

## Appendix B TAILOR'S GUIDE

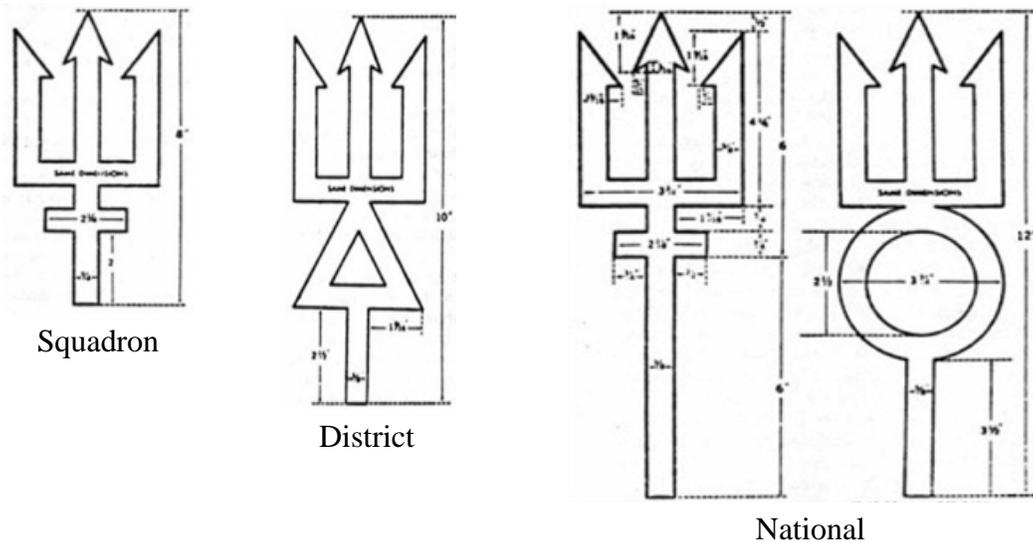
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*Insignia of grade, rank and seniority may be sewn on the black uniform jacket and the shirts. Merit marks may be sewn on the jacket and the long sleeved shirt, but not on the short sleeved shirt. The blazer patch may indicate grade and rank as well as the ship's wheel/ensign device. Members should recognize that the wearing of insignia is permissive and not mandatory. Thus, for example, a member may elect not to wear merit marks on his/her shirt, while wearing other insignia to which he/she may be entitled.*

*This appendix shows the proper positioning of the several items on each garment. Every possible combination is not shown, but proper positioning may be inferred from the examples shown.*

**B.1 Trident** The trident forms the basic element in all ranks of USPS. It is found in gold, silver or red, depending respectively on whether its wearer is an active elected officer, a past elected officer or an appointed officer.

Squadron officers wear short-staffed tridents, district officers wear mid-length-staffed tridents and national officers wear long-staffed tridents. These diagrams show the proportions and appearance of the different designs.



Note that the major difference lies in the length of the trident's staff below the crossbar. Overall dimensions of the three levels are in a ratio of 12:10:8. These proportions are the same whether on a flag, the uniform or the blazer/cap ornament.

**B.2 Squadron officers.** Lieutenants, appointed or elected, wear a single trident, centered on the sleeve, the shoulder tab or the cap/blazer ornament. Lieutenant commanders wear two tridents side by side and squadron commanders three in a triangular arrangement.

Tridents on the sleeve or shoulder measure .75 inch in length and are positioned centered on the sleeve or shoulder band. They are placed approximately .5 inch above the highest row of merit marks (or if no merit marks, .5 inch above the highest sleeve stripe). A commander's tridents are spaced in an imaginary isosceles triangle with a base of 1.5 inches (1.25 inches on the shoulder band) and a height of .5 inch. Lieutenant commander's tridents are spaced on 1.25 inch centers.

Tridents on cap and blazer insignia measure .63 inch in length. A lieutenant's trident is centered above the ship's wheel, with its bottom level with the top spokes. Squadron lieutenant commanders wear two tridents, one each at the 3 o'clock and 9 o'clock position of the ship's wheel. The squadron commander wears the three tridents positioned in the 12 o'clock, 3 o'clock and 9 o'clock positions.

