



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD STE 20302
ALBANY, GA 31704-0302

BO 1020.4
MD3002

JUN 26 2008

BASE ORDER 1020.4

From: Commanding Officer
To: Distribution List

Subj: UNIFORM REGULATIONS

Ref: (a) MCO P1020.34G W CH 1-4
(b) U.S. Navy Uniform Regulations
(c) Uniform Code of Military Justice (UCMJ)
(d) ALMAR 035/07

Encl: (1) MCLB Albany Uniform and Clothing Matrix
(2) MCLB Albany Uniform Regulations

1. Situation. To promulgate current policies regarding the wearing of Marine Corps and Navy uniforms per the references.

2. Cancellation. BO 1020.3J.

3. Summary of Revision. This order has been completely revised in its entirety and should be thoroughly reviewed.

4. Mission

a. Set forth specific directives for the wearing of uniforms and civilian clothing by military personnel at Marine Corps Logistics Base (MCLB), Albany, Georgia.

b. Publish standards of dress for civilians who live, work or visit aboard MCLB, Albany.

c. Information. Enclosure (1) shows where specific uniforms and civilian clothing may be worn while on and off base. Enclosure (2) amplifies uniform regulation for MCLB, Albany.

5. Execution

a. All personnel of this command and tenant commands aboard Marine Corps Logistics Base, Albany will conform to the uniform regulations set forth in this order and the references.

b. Area/organizational commanders will:

(1) Promulgate the contents of the order to all personnel assigned to their commands.

(2) Ensure the contents of this order are disseminated to all incoming personnel.

(3) Post a copy of this order in a prominent place on unit bulletin/troop information boards.

c. Punitive Effect. This order's applicability to military personnel is intended to be enforceable against individuals without further implementation by subordinate commands. Violations of the provisions of this order by military personnel may result in administrative or punitive action, and are punishable as a violation of Article 92 of the Uniform Code of Military Justice (UCMJ).

6. Administration and Logistics. None.

7. Command and Signal

a. Command. This order has been coordinated with tenant commands and is applicable to all members of the Armed Forces and civilians while aboard MCLB, Albany, Georgia.

b. Signal. This order is effective on the date signed.


C. N. HALIDAY

DISTRIBUTION: A

MCLB ALBANY UNIFORM AND CLOTHING MATRIX

LEAVE & LIBERTY
TO & FROM OFF-BASE QTRS
TO & FROM ON BASE QTRS
MAIN EXCHANGE COMPLEX
COMMISSARY
BASE THEATRE
BOWLING CENTER
7 DAY STORE
PACKAGE STORE
CLUBS & MESSAGES
POST OFFICE
SWIMMING POOLS
ATHLETIC AREAS
BRANCH MEDICAL & DENTAL CLINIC
LEGAL ASSISTANCE OFFICE (SJA)
CHILD DEVELOPMENT CENTER (CDC)
HOUSING COMMUNITY AREA

TYPE ATTIRE																	
UNIFORM OF THE DAY	N*	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SERVICE UNIFORMS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ORGANIZATIONAL CLOTHING	N	N	Y	N	N	N	N	N	N	4	N	N	N	6	N	N	N
PT CLOTHING/SWIM WEAR	N	3,8	3	N	N	N	N	N	N	4	Y	Y	Y	6,9	N	N	2,3
CIVILIAN ATTIRE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	6,10	Y	Y	Y

FOOT NOTES

* Does not apply when the uniform of the day is the Service Uniform

- (1) Per paragraph 4 of enclosure (2)
- (2) Permitted if clean and in good taste as determined by proper authority
- (3) Upper body garment and shoes must be worn. No shower shoes authorized
- (4) Refer to constitution and by laws for various clubs for uniform and dress requirements
- (5) Area commanders may authorize the wear of organizational clothing as required within their areas/training areas
- (6) Emergency ONLY
- (7) Special footwear required
- (8) Must be POV; no off base stops
- (9) At the Physical therapy Clinic ONLY
- (10) On authorized leave

Y = Yes N = No

MARINE CORPS LOGISTICS BASE ALBANY UNIFORM REGULATIONS

1. Personal Appearance. References (a) and (b) set forth the specific guidance for Marines and Sailors, both male and female.

