



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 1020.1A

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MAY 11 2006

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 1020.1A

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

Subj: CIVILIAN DRESS CODE AND GROOMING STANDARDS

Ref: (a) CCO 1020.11K

1. Purpose. To publish acceptable standards of civilian dress and personal appearance for all Marine Corps Community Services (MCCS) personnel.

2. Scope. This instruction is applicable to all Marine Corps Community Services (MCCS) employees. By the terms of an appropriated fund MCCS contract for services within MCCS Marine and Family Services (M&FS), the civilian dress code and grooming standards set forth in this instruction are also applicable to the contractor's employees.

3. Cancellation. MCCS INST 1020.1

4. General

a. Most MCCS employees and M&FS contractor's employees interact with the public during a normal workday and it is of utmost importance that a neat, clean and businesslike appearance be presented at all times. Even though the reference applies to all civilians aboard the Combat Center, the requirements for MCCS employees and M&FS contractor's employees are more specific.

b. "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."

c. The contents of this Instruction apply to MCCS military personnel when civilian attire is authorized in a duty status.

5. Personal Appearance Standards. While aboard the Combat Center, MCCS employees and M&FS contractor's employees will at all times comply with the reference, and while in a duty status will meet the following standards of personal appearance:

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

b. Abnormally tight or revealing clothing or excessively baggy or oversized clothing is prohibited as well as tank tops, halter tops, halter dresses, mini skirts, mini dresses, leggings or tights as outer wear, shorts except as noted in paragraphs 5.d. and 7 below, or bare midriff shirts. With the exception of clothing bearing manufacturers' logos, MCCS logos, MCCS related logos, or AFGE 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

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taken to ensure that lingerie and straps are completely covered by outer-wear at all times. Clothing which may expose portions of the buttocks is prohibited. Employees assigned to food service or Child, Youth and Teen Programs may not wear sleeveless clothing while on duty.

c. 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 and contracted workers will begin the work day in clean jeans which are not frayed or torn.

d. 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.

e. 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 in office or retail settings, athletic shoes in fitness center/gyms or sports programs. Lifeguards may wear shower shoes in swimming pool areas. Shower shoes, thongs, or similar type footwear are not permitted in other work areas. 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.

f. 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. For example, if while in a duty status, an employee has both hands full carrying bulky or heavy tools, equipment, or merchandise into or out of an MCCS facility, they will not be expected to remove their MCCS cap. When a hard hat is not required, the MCCS cap may be worn while performing overhead work to serve as some protection from dust or debris.

g. 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.

h. 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. Jewelry for employees engaged in food preparation is limited to earrings, a wedding band and a watch.

i. 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 such as green, blue or purple are prohibited. Food handlers must wear appropriate hair net/head cover and/or beard cover as specified by sanitation regulations.

j. 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.

k. 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.

6. When a Division Head specifically authorizes a very casual dress day, a businesslike appearance must still be maintained.

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7. 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.

8. MCCS Badges. Employees provided MCCS badges will wear them on duty unless provided uniforms with name tapes attached. Contractor's employees will have the name of the contractor included on the badge.

9. Action

a. Managers/supervisors are responsible to ensure that MCCS employees under their supervision comply with the contents of this Instruction. The M&FS contractor is responsible to ensure that all contractor's employees comply with the contents of this Instruction.

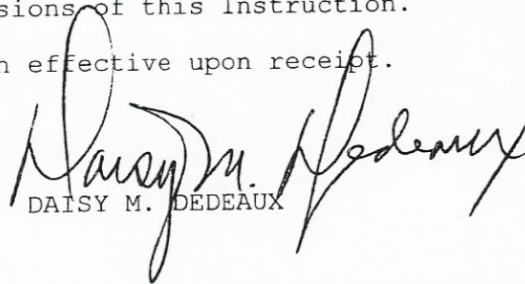
b. The Personnel Officer will ensure that each new MCCS employee is provided a copy of this Instruction during the initial orientation process.

c. The Division Head, M&FS, will furnish a copy of this Instruction to the M&FS contractor's representative to be provided to all contractor's employees during initial orientation.

d. The Personnel Officer will ensure that candidates for MCCS positions are made aware of the contents of this Instruction during the initial application process.

e. 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 M&FS contractor's representative will be notified whenever the contractor's employees do not conform to the provisions of this Instruction.

10. Effective Date. This instruction effective upon receipt.


DAISY M. DEDEAUX

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