Members of the three local boards, the fleet captain and the chaplain follow the same positioning rules as for a squadron lieutenant.

**B.3 District officers.** Tridents on the sleeve and shoulder measure one inch in length and are positioned centered on the sleeve or shoulder band. Positioning of district insignia is the same as squadron insignia. However, the dimensions differ.

Tridents on the cap and blazer patch measure .75 inch and on the one agreement at the 12 o'clock

position extends to the center of the spokes.

Aides to the D/C and the fleet captain follow the same positioning rules as for a lieutenant.

**B.4 National officers.** On sleeve and shoulder tabs the national level trident measures 1.25 inches. On the cap and blazer it measures 2 inches and extends through the ship's wheel, emerging on the opposite side.

Rear and staff commanders' tridents are positioned in the 12 o'clock position. Vice commanders' two tridents are crossed at 90° at equal angles to the vertical. The chief commander's three tridents are crossed at 45° with the center trident placed vertically.

On the sleeve and shoulder tab the crossing is at .25 inch from the bottom. On the blazer and cap the crossing is at the center of the ship's wheel.

The national flag lieutenant, aides to the chief commander, national chaplain, general and emeritus members of the Governing Board, members of the Committee on Rules, members of the advanced grades division and members of the elective courses division follow the same rules as for a lieutenant, either squadron or district.

General and emeritus members of the Governing Board who are eligible to wear tridents of their current or past office may also wear the GB member insigne (as illustrated in Appendix B.19) centered above their tridents, except that no GB insigne shall be worn if the tridents worn are clearly those of a current GB member ex officio. (This rules out chief, vice, rear, district and squadron commanders and other GB members as prescribed in §2.1.)

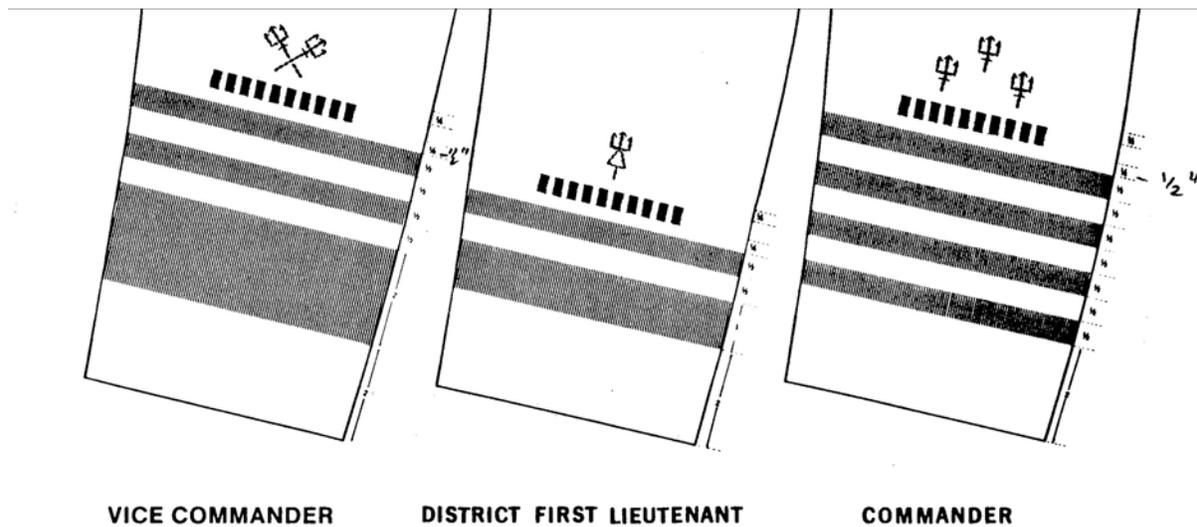
GB insignia are worn one-half inch above tridents on the uniform jacket and on the epaulette tab. GB insignia are only to be worn while a current member of the GB.

## UNIFORM JACKET

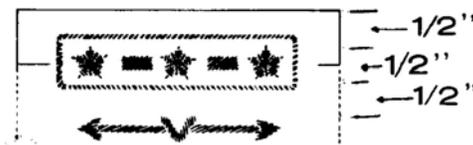
**B.5 Sleeve.** These examples show the placement of stripes, merit marks and tridents on national, district and squadron sleeves.