2. General

a. The uniform is designed to show, at a glance, with proper insignia, the branch of service and grade of the individual authorized to wear the uniform. The uniform represents visual evidence of the authority and responsibility vested in the individual by the United States. It is a Marine's duty and personal obligation to maintain a professional and neat appearance. Marines will maintain their uniforms and equipment in a neat and serviceable condition and will, by their appearance, set an example of neatness and strict conformity with these regulations.

b. References (a) and (b) list those articles of uniform apparel that are authorized for wear with civilian clothing.

c. Marine Corps uniform standards of grooming do not allow for eccentric or faddish styles of hair, facial hair, make-up/nail polish, jewelry, or eyeglasses. Eccentric and faddish individual appearances detract from uniformity and team identity. Because it is impossible to provide examples of every appropriate or unacceptable style of "conservative" or "eccentric/faddish" grooming and attire, the good judgment of Marines at all levels is key enforcement of Marine Corps standards in this issue, as in other issues. Refer to paragraph 1004.2 of reference (a) for additional guidance on standards of personal appearance.

d. The use of cell phones (to include the use of the earpiece) while walking in uniform, indoor and outdoor is prohibited. The use of electronic equipment is not authorized while walking/running in uniform except as authorized per command/facility regulations. The use of chewing gum, chewing tobacco, cigarettes; hands in pockets; or the consumption of food or beverage while walking in uniform or while in formation, are examples of activities that detract from an appropriate military appearance. However, good judgment will govern the application of this policy in the field environment.

e. Headgear.

(1) Outdoor Wear. Personnel will remain covered unless ordered to uncover, or during religious services not associated with a military ceremony. Personnel will remain covered during invocations or other religious military ceremonies such as changes of command, ships' commissioning and launching, military burials, etc.

(2) Indoor Wear. The cover is normally removed indoors. An officer or enlisted person in a duty status and wearing sidearms or pistol belt may only remove headgear indoors when entering dining areas or where religious services are being conducted.

(3) While in Vehicles. While in uniform, headgear will be worn in government vehicles. The wear of headgear in privately owned vehicles is no longer required.

3. Uniform of the Day

a. The uniform of the day will be prescribed by the commander. In prescribing the uniform of the day, commanders will consider the duty to be performed and the weather conditions.

b. Per references (a) and (d), and commencing with the start of Daylight Savings Time (DST), the normal uniform of the day for summer months will be the Desert Marine Corps Combat Utility Uniform Pattern (MARPAT) utility uniform with sleeves up. Commencing with the end of DST, the Woodland MARPAT utility uniform will normally be worn during the winter months. The service uniform, with ribbons, is normally the prescribed uniform of the day for the third Friday of every month.

c. A base bulletin will be published, semi-annually, to confirm the summer/winter uniform periods and corresponding uniforms of the day.

4. Restrictions on Wearing Uniforms Off-Base

a. All uniforms other than the Blue Dress "A" and the utility uniform are authorized for wear on leave and liberty. Marines and Sailors are permitted to make brief stops while in the utility uniform when commuting to and from the place of duty

during working hours. This authorization is limited to stops within a 50 mile radius of MCLB Albany. Besides emergency/maintenance stops, Marines and Sailors are authorized to make the following essential stops off-base during duty hours while commuting to and from place of duty:

(1) Per reference (d) only bonafide emergencies (i.e. medical emergencies, vehicle breakdown, or vehicle accidents.

(2) At drive-thru windows of fast food restaurants, ATMs, and or dry cleaners where exiting the vehicle is not required.

