



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

JOINT FORCES HEADQUARTERS, MINNESOTA NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
20 WEST 12TH STREET
SAINT PAUL MINNESOTA 55155-2004

NGMN-CM

1 October 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Wear Policy for the ACU Patrol Cap and Beret within and outside the confines of Fort Minnesota

1. REFERENCES:

AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 3 FEB 05.

2. **PURPOSE:** The purpose of this letter is to establish policy for the standard wear of head gear while performing military duties within and outside the confines of Fort Minnesota for members of the Minnesota Army National Guard.

3. **PROPONENT:** The proponent for this policy is the State Command Sergeant Major.

4. **POLICY:** Effective immediately the following guidelines will be implemented and adhered to:

a. While performing military duties within the State of Minnesota, the ACU patrol cap is the standard headgear worn by all officers, warrant officers, and enlisted personnel when wearing the ACU uniform.

(1) The patrol cap will be worn straight on the head so the cap band creates a straight line around the head, parallel to the ground.

(2) The patrol cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps.

(3) The patrol cap is worn so that no hair is visible on the forehead beneath the cap.

(4) The patrol cap will not be shaped to create a creased or formed appearance.

(5) Sewn or pin on rank is worn on the ACU patrol cap. The last name tape will be worn centered on the hook and loop pads on the back of the ACU patrol cap only.

(6) Commissioned officers, warrant officers and enlisted personnel wear subdued grade insignia on the patrol cap.

b. While performing military duties outside the confines of the State of Minnesota, the Beret is the only authorized headgear for all officers, warrant officers, and enlisted personnel when wearing the ACU.

c. The only exception to number b. above is units conducting IDT or annual training outside the State of Minnesota will follow the established guidelines of the facility they are training on.

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(1) The beret is worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows.

(2) The flash is positioned over the left eye, and the excess material is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear.

(3) Personnel will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret.

(4) When worn properly, the beret is formed to the shape of the head; therefore, soldiers may not wear hairstyles that cause distortion of the beret.

(5) Officers and warrant officers wear non-subdued grade insignia centered on the beret flash, and chaplains wear their branch insignia. Enlisted personnel wear their distinctive unit insignia (DUI) centered on the beret flash. Enlisted personnel assigned to units not authorized the DUI wear their regimental distinctive insignia (RDI). General officers may wear full-, medium-, or miniature-sized stars on the beret. Stars are centered horizontally on the flash point-to-point, and they may be mounted on a bar as an option. Overlap of the stars beyond the flash is authorized.

d. Commanders have the authority to direct the wear of the beret for events or ceremonies that warrant its wear.

5. Questions can be directed to me at COMM: 651-268-8922, DSN: 825-4050, or email at edward.scott.mills@us.army.mil

FOR THE ADJUTANT GENERAL:



EDWARD S. MILLS
CSM, MNARNG
State Command Sergeant Major

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