



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND SERVICE BATTALION  
HEADQUARTERS MARINE CORPS, HENDERSON HALL  
ARLINGTON, VA 22214-5000

BnO 1020.3F  
ADJ  
DEC 01 2010

BATTALION ORDER 1020.3F

From: Commanding Officer  
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION, HEADQUARTERS MARINE  
CORPS, HENDERSON HALL UNIFORM AND CIVILIAN ATTIRE  
REGULATIONS

Ref: (a) MCO P1020.34G W/CH 1-4  
(b) Manual for Courts-Martial (2008 Edition)  
(c) MARADMIN 007/08

Encl: (1) Marine Corps Civilian Attire Regulations Poster

1. Situation. This order provides amplifying guidance and command policy regarding wearing the military uniform and civilian clothes by personnel utilizing facilities aboard Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall (H&S Bn, HQMC, HH).

2. Cancellation. PO 1020.3E.

3. Background. Reference (a) establishes overall Marine Corps policy pertaining to wearing the military uniform and civilian attire to all Marine Corps personnel, retired military, family members, DOD civilian employees, contract civilians, and all guests, aboard Marine Corps Installations. This order establishes requirements unique to personnel utilizing facilities and services provided by H&S Bn, and addresses areas requiring special emphasis or clarification. The enclosures provide further guidance.

4. Scope. Violations of any provisions of this order may provide the basis for loss of privileges, or disciplinary action as prescribed in reference (b), under the Uniform Code of Military Justice (UCMJ).

5. Waiver of Uniform Regulations. Requests for waivers from the regulations in reference (a) and this Order, will be submitted via the appropriate chain of command, to the Commanding Officer, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall.

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## 6. Information

a. Seasonal Uniform Change. Seasonal uniform transition will occur in synchronization with the Daylight Savings Time.

b. Camouflage Utility Uniform (Desert or Green MARPAT design, not designed to require dry cleaning). Aboard H&S Bn, the utility uniform is worn on Monday through Thursdays and during periods of severe weather, or as extended outdoor or maintenance duties warrant. This uniform option is intended when extended exposure to weather at work would result in undue damage or excess dry cleaning to the Service uniform. **This uniform is not authorized for wear at the Marine Corps War Memorial.**

c. Physical Training (PT) Uniform. This uniform (**top and bottom worn together**) is not authorized for wear when patronizing an MCCS facility or conducting any official business other than for physical training. This also applies to civilian athletic attire (i.e. PT shorts, T-Shirts, tank-tops, etc.). Headquarters and Service Battalion periodically conducts battalion runs during the spring, summer and fall seasons. The required PT uniform is the olive green general-purpose trunks and the standard olive crewneck undershirt. The type running shoe is at the Marine's discretion. White socks are worn with running shoes. Unit distinguishing marks are authorized as prescribed by the Commander/Officer-In-Charge. The cold weather PT uniform adds the Marine Corps Running Suit, black watch cap and black gloves. This uniform is authorized at the Marine's option for unit PT as weather conditions dictates.

d. Evening Parades and Sunset Parades. Headquarters and Service Battalion Marines will either wear a coat and tie (or equivalent attire for female Marines) or an appropriate military uniform:

(1) Officers will wear the Blue-White Dress "B" uniform.

(2) Enlisted Marines will wear either the Service "A" with Service (barracks) cover, or the Blue Dress "B" uniform, as directed.

e. Formal Uniform Presence. Marines conducting official business or social calls; standing duty at the White House, Capitol, Department of State, other U.S. agency, or foreign government facility; or attending an official function in the D.C. area will wear the seasonal Service "A" uniform with either Garrison or Barracks Cover, the seasonal Dress "B" uniform, or the Blue Dress "D" uniform (paragraph 6.a refers). Marines

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attending functions or events as a group will present a uniform appearance with regards to the cover.

f. Civilian Attire. All personnel are authorized to wear civilian clothing appropriate to the season and in good taste while in a leave or liberty status, while commuting to and from work, and when aboard H&S Bn during off-duty hours. Wearing the following clothing is strictly prohibited while aboard government installations or facilities: halter tops/half shirts; under-shirts as outer clothing; shorts without a finished hem (i.e., cutoffs); torn or frayed clothing; and clothing printed with profanity or statements that are derogatory towards the U.S. Government or are racially, ethnically, religiously, or otherwise offensive to an individual or group.

7. Action

a. All individuals shall comply with the references and this Order in maintaining and wearing uniforms and civilian clothing in conformance with the expected high standards of personal appearance.

b. All Marines and Sailors attached to H&S Bn, HQMC, HH will become familiar with the references and this Order, and are charged with the responsibility of enforcing these regulations. Additionally, the Director of Marine Corps Community Services (MCCS) will ensure all MCCS retail employees are familiar with and assist in the enforcement of this Order within all MCCS retail activities.



R. L. ANDERSON

DISTRIBUTION: C



# Marine Corps Civilian Attire Regulations

**MCO P1020.34G**

**MCBO 1020.1**

## ARE YOU IN COMPLIANCE?



Shirts - in or out must fit!



Must wear a belt if pants have loops

Trousers worn at the waist



Clothes must fit properly

Neat and clean appearance



Sports jerseys should not be overly baggy

## DON'Ts

- Excessively Tight or baggy clothing (SPANDEX)
- Obscene words or gestures on clothing
- Exposed undergarments
- Torn, ripped, or frayed clothing
- See through or revealing clothing

**ALL CIVILIAN HEADGEAR  
MUST BE REMOVED  
WHILE INSIDE MARINE  
CORPS BASE FACILITIES**

## DO's

- Marines will be clean shaven daily
- Ball caps worn like military cover
- Civilian attire should be worn as appropriate to the occasion
- **DO THE RIGHT THING  
WE ARE MARINES 24/7**

No halter tops, exposed midriffs, short-shorts, or mini-skirts



No shower shoes

No tank tops, doo rags, bandanas, backwards or sideways ball caps



Sports bras worn as outer garments are prohibited



No physical fitness attire, spandex, or sweatpants inside non-gym facilities



APPLIES TO ALL SERVICE MEMBERS, FAMILY MEMBERS, RETIREES, CIVILIAN EMPLOYEES, PATRONS AND GUESTS

ENCLOSURE (v)