5. Uniform for Official Ceremonies and Social Occasions. The uniform for official ceremonies and social occasions will be prescribed for each occasion. Those provisions of this order and the references that allow a degree of flexibility to individuals by authorizing the sale and wear of optional articles of uniform should not be construed as limiting the authority of commanders in prescribing the wear of uniforms appropriate to the occasion. At functions for which the proper civilian attire is "coat and tie," or at which members of other services are to wear their equivalent of the Marine Corps Service "A", for example, commanders may prescribe the Service "A" Uniform for Marines.

6. Organizational Clothing

a. The wearing of flight suits and flight jackets are permitted for authorized personnel aboard this base. Like the utility uniform, flight suits and flight jackets may be worn at all on-base facilities, including clubs, messes, and non-appropriated funds activities. Flight suits may be worn to/from work. The wear of flight suits are subject to the same regulations that apply to the utility uniform.

b. Overalls, aprons, and other special clothing will be worn only in the immediate vicinity of the work area.

c. Per MCO P51003.8, commanders will ensure proper protective footwear is worn by all members of their organizations when engaged in activities designates as foot-hazardous.

d. The extreme cold weather jacket (GORTEX) is authorized for wear with the uniform of the day (utility uniform).

e. The extreme cold weather jacket (GORTEX) is not authorized for wear on leave or liberty, nor will it be worn with civilian clothing, unless it is personally owned and without grade insignia. When worn, the GORTEX coat will be zipped and snapped closed.

(1) Grade insignia will be worn as prescribed by reference (a).

(2) The GORTEX jacket may be worn by Navy personnel authorized to wear the Marine Corps utility uniform.

f. The standard issue fiber helmet is authorized for wear by designated members of the Rifle Range Detachment. It may be worn with the utility uniform in range areas only as authorized by CMC letter 1020 set MCUB/185-85 of 13 December 1985.

7. Navy Personnel Serving with Marine Corps Units

a. Navy officers serving with Marine Corps units and opting to wear the Marine Corps service uniform and utility uniform will abide by Marine Corps grooming and physical appearance standards. Navy officers not serving with Marine Corps units will abide by Navy grooming standards as established in reference (b).

b. Navy enlisted personnel who elect to wear and are issued Marine Corps service uniforms at no expense, shall wear, when directed by the commander, service uniforms for the duration of their continuous service with Marine Corps organizations in the capacity of hospital corpsman, dental technician, or religious program specialist, and abide by Marine Corps grooming and physical appearance standards.

c. Navy enlisted personnel who do not elect to wear the Marine Corps service uniform and those Navy personnel serving with Marine Corps units wherein the wearing of Marine Corps utility uniform is required will be issued only utility uniform items and will be required to wear them, as directed, when a member of or in support of a Marine Corps unit. These personnel will abide by Navy grooming regulations. When service uniforms are required, Navy uniforms will be worn.

8. Civilian Attire. Inherent with the authorization granted to military personnel to wear civilian clothing on leave and liberty and the authorization of civilians, to include

dependents and retired personnel, to enter the Base for any reason, is the responsibility that their standards of dress and appearance be conservative and meet the same high standards established for personnel in uniform. No eccentricities of dress shall be permitted. Enclosure (1) is a matrix of uniforms and civilian clothing apparel in various activities aboard the Base. Civilian headgear (e.g., ball caps, visors, cowboy hats, etc.) will be removed when going indoors at any activity aboard local military installations. Civilian headgear may be worn indoors at all activities off base as appropriate.

a. Appropriate civilian attire is defined as that which meets common sense standards of safety, decency, neatness and cleanliness. The recent trend in popular casual wearing apparel and contemporary attire is acceptable provided that it does not bring unnecessary public attention to the wearer. Some examples of acceptable attire that are commensurate with standards desired are:

- (1) Coat and tie
- (2) Slacks and shirt
- (3) Jeans and shorts
- (4) Shoes (not including shower shoes/flip flops).
- (5) Belts required with all trousers having belt loops.

