



DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
103 THIRD AVENUE  
FORT LESLEY J. McNAIR, DC 20319-5058

REPLY TO  
ATTENTION OF

ANSP

**JAN 26 2011**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Operating Procedure - Authorization and Issue of Ceremonial Blue Uniforms –  
Memorandum #4

1. REFERENCES.

a. Army Regulation (AR) 71-32, Force Development and Documentation – Consolidated Policies, 3 March 1997.

b. Clothing Table of Allowances (CTA) 50-900 Table 4, Clothing and Individual Equipment, 7 April 2009.

2. PURPOSE. To provide guidance on authorization and issue of ceremonial blue uniforms within the Joint Force Headquarters-National Capital Region/U.S. Army Military District of Washington (JFHQ-NCR/USAMDW).

3. APPLICABILITY. This memorandum applies to members of the 3<sup>d</sup> U.S. Infantry (The Old Guard), the 289<sup>th</sup> Military Police (MP) Company, select JFHQ-NCR/MDW staff members, other organizations and senior leaders who are authorized organizational issue of the ceremonial blue uniform IAW CTA 50-900 and this memorandum. This policy memorandum does not apply to personnel assigned to the U.S. Army Band.

4. GUIDELINES AND PROCEDURES. The Joint Base Myer-Henderson Hall-Central Issue Facility (JBM-HH-CIF) is the designated activity responsible for supporting the issue and replenishment of ceremonial items to units and personnel assigned within Joint Base Myer-Henderson Hall IAW the references cited above and all other appropriate supply regulations and policies to include this memorandum.

a. In addition to 3<sup>d</sup> U.S. Infantry (The Old Guard) and 289<sup>th</sup> MP Co, the following personnel are authorized ceremonial blue uniforms in accordance with CTA 50-900, Table 4:

(1) Chief of Staff and Vice Chief of Staff of the Army (VCSA), their aides-de-camp, and the VCSA's administrative NCO;

(2) Aides-de-camp to the Secretary of the Army and Under-Secretary of the Army;

(3) Sergeant Major of the Army (SMA) and the SMA's two enlisted Aides;

(4) The U.S. Army Aide to the President, the U.S. Army Aide to the Vice President;

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(5) White House social aides in support of official ceremonies and functions for the White House.

b. The following list identifies select other personnel and JFHQ-NCR/USAMDW staff members who are authorized ceremonial blue uniforms for their duties in support of the 3<sup>d</sup> U.S. Infantry (The Old Guard), official ceremonies or duties as indicated:

- (1) JFHQ-NCR/USAMDW Commanding General;
- (2) JFHQ-NCR/USAMDW Chief of Staff and Command Sergeant Major;
- (3) The aide-de-camp, executive officer, and protocol officer/NCO to the CG, JFHQ-NCR/USAMDW;
- (4) Select members of the Ceremonies and Special Events Division of the J/G3;
- (5) JFHQ-NCR/USAMDW Provost Marshal and Provost Marshal Sergeant Major;
- (6) JFHQ-NCR/USAMDW Public Affairs Officer.

c. Authorization for additional JFHQ-NCR/USAMDW staff will be determined by the JFHQ-NCR/USAMDW Chief of Staff and may not be sub-delegated. Requests for issue will be forwarded through the JFHQ-NCR/USAMDW, J/G-4 to the Chief of Staff, JFHQ-NCR/USAMDW with detailed justification addressing the individual's direct involvement in support of official ceremonies or services.

d. Personnel not assigned to JFHQ-NCR/USAMDW that require Ceremonial Dress Blues in support of official ceremonial duties will:

(1) Submit a request with detailed justification addressing the individuals' direct involvement in support of official ceremonies through the JFHQ-NCR/MDW, J/G-4 to the Chief of Staff, JFHQ-NCR/USAMDW and;

(2) Include a copy of DD FORM 448, Military Interdepartmental Purchase Request (MIPR) using Operation Maintenance Army funds along with your request letter for issue of the Army Dress Blue Ceremonial Uniform items. The POC for the MIPR is Mr. Eugene Fleming (202) 685-2228, or [eugene.fleming@northcom.mil](mailto:eugene.fleming@northcom.mil).

e. Individuals no longer authorized a government issued ceremonial dress blue uniform, per this policy or CTA 50-900, will turn in their issued uniform upon termination of ceremonial duties, permanent change of station, or separation and will not be authorized to receive additional government issue of dress blue accessories or uniform exchanges from the CIF.

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f. IAW this memorandum and CTA 50-900, Table 4, note 14, upon permanent change of station, individuals assigned to JFHQ-NCR/USAMDW are authorized to retain one dress blue coat and one pair of dress blue trousers under the following conditions:

(1) The uniform is determined by the CIF to be serviceable but due to appearance, unsuitable for use in performance of ceremonial duties. Uniforms suitable for reissue will be retained by the CIF.

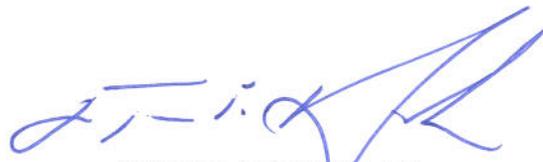
(2) Only personnel remaining on active duty status upon departure from JFHQ-NCR/USAMDW will be authorized to retain these items.

(3) Transfer of these items will be documented on DA Form 3645 or automated clothing record and presented to the gaining unit as specified in DA Pam 710-2-1.

(4) Upon separation from the Army, these items will be turned in to the servicing CIF or property book officer.

5. PROPONENT. The J/G-4 is the proponent for the operating procedure, Authorization and Issue of Ceremonial Blue Uniforms within the JFHQ-NCR/USAMDW. For MIPR and request letter assistance please contact Mr. Robert F. Johnson, J/G4 at (202) 685-3413, DSN 325-3413 or [Robert.Johnson@jfhqncr.northcom.mil](mailto:Robert.Johnson@jfhqncr.northcom.mil).

FOR THE COMMANDER:



EGON F. HAWRYLAK  
SES, DAFC  
Deputy Commander

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