



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

MCCSI 12594.1C  
B 37

OCT 10 2014

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 12594.1C

From: Director, Marine Corps Community Services Division, MCB,  
Quantico  
To: Distribution List  
Subj: DRESS/GROOMING REGULATIONS FOR MARINE CORPS COMMUNITY  
SERVICES DIVISION PERSONNEL

Encl: (1) Retail and Services Branch Provisions  
(2) Semper Fit & Recreation Branch Provisions  
(3) Facilities Branch Provisions  
(4) Marine and Family Programs Branch Provisions  
(5) Food and Hospitality Branch Provisions

1. Purpose. To publish acceptable standards of civilian dress and personal appearance of all Marine Corps Community Services (MCCS) employees working aboard MCB, Quantico.

2. Cancellation. MCCSLOI 12594.1B

3. Background.

a. The majority of MCCS Division employees have considerable customer/patron contact in the performance of their duties. Dress/grooming regulations are intended to provide staff with guidelines to follow; good judgment and common sense should be applied to the use of these guidelines.

b. The general appearance of staff makes a lasting impression of the organization; a neat and clean appearance is necessary when providing customer service. It is imperative that dress conforms to safety and health considerations and regulations.

4. Policy.

a. All employees must abide by these instructions. Enclosures (1) through (5) provide specific guidelines that are unique to certain branches/activities.

5. In general, MCCS is a business casual environment. For females, this includes dress slacks, dress capris, sweaters,

blouses and suits as well as dresses, skirts and skorts no shorter than 2 inches above the knee. For males, this includes slacks and collared shirts. Suits, sports coats and ties are optional. Sleeveless dresses, shirts, sweaters, etc., with straps less than 2 inches wide, are not permitted. Clothing must not be see-through.

a. Abnormally tight or revealing clothing or excessively baggy or oversized clothing is prohibited as well as tank tops, halter tops/dresses, miniskirts/dresses or bare midriff shirts. With the exception of clothing bearing manufacturers' or MCCS logos, imprinted T-shirts or other clothing with imprinted or embroidered messages of any kind should not be worn. Blouses, shirts and sweaters should not reveal cleavage and be long enough to completely cover the midriff area while performing the usual range of assigned tasks such as reaching, bending, stooping and/or carrying objects.

b. Employees will wear clean footwear in good repair. Examples of types of footwear not permitted for safety reasons in any work area are: traditional clog type CROCs and flip-flops/beach footwear. Clean conservative athletic shoes are permitted.

(1) Employees assigned to hazardous positions as designated by the supervisor will be required to wear safety shoes/boots and will be given the opportunity to buy either ANSI approved shoes, and be reimbursed up to the current lowest priced ANSI approved shoe available from Serv Mart or to wear government issued safety shoes.

c. Baseball caps, hats or any other types of caps should not be worn inside any MCCS facility except in food preparation or service areas. When a hard hat is not required, a cap may be worn while performing overhead work to serve as some protection from dust or debris.

d. Employees will be issued name tags upon hire unless issued a uniform that has their name embroidered on it. Name tags should be worn at all times while on duty. Employees will not be charged for replacement tags unless it can be proven that they intentionally lost or destroyed the name tag or unless the employee loses or destroys more than two (2) name tags per year. "Proof" is defined as actual evidence (not opinion) that establishes a fact.

(1) Replacement tags will be issued by the Human Resources office. Employees will be required to complete a form indicating how the name tag was lost or destroyed.

e. Jewelry in piercings on the face and body must be about the size of a traditional sized hole or removed while at work. Earrings can be worn as long as they do not create a safety/health issue.

f. Moustaches and beards will be neat, clean, well groomed. Unconventional haircuts such as Mohawk style, stars or other designs, and/or uncommon hair colors (green, blue or purple) are not acceptable.

g. Tattoos containing hateful or obscene language and/or pictures will be covered while on duty. Tattoos that cover all or nearly all of an entire arm, leg or neck must be mostly covered.

h. Designated employees will wear uniforms provided for their use as designated in the enclosures. Branch Directors may require positions with substantial patron/customer contact to wear an MCCS issued polo shirt.

(1) Management will initially provide employees scheduled to work 5 days per week with 3 polo shirts. Employees scheduled to work less than 5 days per week will be issued 2 shirts. A fourth shirt will be issued on the employee's one year employment anniversary date and each year thereafter.

(2) During cold weather, long sleeve shirts are permitted to be worn under the polo shirt. Acceptable colors include white, black or color to match the polo shirt.

(3) Employees will provide their own bottom garments and will be responsible for the cleaning of their uniforms.

(4) Employees may purchase additional shirts from MCCS at cost through their respective supervisor/manager.

