VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 80) 23 October 2013

Faculty and Staff Uniform and Customs Requirements

1. Purpose: The purpose of this order is to outline requirements for the appropriate wear of military uniforms at VMI. This order also establishes guidelines for basic military customs and courtesies and the use of military titles. It further provides guidance on the acquisition, alteration, maintenance, and replacement of faculty/staff military uniforms.

2. Scope: This order applies to all members of the VMI faculty and staff who are required or otherwise authorized as commissioned members of the Virginia Militia to wear the uniform of a military service in the United States Armed Forces.

3. Uniform Information: For those faculty and staff wearing the uniform, it is imperative that it be worn properly. Any questions about the proper wearing of the uniform can be answered by consulting *Wearing the Virginia Militia Uniform and Military Courtesies* (2010) or by contacting either Auxiliary Services or the Chief of Staff.

4. Service Uniforms: The uniformed faculty and staff at VMI are members of the Virginia Militia (Unorganized), and are authorized to wear the U.S. Army uniform. Faculty and Staff who have prior experience in a service other than the Army may wear their uniform but must wear "VA" designation if holding a rank different than the one in which they served. The wearing of other service uniforms must meet those individual service regulations governing the wear of that uniform by non-active duty personnel. Retired or presently serving Guard or Reserve officers, for instance, may normally wear their service uniform.

5. Acquisition of Uniforms: Officers and Non-Commissioned officers (not including those serving in the ROTC detachments) receive an initial issue of uniforms in one of two ways.

   a. Those newly hired personnel who are retired from the armed forces or are serving in the reserve component and have access to uniforms through the military exchange system may be provided a one-time stipend to bring their uniforms up to date. This is normally annotated in the initial employment agreement.

   b. Faculty and staff members who do not have access to uniforms (or travel to the closet post/base is deemed an inefficient use of time) are provided their initial issue of Army uniforms through the VMI Military Store. The amount and type of clothing in the initial issue is stipulated in an attachment to the employment agreement extended by VMI.

6. Alteration of Uniforms: The VMI Tailor Shop assists in this process of equipping faculty and staff with their initial issue of Army uniforms with alterations to insure a good fit and a professional military appearance. There is no cost to the member. Thereafter, uniforms may be altered by the Tailor Shop at the member's expense.

7. Maintenance of Uniforms: Following the initial issue of military uniforms the maintenance, laundry and dry cleaning, alterations, repairs and eventually replacement are an individual's responsibility. All faculty and staff members are expected to maintain a complete set of uniforms, to include the Class A uniform.

8. Uniform Requirements: During normal business hours and during academic instruction periods when the Corps of Cadets is present, faculty and staff should be in uniform as they are working with or providing support to cadets. Specific additional requirements are detailed as below:

   a. Faculty and staff are expected to be in uniform while performing their work at VMI. During normal business hours (most offices are 0730-1630 or 0800-1700) Monday through Friday, all persons authorized to wear the uniform must be in uniform while present for duty. Although wearing the uniform to and from home is strongly encouraged, it is not mandatory. Faculty and staff who choose to change into their uniform at work may do so, but should do so immediately upon arrival. Similarly, faculty and staff who wish to change to civilian attire to depart work should do so immediately before departure.

   b. At any time when representing VMI in an official capacity on or off Post within the State of Virginia, the appropriate uniform for the occasion should be worn. Requests for exceptions should be submitted to the appropriate Deputy Superintendent or equivalent official. Note: Virginia Militia uniforms by policy should not be worn outside the State of Virginia. If there is a situation where a faculty or staff member believes that it is appropriate to do so, please coordinate with your chain of command or contact the Chief of Staff's office. Exceptions to the out of state policy include "VMI events" such as admissions functions, New Cadet Recruiting events, and Alumni Chapter meetings where wear of the uniform is strongly encouraged or required.

   c. At any time, when meeting with a class or group of cadets as part of an official academic or VMI activity where cadets are required to be in uniform, the faculty and staff member should also be in uniform. This includes evening and weekend functions, as well as evening make-up and review sessions. Faculty and staff support for academic clubs, athletic events and for other events outside normal duty times are excluded from this requirement; however, wearing of the uniform is strongly encouraged at events where cadets are present and in uniform.

   d. When performing personal physical training, uniformed faculty and staff members may wear appropriate civilian workout attire.

   e. When attending voluntary functions outside of normal business hours or academic class times on Post, faculty may wear civilian attire if desired. Example functions are athletic, theatre, and cultural events. Similarly, however, when cadets are present at these types of functions, wearing of the uniform is encouraged.

f. Teaching and research faculty performing summer academic instruction are not required to be in uniform as cadets present for summer session are not required to be in uniform. This exception does not extend to administrative and professional faculty and staff.

g. The uniform should not be worn when off Post and engaged in some form of political or partisan activity. Wearing of the uniform at such functions or events implies VMI support or endorsement and is improper.

9. Customs and Courtesies Requirements: As a faculty member in uniform, attendant customs and courtesy requirements must be followed. VMI is a military college providing unique instruction to a Corps of Cadets who expect faculty and staff in uniform to demonstrate these professional behaviors. Specific customs and courtesy requirements are as follows:

a. Faculty and staff in uniform must use their military title, particularly when dealing with cadets. These officials should be addressed by cadets using their military rank. They should not be addressed as Dr. or Mr/Ms.

b. Similarly, for correspondence with cadets, electronic mail signature blocks should specify the member's military rank and not simply Dr. or Mr/Ms.

c. The customs and courtesies outlined in *Wearing the Virginia Militia Uniform and Military Courtesies* should be understood and followed. Simple acts such as properly returning a cadet's or colleague's salute are not only required but expected. Faculty and staff should remember that cadets do indeed notice this and expect these rules to be followed.

10. Uniformed members of the faculty and staff are expected to adhere to the tenets addressed in this general order. If a member has questions or needs additional instruction, it is incumbent upon them to ask and that support will be provided.

FOR THE SUPERINTENDENT:

James P. Inman
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Chief of Staff

OPR: Chief of Staff, Auxiliary Services