Merit marks are placed centered and no more than 1/2 inch above the uppermost stripe. If there are no stripes, the merit marks are placed three inches above the cuff. A rule of thumb for placing merit

marks, tridents or other symbols is to let the arm hang normally, left hand against the thigh – then center the insignia directly above the knuckle of the middle finger. Note that while most sleeve stripes are .5 inch apart, those of the chief commander and district commanders are .25 inch apart. Were they not, the tridents could often be at elbow level.

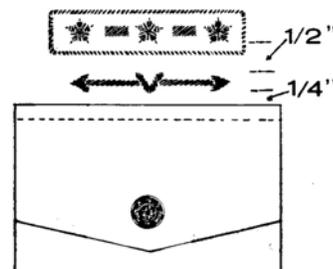


**B.6 Pocket.** The Grade insignie<sup>1</sup> and senior/life membership insignie are placed as shown. Note that in the Educational Achievement Award, the rectangle is outside the .5 inch measurement; likewise for the Educational Proficiency Award.

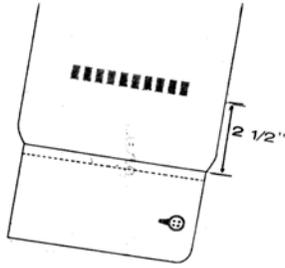


## UNIFORM SHIRT

**B.7 The shirt.** Placement of insignia on the long and short sleeved uniform shirt is identical, except that merit marks are not worn on the short sleeved shirt. All insignia in the pocket area are of yellow silk thread and are positioned as shown below.

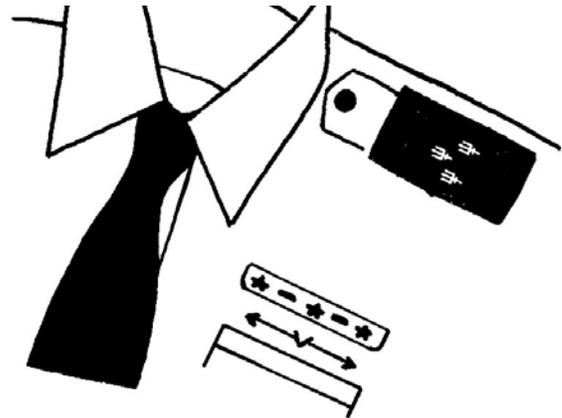


1) The word insignie [pronounced in-sig-nee] is the singular form; insignia is the plural



The insignia of rank or committee affiliation are embroidered on black bands slipped over the epaulets. The insignia are of gold Mylar or red silk (for active officers) or silver Mylar (for “past” officers.) The band itself measures 3.5 inches long by 2 inches wide at the neck, 2 inches at the

shoulder.



### BLAZER

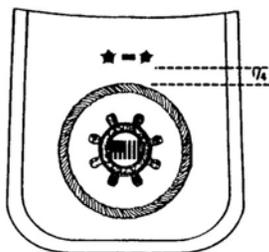
**B.8 The blazer.** The insignia worn on the USPS blazer may include the wearer's educational attainment and rank, both surrounding the standard USPS ship's wheel insignia. Members may also wear the ship's wheel without these insignia. If no rank is shown, the ship's wheel is surrounded by a gold ring. All of these are worn on what is commonly referred to as a “pocket patch”.

member with a JN insigne but without displaying a rank and one showing rank but no grade. The pocket patch appears on the breast pocket and may be either sewn on, attached with clasps or fitted on a plastic device that slides over the top of the pocket. Either of the latter two methods make it possible to use the blazer for activities other than USPS.

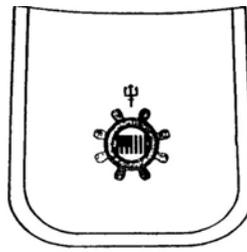
Three examples of the pocket patch are shown below, one that of a squadron commander with the educational achievement award, another showing a

Other insignia appropriate to the blazer include USPS nameplate, positioned on the right breast at the same level as the top of the pocket patch.