b. Inappropriate and eccentric clothing are defined as that which is torn, ripped, ragged, excessively dirty, revealing, closely related with drugs, extremist/racist groups or other illegal activities. Some examples of these are:

- (1) Clothing with designs of an obscene or suggestive nature.
- (2) Shirts, with or without collars, which are adorned with sexual, racist, obscene, anti-military or drug related pictures, designs, words, or printings. White undershirts and shorts that have been altered or modified by cutting off sleeves or making holes are prohibited.
- (3) Trousers that are frayed, torn, dirty, cut-off or adorned with sexual, racist, anti-military, or obscene pictures, designs, words, or printing.

(4) Short shorts, beach or swim gear (except at beaches), garments designed as underwear/under garments.

(5) Tank tops and so-called "muscle shirts" except at beaches and while participating in physical training.

(6) Wearing of clothing articles not specifically designed to be normally worn as headgear (e.g., bandannas, do rags) is prohibited.

c. The examples cited in paragraphs 8a and 8b are not inclusive nor are they meant to limit the authority of commanders or heads of non-appropriated fund activities to establish specific guidelines for wearing apparel in their respective areas.

d. Marines are associated and identified with the Marine Corps in and out of uniform and when on or off duty. Therefore, when civilian clothing is worn, Marines will ensure that their dress and personal appearance are conservative and commensurate with the high standards traditionally associated with the Marine Corps. No eccentricities of dress will be permitted. Marines are prohibited from:

(1) Wearing of earrings (applicable to male Marines). Female Marines, however, may wear earrings consistent with paragraph 3009 of reference (a).

(2) Attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under their skin, tongue or any other body part.

(3) Mutilation of the body or any body parts in any manner or brands/tattoos on the neck and head. In other areas of the body, tattoos or brands that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the Marine Corps are also prohibited.

9. Athletic Attire. The contemporary trend to a healthy athletic lifestyle has led to an ever-increasing ultra casual dress code. Athletic attire is defined as clothing designed for specific activity such as sweat suits, running or jogging suits, shorts, basketball or football jerseys, swim attire, etc. Most of this type of clothing lends itself well to casual attire, but common sense standards of neatness,

cleanliness, and decency must be met. See enclosure (1) for areas/activities where such apparel is acceptable.

10. Standards of Dress - Non-Military Personnel

a. Family members, retirees, guests, and government service employees will be required to conform to the proper dress standards as outlined in this paragraph.

b. It is recognized that the term "appropriate civilian attire" is subject to many trends in fashion and difficult to define by detailed regulations. It is expected that all personnel, civilian, military or military family members, will exercise good judgment in selecting appropriate civilian wearing apparel. Every individual should take pride in his/her appearance and observe the standards of safety, decency, neatness, and cleanliness. Torn, ragged, or excessively dirty or revealing clothes do not meet acceptable grooming standards. Additionally, clothing must meet approved safety standards when worn within base facilities or working areas.

c. Civilians and family members living, working, or visiting aboard base will abide by the above standards and the following:

(1) Women. Women are expected to wear appropriate civilian attire aboard the Base. Appropriate civilian attire for women is considered to be that which meets common sense standards of safety, decency, and cleanliness. That which is revealing or immodest does not meet these standards. Hot pants, short shorts, halters, or tops that are revealing, cut-off shorts and uncovered hair rollers, bare feet or shower shoes/flip flops are not acceptable female dress in public areas.

(2) Men. Males and male family members over 10 years of age are expected to comply with the standards of dress established for military personnel.

(3) Children. Children not required to have a dependent's identification card (not yet reached 10th birthday) are permitted to wear t-shirts throughout the Base. Footwear is required except in quarters, beach and pool areas, or when being carried in arms or in a stroller or carriage.

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d. Civilians and family members will not wear any items of a military uniform with grade insignia or branch of service buttons or devices.

e. Military personnel are accountable for the actions of their family members and for the civilian attire worn by their family members aboard MCLB Albany, Georgia.