(5) MCCS will replace any MCCS issued tops that are damaged or soiled on the job, to the point of being unserviceable, without cost to the employee.

(6) Employees, who terminate for any reason within 6 months or less of service, will be required to return the shirts to their supervisor on their last day of work.

i. In determining appropriate civilian attire, the employer will be the final determinant. In the event that a question arises relative to what is considered appropriate or inappropriate for wear or grooming, the decision will be rendered by the direct line supervisor, a higher-level manager and/or the Director, NAF Human Resources.

(1) When a Branch Director specifically authorizes "Jeans Day", jeans must be clean and in good repair.

j. In the interest of cultural practices, should an employee wish to wear garments or jewelry related to cultural and/or religious practices, accommodation is encouraged. In determining accommodation, however, safety and the ability to perform the duties of the position must be given primary consideration. These accommodations must be brought to the attention of the Branch Director and the Director NAF Human Resources to ensure consistency throughout the organization.

## 6. Violations.

a. Following is a guideline for supervisors and notice of the disciplinary process for the employees:

(1) The first violation of this policy may result in a verbal warning and counseling. If the violation is related to safety issues, the employee may be required to correct the violation prior to beginning work.

(2) A second violation for the same offense may result in a letter of caution.

(3) A third violation for the same offense may result in a one-day suspension.

(4) Further violation for the same offense may result in further disciplinary action to include the possibility of termination.

b. All disputes over violations of this LOI are subject to the negotiated grievance procedures for bargaining unit employees and the administrative grievance procedures for non-bargaining unit employees.

7. Action.

a. Activity Managers and Supervisors will ensure that employees are apprised of the contents of this Instruction.

b. Activity Managers and Supervisors will ensure a copy of this MCCSI appears on their official bulletin boards.



M. L. HICKS

Copy to:  
Distribution A  
AFGE, Local #1786

**Retail and Services Branch**

1. Employees working on the Sales Floor of Main Exchange, Outlying Stores, Vending and Warehouse will follow the following guidelines:

a. Employees will be issued Polo Shirts as described in Policy Section of this LOI.

2. Bottom garments will be black or khaki in color and may include full-length slacks, skirts, culottes or Capri pants. Warehouse and Vending employees may wear blue or black jeans. Warehouse and vending employees may wear khaki shorts in the summer months no shorter than 2 inches above the knee.

3. Only black, brown, navy blue or white shoes with rubber soles or athletic-type shoes are acceptable for safety purposes.

4. Headgear is allowed for Warehouse and Vending employees while working in the Warehouse. Vending employees must remove headgear when inside buildings.

Semper Fit and Recreation Branch

1. All Semper Fit activities are issued MCCS shirts/jackets or sweatshirts as described in Policy Section of this Instruction.
2. Slacks, neat sweat pants, jogging suits or fingertip length khaki style shorts may be worn on duty by employees assigned to the fitness and athletics sections.
3. Jean shorts/pants may be worn when working athletic fields, outdoor activities, and the Auto Hobby Shop with the exception of the golf course.
4. Lifeguards are issued swimsuits.

Enclosure (2)

**Facilities Branch Personnel Provisions**

1. Craft and Trade employees will be issued 5 pants, 5 long sleeve shirts, 5 short sleeve shirts and 1 jacket. Uniforms are replaced as needed. Employees are responsible for the cleaning of the uniform. When an employee terminates for any reason, the uniform is returned to MCCS.



Marine and Family Programs Branch Personnel Provisions

1. All Program Assistants will be issued polo shirts as described in the Policy Section of this Instruction.
2. For safety reasons, employees assigned to direct child care duties may not wear open back shoes without straps.

**Food and Hospitality Branch**

1. When uniforms are supplied to food service personnel, sufficient numbers of uniforms will be available so that employees can maintain a neat appearance. Waitstaff may be provided with uniforms, depending on the club. When uniforms are provided, personnel are required to wear them and the uniform must be clean and neat at all times.
2. Duty managers will dress appropriately. Males will wear a shirt and tie. Females will be neatly dressed as described in Policy Section of this LOI. Duty managers are prohibited from wearing jeans.
3. Both male and female food service workers with shoulder length hair and longer will insure it is pinned above the shoulders and contained by a hair net. In addition, kitchen help will wear either club issued paper caps or hairnets with any length of hair, and beards will be covered with a snood.
4. Food service workers will keep their fingernails clean and trimmed at all times. No nail polish will be worn.
5. Rubber sole/non-skid soles, closed toe shoes will be worn by employees working in the kitchen and behind the bar for safety reasons. All waitstaff will wear flats for safety reasons.