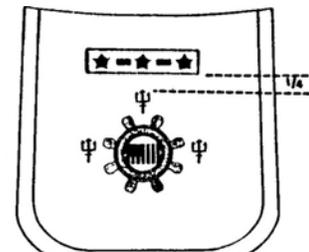
### B.9 Blazer insignia.



Insignia with grade



Insignia with rank



Insignia with rank and grade

## UNIFORM CAP

**B.10 Cap device.** The insigne worn on the uniform cap may include the wearer's rank if desired. As ranks tend to change frequently, it is suggested that the cap device without display of rank be used.



cap device without rank

When the cap device is incorporated on the casual, flat-top or baseball cap, the insigne of rank is not to be used.

The cap device and the blazer patch share the same dimensions. The ship's wheel measures 1.5 inches across (end of handle to end of handle.) The wheel proper measures 1 inch across.

For squadron and district officers, insignia are placed at the 9, 12 and 3 o'clock positions. Staff and rear commanders are placed at the 12 o'clock position and extend through the



cap device with rank

center of the ship's wheel. Vice commander's tridents are crossed at the center of the wheel and at 90°. The chief commander's three tridents are crossed at the center of the wheel and at 45°.

Insignia other than tridents are placed at the 12 o'clock position.

The blazer patch when worn without an insigne of rank is surrounded by a gold circle measuring 2.5 inches across and .13 inch in width. Note that this circle is not worn as part of the cap device.

On both the cap and the blazer, the insignia of rank and grade are smaller in size than those on the uniforms. They are sized so that the insigne of a senior navigator measures 2.5 inches across (the same size as the gold circle). For squadron and district ranks, the tridents measure approximately 83 percent of the size of those on the uniform. National tridents extend through the ship's wheel and measure two inches overall.

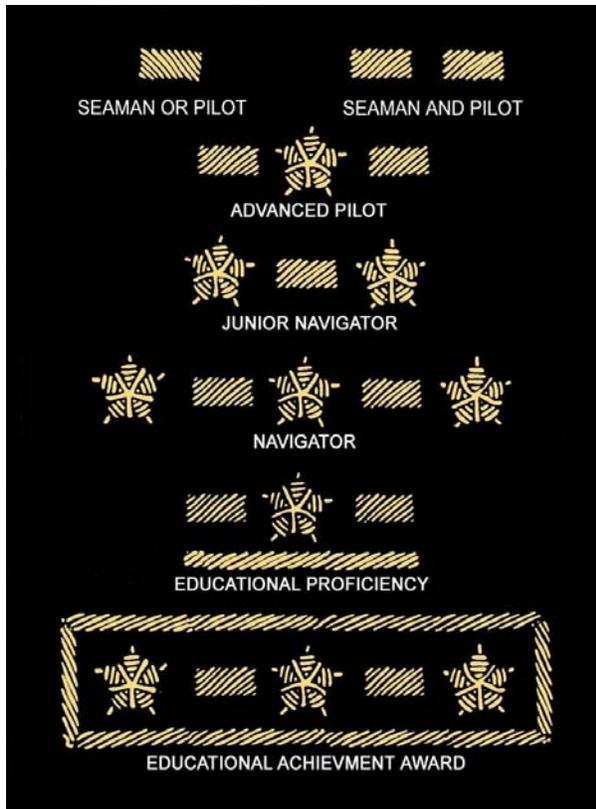
## GRADE INSIGNIA

**B.11 Insignia of grade.** Insignia for advanced grades are various combinations of stars and bars. They are worn on the uniform jacket, centered on and ½ inch below the top of the left breast pocket. On the women's uniform jacket they are worn ½ inch below the top of the pocket flap.

On the uniform shirt, they are centered .5 inch above the senior member insigne (or if none, .25

inch above the pocket.)

The seaman/pilot bar is identical to that of the merit mark (gold and .5 x .19 inches), but placed horizontally. The star is sized so that its 5 points touch a circumscribed circle .5 inch in diameter. When worn in combination they are placed .25 inch apart.



**B.12 Merit marks** are positioned on the sleeve of the uniform jacket and the uniform shirt – as shown in the diagrams below.



