



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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MCCSINST 1020.1C
MCCS

26 MAY 2011

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 1020.1C

From: Director, Marine Corps Community Services
To: Distribution List

Subj: CIVILIAN DRESS CODE AND GROOMING STANDARDS

Ref: (a) CCO 1020.11P

1. Situation. To publish acceptable standards of civilian dress and personal appearance for all Marine Corps Community Services (MCCS) employees, our MCCS servicemembers and MCCS contracted vendors' employees.

2. Cancellation. MCCSINST 1020.1B

3. Mission. This instruction is applicable to all Marine Corps Community Services (MCCS) employees. MCCS vendor contracted employees are subject to the same standards set forth in this instruction. MCCS military personnel when civilian attire is authorized in a duty status are subject to the same civilian dress code and grooming standards as set forth in this instruction. The term "employee/s" will apply to all MCCS employees, MCCS vendor contracted employees and MCCS military servicemembers here and after.

4. Execution

a. Director's Intent and Concept of Operations. Ensure that all employees are familiar with the grooming standards and requirements for MCCS. Most employees interact with the public during a normal workday and it is of the utmost importance that a neat, clean and business like appearance be presented at all times. The reference applies mostly to the military personnel aboard the Combat Center, however MCCS employees can also benefit from this guidance. "Appropriate civilian attire" is interpreted in many different ways depending on individual taste; however, managers/supervisors are expected to use good judgment and common sense in providing guidance to employees with regard to what constitutes "appropriate civilian attire."

b. Personal Appearance Standards

(1) While aboard the Combat Center representing MCCS, employees will at all times comply with the guidance and while in a duty status will meet the following standards of personal appearance.

(2) Employees will wear neat, conservative clothing in good repair. Clothing should be of proper fit, becoming to the individual, appropriate for business wear or the job to which assigned. T-shirts without collars will not be worn by employees engaged in administrative or direct retail sales.

(3) Abnormally tight or revealing clothing or excessively baggy or oversized clothing is prohibited as well as *tank tops, *halter tops, *halter dresses, *(straps must be wider than 1 1/2") **mini skirts, **mini dresses *(cannot be more than 2" above the knee), leggings or tights as outer wear, shorts except as noted in paragraphs 3 thru 7 below, or bare midriff shirts. With the exception of clothing bearing manufacturers' logos, MCCS logos, MCCS related logos, imprinted T-shirts or other clothing with imprinted or embroidered messages of any kind may not be worn. Blouses, shirts, and sweaters will be long enough to completely cover the midriff area while performing the usual range of assigned tasks. This includes, but not limited to, reaching, bending, stooping and/or carrying objects. Care must be

taken to ensure that lingerie and straps are completely covered by outer-wear at all times. Employees assigned to food service or Child, Youth and Teen Programs may not wear sleeveless clothing while on duty.

(4) Blue jeans/blue denims may be worn by those employees not provided uniforms and whose duties as determined by the supervisor can reasonably be expected to soil their clothing. In such cases, employees will begin the work day in clean jeans which are not frayed or torn.

(a) Blue jeans may be worn on casual Fridays. Attire must remain professional; jeans must be in good repair (no rips, tears or frays). Belts must also be worn. Blue jean casual Friday is an option and not mandatory. Keeping a professional decorum is essential at all times.

(b) When a Director/Division Head specifically authorizes a very casual dress day, a business like appearance must still be maintained.

(5) Physical training/exercise wear to include sweatshirts, sweat pants, jogging suits, or shorts may only be worn on duty by those employees assigned to athletic or sports programs.

(6) Employees will wear clean footwear in good repair. Footwear will be appropriate for business wear or for the type of work to which assigned; i.e., casual/dress shoes, casual/dress sandals in office or retail settings, athletic shoes in fitness center/gyms or sports programs. Lifeguards may wear shower shoes in swimming pool work areas. Examples of type of footwear not permitted in any work area except where specified; CROCS, thongs, or other shoes that separate the toes, bedroom slippers or scuffs will not be worn in any MCCS facility. Employees assigned to foot hazardous positions as designated by the supervisor will wear safety shoes/boots provided by MCCS. Employees assigned to food service facilities must wear shoes with closed toes and non-skid soles. For safety reasons employees assigned to direct child care duties may not wear open back shoes. Tennis shoes may be worn on casual Fridays as long as you are not working in an area that requires hard sole shoes.

