



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 5512.5
02OPM
28 August 02

NAVDENCEN SOUTHWEST INSTRUCTION 5512.5

Subj: NAMETAGS AND NAMEPLATES FOR STAFF PERSONNEL

Ref: (a) U. S. Navy Uniform Regulations, 1991
(b) NAVPERS 156551

Encl: (1) List of Uniforms With Which Command Nametags Are To Be Worn

1. Purpose. To establish guidelines for procuring, wearing, and issuing of nametags and nameplates at Naval Dental Center Southwest.
2. Cancellation. NAVDENCENS DIEGO INST 1020.2G.
3. Discussion. The nametag is part of the official uniform. The wearing of nametags not only makes any person readily identifiable, it also adds to a smart military and professional appearance, facilitates communication, and contributes to a more effective dental care provision. Uniform and correct office name plates, when properly displayed, are one sign of a well-organized operation and reflect favorably on the command.
4. Policy. It is the policy of this command that both military and civilian clinical staff members wear appropriate nametags and shall display the designated nameplates at all times.
 - a. Official Command Nametags. The command nametag, worn with the military uniform, shall be three inches by ¾-inch white "Bakelite" showing the command's insignia and the wearer's last name in black letters.
 - b. Working Nametags. A different nametag shall be worn with clinical attire (i.e, scrub tops, technician's jackets.) This nametag shall be three inches by ¾ inch black "Bakelite" engraved with the wearer's last name and title in white letters.
 - c. Office Nameplates. They shall be engraved with the occupant's last name and title. Nameplates shall be displayed on doors or on walls just outside of offices, operatories, treatment rooms and other workspaces.
 - d. Masking tape will not be used as a substitute nametag on scrubs.
 - e. Personnel who have a name change, rank/rate change or change in professional status will be issued, upon presentation of official written documentation, a new working nametag and/or official command nametag as appropriate reflecting the change. Replacement requests for other than the above reasons will not be approved.

NDCSWINST 5512.5
28 Aug 02

f. Only one official command nametag and one working name tag, if applicable, will be issued to each individual upon check-in. Allow 5-7 days for completion of command nametags, smock nametags and doorplates. Special projects, brass plates, etc may take up to 30 days. Replacement nametags will be obtained, at the individuals expense, through the Navy Exchange. Only the nametag material must be purchased. Operating Management Department will do the engraving and affix the logo at no cost. Requests for replacement shall be submitted through memorandum to the Operating Management Department via the requestor's chain-of-command.

g. Enclosure (1) is a list of uniforms with which the command nametag should and should not be worn.

5. Responsibility

a. The Head Operating Management Department will procure materials and process, fabricate, and issue nametags to service and staff members.

b. Head Administration Personnel Department will request nametags and nameplates for all newly reporting personnel as applicable from the Operating Management Department.

7. Action

a. The Head, Operating Management Department shall budget for and procure the equipment and materials needed to make nametags and nameplates for NDC Southwest staff personnel.

b. Branch Directors and Department Heads will ensure that all personnel under their respective areas of responsibilities wear the prescribed nametag and display the correct nameplate as directed in this instruction.


J. W. KIRBY

Distribution:
List I, Case 1, 3

LIST OF UNIFORMS WITH WHICH COMMAND NAME TAGS ARE WORN

OFFICERS & CHIEF PETTY OFFICERS

Summer Khaki Command Name Tag
Summer White..... Command Name Tag
Winter Blue Command Name Tag
Service Dress White (Choker) None

Note: When wearing more formal uniforms such as Dinner or Full Dress, no nametag is worn.

ENLISTED

Summer White Command Name Tag
Winter Blue Command Name Tag
Winter Working Blue..... Command Name Tag
Dungarees..... Cloth/Embroidered Name
Coveralls Cloth/Embroidered Name
Service Dress White Command Nametag
Service Dress Blue Command Name Tag

Note: When wearing Service Dress White or Service Dress Blue as part of a daily uniform, the Command Nametag is worn. However, when wearing either uniform to a formal event, nametags are normally not worn.

During Command Personnel Inspections all personnel will wear command nametags.