They are sewn on in rows of not more than 20, with subsequent rows centered and not more than .5 inch above the first. The separation used to be .25 inch apart, but that dimension is difficult to achieve in practice.

**B.13 Senior member insignie** (five merit marks or more) measures 2.75 inches in width and on the uniform jacket, is placed .5 inch below the grade insignie or if none, centered .5 inch below the top of the left breast pocket or pocket flap. On the shirt, it is placed centered and .25 inch above the pocket.



**B.14 Life member insignie** (25 merit marks or more) is of the same overall dimensions and is placed in the same fashion.



**B.15 Membership Pin and tabs.** The several variations on lapel buttons are illustrated below. Members should note that the merit mark tab is provided in increments of five merit marks and may be worn on the blazer at the same time as any other insignia – there is no redundancy.

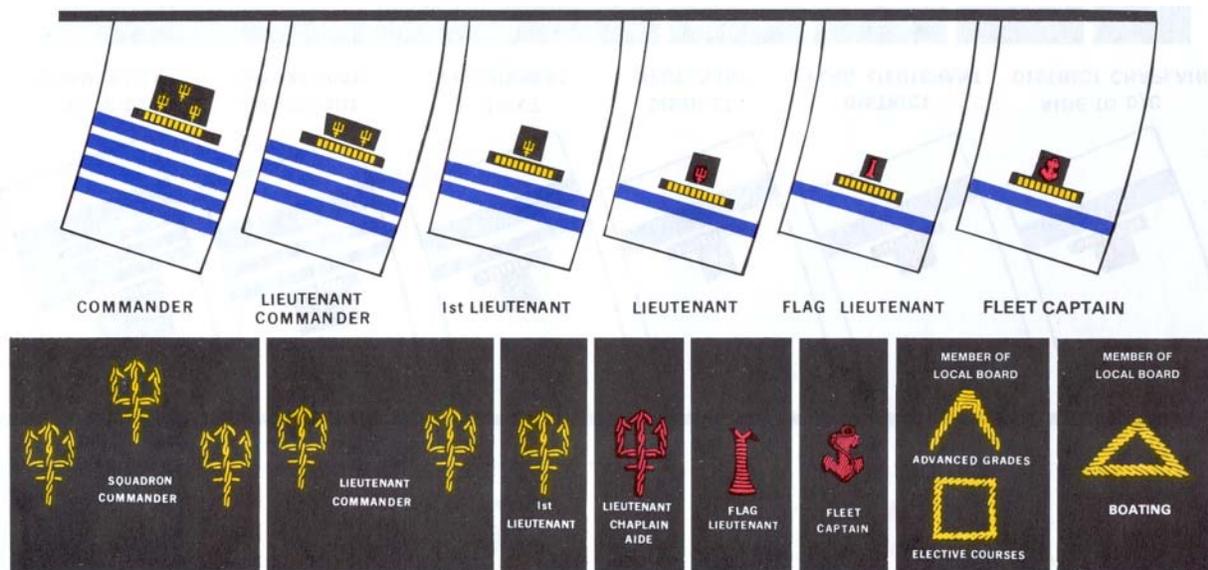


**B.16 Name Tags.** A complete and current description of the format, lettering and wearing of USPS Name Tags can be found by referring to the

USPS Branding Manual. The URL for this manual is located in the Table of URLs located in Chapter 00.

## OTHER INSIGNIA

### B.17 Squadron insignia.



All squadron tridents on the uniform jacket or shirt measure three-quarter (.75) inch in length. The squadron commander tridents are arranged on the jacket in a triangular pattern, at the points of an imaginary isosceles triangle, whose base is one and one-half (1.5) inch and whose height is one-half (.5) inch. On the shirt's shoulder tabs they are arranged at the points of an imaginary isosceles triangle, whose base is one and one-quarter (1.25) inch and whose height is one-half (.5) inch. Squadron lieutenant commander tridents are positioned on one and one-quarter (1.25) inch centers on both the jacket and the shirt shoulder tabs.