(7) Baseball caps, hats or any other type of caps will not be worn inside any MCCS facility except in food preparation or service areas. There are several very narrow exceptions to this policy. When a hard hat is not required, the cap may be worn while performing overhead work to serve as some protection from dust or debris.

(8) Designated employees will wear uniforms provided for their use by MCCS. Employees will begin each work day in a clean uniform. *Shirts specifically designed to be tucked in will be tucked in.

***NOTE:** Uniform shirts may be worn outside of pants if the following criteria has been met; Approval from Division Head/Facility Manager and the waistband of the pants remain at waist level. Wearing clothing which may expose portions of the buttocks is prohibited.

(9) Jewelry must be conservative and appropriate for business wear. Nose rings are not permitted. Jewelry worn in connection with tongue, eyebrow, lip, chin, or any other facial or visible body piercing will be removed while on duty. Acceptable enhanced appearance of the ear lobes is limited to earrings; earlobe stretchers are not allowed. Jewelry for Employees engaged in food preparation is limited to earrings, a wedding band and a watch.

(10) Hair, moustaches and beards will be neat, clean, well groomed and worn in a style appropriate for business. Eccentric haircuts such as Mohawk style, stars or other designs, and/or extreme hair colors, examples are green, blue or purple are prohibited. Food handlers must wear appropriate hair net/head cover and/or beard cover as specified by sanitation regulations.

(11) Fingernail length must not impede the work to which employee is assigned. For sanitation reasons, employees engaged in food preparation may not wear nail polish of any kind.

(12) Particularly extensive tattoos, or tattoos which are lewd or profanely indecent, racially motivated, offensive in language, or obscene in nature will be covered while on duty.

c. Climatic Considerations. During periods of extreme outside temperatures, Bermuda length shorts may be worn by those employees primarily engaged in outdoor work and not prohibited by safety or sanitation regulations. Under limited conditions the removal of the outer shirt may be approved by supervisors provided an appropriate T shirt is worn. Division Heads may also temporarily authorize employees to wear Bermuda length shorts (with the exception of jeans shorts) when assigned to a work area affected by mechanical failure or inefficiency of building cooling equipment.

d. MCCS Badges. Employees who have been provided MCCS badges will wear them on duty unless the provided uniforms have name tapes attached.

e. Action. Managers/supervisors are responsible to ensure that employees under their supervision comply with the contents of this Instruction.

(1) MCCS concessionaire employees violating the Dress Code can only be corrected by the concessionaire, not by MCCS Employees - even if the concessionaire is the responsibility of a given Division Head. To direct the concessionaire employee directly implies an employer-employee relationship that is contrary to Federal contract regulations. If a contractor's employee dresses in violation of the dress code, then the direction for compliance will be given to the Contracting Officer or the Contracting Officer's Representative (COR) for that contract concessionaire, who will then direct the contractor's on-site manager to ensure employee compliance.

(2) The Personnel Officer will ensure that each new MCCS employee is provided a copy of this Instruction during the initial orientation process.

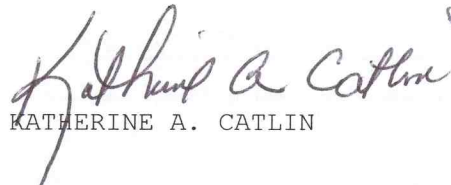
(3) MCCS Employees not conforming to the provisions above will be sent home, without pay, to correct their attire for work. Repeated offenses of dress code violations will be subject to disciplinary action. The Division Head responsible for the MCCS vendor contracted employees will be notified whenever the contracted employees are not conforming to the provisions of this Instruction.

5. Administration and Logistics. Distribution Statement A Instructions issued by the Director are published electronically. This instruction can be viewed at <http://www.mccs29palms.com/MCCS%20INSTRUCTIONS/MCCS%20INSTRUCIONS.htm>.

6. Command and Signal

a. Command. This Instruction is applicable to Directors, Divisions, Branches and Departments within the Marine Corps Community Services.

b. Signal. This Instruction is effective the date signed.


KATHERINE A. CATLIN

DISTRIBUTION: A