts will be centered above wearer’s right pocket.

Any ribbons or awards will be centered above name plate.

4. Appropriate rank and IFOC cut outs on collar See **diagram 2:1**

4. T-shirts-(white)

When a uniform shirt is worn without a tie, turtleneck or a high neck style t-shirt will be worn. The T-shirt sleeves shall not protrude below the sleeve on the short-sleeve shirt.

C. Ties and tie bars

1. Ties worn shall be the official uniform specified tie. No other color or style will be permitted.
2. Only departmentally authorized tie bars or tie-tacs are permitted. (Such as your PD or FD) No other insignia tie bars or tie-tac shall be worn unless authorized by the Board. The tie bars or tie-tacs will be worn at a point on the tie parallel to the bottom of the shirt pocket flap when the flap is closed.
3. The wearing of tie-tacs or bars is optional.

D. Trousers

1. All trousers will be of a length that allows the cuff to touch the top of the shoe at the laces. Any lesser length will not be permitted.
2. Trousers will be clean and pressed.
3. The only trousers bloused or tucked into boots will be the "Garrison".

E. Shoes and Socks

1. Shoes shall be a black military style boot or oxford with a plain rounded toe. Shoes and boots shall be kept clean, shined and in good repair.
2. Socks shall be black or dark navy in color, of sufficient height to cover the exposed leg area.

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G. Other Garments

1. Jackets and coats shall be of the color and style approved and designated in the catalog.
2. The chaplain prescribed light-weight jacket shall be worn during the fall and spring.
3. The prescribed winter jacket shall be worn as the cold weather garment.

H. Emblems and Insignia

1. All outer garments and shirts of I.F.O.C. uniform will have affixed the official IFOC shoulder patches.
2. All chaplains shall wear the prescribed name plate, with their name engraved on it. Name plates shall be worn on all "Class A and B" uniform shirts, just above the flap of the right breast pocket/area. . All name plates are a gold color.
3. Badges (lapel) for General Membership, can be worn on pocket of blazer or shirts or on the appropriate badge lanyard. Wallet or (shirt badge) are authorized to be worn by Board Members, Corps Leaders, and Instructors. These can be worn on "Class A" uniform coat, White or Black uniform shirt, or

Command sweater. Uniform shirts and jackets have tabs for the wearing of the shield and they shall be worn on the tabs.

4. The designation of rank insignia shall be worn as designated on the collars of each shirt and on the shoulders of each coat.

The rank designation will be as follows.

a] Lieutenant - single gold bar

b] Captain - double gold bar

c] Major - gold leaf

d] Lt. Colonel – silver leaf

e] Colonel – silver eagle

f] Brigadier General- one star

g] Major General- two stars

5. Chaplains who have received awards from military, FD, PD, shall wear the awards designated ribbon or under the officer's shield on the left breast pocket.

6. No other insignia, pins, charms, etc., may be worn on the uniform except those outlined in this General Order, unless express permission from the Board of Directors has been obtained.