The insigne for the squadron flag lieutenant measures one-half (.5) inch height; that of the fleet captain three quarters (.75) of an inch in height. Members of the local board for boating wear a right isosceles triangle in gold outline, resting on its hypotenuse and with a height of one-half (.5) inch. Members of the local board for advanced grades wear a pair of gold dividers with legs five eighths (.63) of an inch in length and open at an 80o angle hinge point upward. Members of the local board for elective courses wear a gold outline square one half (.5) inch on each side.

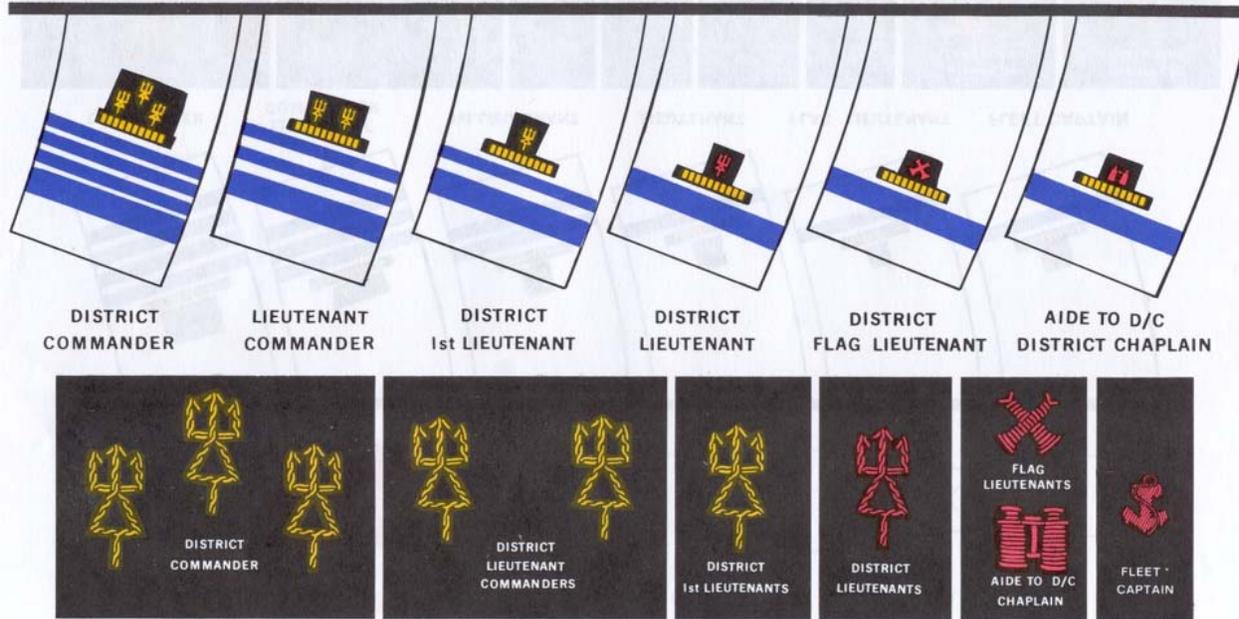
Active officers may wear any of the above insignia to which they are entitled on either the jacket, shirt or formal cap. Past squadron commanders and past lieutenant commanders who have completed three years in that position may wear their insignia in silver.

All such insignia are centered on the sleeve or shoulder tab as noted elsewhere in this appendix.

### B.18 District Insignia

All **district tridents** on the uniform jacket or shirt measure one inch in length. The **district commander** tridents are arranged on the jacket in a triangular pattern, at the points of an imaginary isosceles triangle, whose base is one and one-half (1.5) inch and whose height is one-half (.5) inch. On the shirt's shoulder tabs they are arranged at the points of an imaginary isosceles triangle, whose base is one and one-quarter (1.25) inch and whose height is one-half (.5) inch. **District lieutenant commander** tridents are positioned on one and one quarter (1.25) inch centers on both the jacket and the shirt shoulder tabs.

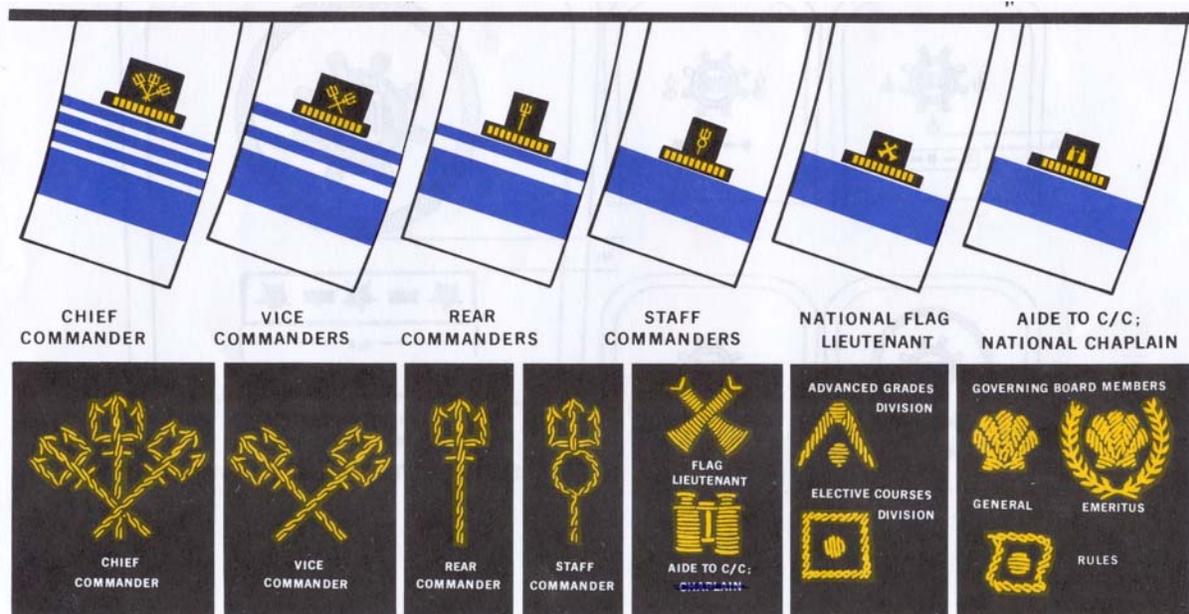
The insigne for the district **flag lieutenant**



consists of two red speaking trumpets, each five-eighths (.63) of an inch in length, crossed at a 90° angle, positioned at equal angles to the vertical, mouthpieces upward; that of the **fleet captain**, a red fouled anchor three-quarters (.25) of an inch in height arranged vertically. **Aides to the district commander** and the **chaplain** wear a red binocular, one half (.5) inch across with eyepieces upward.

Active officers may wear any of the above insignia to which they are entitled on either the jacket, shirt or formal cap. Past district commanders and past lieutenant commanders (who have completed three years in that position) may wear their insignia in silver. All such insignia are centered on the sleeve or shoulder tab.

## B.19 National insignia



Tridents worn by national officers on the uniform jacket or shirt (shoulder tab) measure one and one-quarter (1.25) inch in length. The **chief commander's** tridents are crossed at 45°, one-quarter (.25) inch from their bottom, with the center trident placed vertically. **Vice commander's** tridents are crossed at 90°, one-quarter (.25) inch from their bottom and at equal angles from the vertical. **Rear commanders** wear a single long-staffed trident positioned vertically. **Staff commanders** wear a single long-staffed trident, on which is superimposed a circle whose diameter is equal to the width of the trident. The staff of the trident is not visible through the circle.

The insigne for the **national flag lieutenant** consists of two gold speaking trumpets, each three quarters (.75) of an inch in length, crossed at a 90° angle, positioned at equal angles to the vertical, mouthpieces upward. **Aides to the national commander** and the **chaplain** may wear a gold binocular, one-half (.5) inch across with eyepieces upward.

Insignia for members of the **advanced grades**

**division** wear a pair of gold dividers with legs five-eighths (.63) of an inch in length, open at an 80° angle hinge point upward and with a one-eighth (.13) inch diameter disc placed centrally between the legs. Members of the **elective courses division** may wear a gold outline square one-half (.5) inch on each side with a one-eighth (.13) inch diameter disc in its center. Members of the **Committee on Rules** may wear a gold scroll in outline with an overall width of five-eighths (.63) of an inch, a height of one-half (.5) inch and having a one-eighth (.13) inch diameter disc in its center. **General members of the Governing Board** may wear a gold scallop shell, one-half (.5) inch wide with base down. **Emeritus members of the Governing Board** may wear the same insignia surrounded by a gold laurel wreath

Active officers may wear any of the above insignia to which they are entitled on either the jacket, shirt or formal cap. Past national officers may wear the same insignia in silver. All such insignia are positioned, centered on the sleeve or shoulder tab.

**B.20 Men's Uniforms.** Men's uniforms are as prescribed below:

- **Uniform A:**

Regulation black uniform coat and trousers without cuffs; white shirt; black four-in-hand tie or black bow tie if specified in the dress code; black belt (if worn); black socks; black shoes; cap.



- **Uniform B:**

Regulation black uniform coat; long white trousers without cuffs; white shirt; black four-in-hand tie or black bow tie if specified in the dress code; white belt (if worn); white socks; white shoes; cap.



- **Uniform C:**

Regulation long-sleeved white shirt; black four-in-hand tie; long white trousers without cuffs; white belt; white socks; white shoes; cap.



- **Uniform D:**

Regulation short-sleeved, open-neck shirt; long white trousers without cuffs; white belt; white socks; white shoes; cap.



- **Uniform E:**

Regulation short-sleeved, open-neck shirt; white knee-length Bermuda-type shorts; white belt; white ankle-length socks; white shoes; cap.



- **Uniform F:**

Regulation long-sleeved white shirt with black four-in-hand tie; regulation black uniform trousers; black belt; black socks; black shoes; cap.



- **Uniform G:**

Regulation short-sleeved, open-neck white shirt; black trousers without cuffs; black belt; black socks; black shoes, cap.



**B.21 Women's Uniforms:** Women's uniforms are as prescribed below:

- **Uniform A:**

Regulation black uniform jacket; black skirt or slacks; white shirt; black cross-over tie (or small black bow tie if specified in the dress code); natural hosiery; black shoes; cap; black purse (if carried).



- **Uniform B:**

Regulation black uniform jacket; white skirt or slacks; white shirt; black cross-over tie (or small black bow tie if specified in the dress code); natural hosiery; white shoes; cap; white purse (if carried).



- **Uniform C:**

Regulation long-sleeved white shirt; white skirt or slacks; black cross-over tie; natural hosiery; white shoes; cap; white purse (if carried).



- **Uniform D:**

Regulation short-sleeved open-neck white shirt; white skirt or slacks; white belt; natural hosiery; white shoes; cap; white purse (if carried).



- **Uniform E:**

Regulation short-sleeved, open-neck shirt; white knee-length Bermuda-type trousers; white belt; white socks; white shoes; cap; white purse (if carried).



- **Uniform F:**

Regulation long-sleeved white shirt; black skirt or slacks; black belt; black cross-over tie; natural hosiery; black shoes; cap; black purse (if carried).



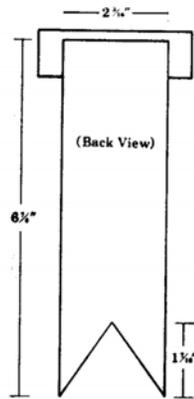
- **Uniform G:**

Regulation short-sleeved, open-neck white shirt; black skirt or slacks; black belt; natural hosiery; black shoes; cap; black purse (if carried).



**B.22 Gloves.** White gloves may be worn by male or female members acting as an official honor guard, color guard or as pallbearers.

**B.23 C/C Aide Ribbon.** When on duty, aides to the chief commander may attach a distinctive blue ribbon to their name tag bearing the designation "C/C Aide."



**B.24 USPS Button.** The regulation USPS button appears as shown. Black buttons, .88 inch in diameter, are worn on the uniform jacket and may be worn on the blazer. The blazer's buttons are



more commonly gilt. Shirt buttons are gilt and measure .63 inch.

**B.25 Blazer Emblem.** Shown is the standard format for a local squadron blazer emblem.



**B.26 Service club sign.** Shown is an example of what a typical service club sign might be.

