



## UNITED STATES MARINE CORPS

MARINE CORPS COMMUNITY SERVICES  
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MCCSO 1020.1E  
MCCS  
1 Apr 13

### MARINE CORPS COMMUNITY SERVICES ORDER 1020.1E

From: Chief Executive Officer  
To: Distribution

Subj: EMPLOYEE PERSONAL APPEARANCE

1. Purpose. To publish information concerning employee personal appearance.
2. Cancellation. MCCSO 1020.1D
3. Background.

a. It is the policy of MCCS that each employee's dress, grooming and personal hygiene be appropriate to the work situation. Employees are expected at all times to present a professional image to customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment. All employees who regularly have contact with customers must comply with the following personal appearance standards:

(1) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees may not wear suggestive attire or clothing that does not present a businesslike appearance.

(2) Employees are expected to refrain from gum chewing in dealing with the general public.

(3) Name badges will be worn by all employees when in contact with customers and at meetings and events when attendance is in conjunction with MCCS employment. Supervisors and managers will determine if nature of work or safety reasons preclude wearing the name badge.

(a) Employees who are required to wear name badges will wear them on the left or right chest area attached to the outer layer of clothing or around their neck on a cord or chain.

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(b) Employees are informed during orientation that name badges are MCCS property and replacement cost for lost badges is an employee responsibility.

(4) Earrings/studs worn other than in the ear are unacceptable.

(5) Sideburns, mustaches and beards will be neatly trimmed.

(6) Hair should be clean, combed, and neatly trimmed or arranged to present a well-groomed appearance.

#### 4. Guidelines

a. Employees who do not regularly deal with external customers will follow basic requirements of safety and comfort but will be as neat and businesslike as working conditions permit.

b. Certain employees may be required to meet special dress, grooming and hygiene standards such as wearing uniforms or smocks depending on the nature of their job. When a uniform is provided, the complete uniform will be worn at all times. Routine cleaning of the uniform is the responsibility of the employee. Safety belts, back braces, and safety shoes will also be worn as required.

c. Club and food service employees will wear hair nets or caps at all times. The use of nail polish is prohibited. Blue jeans may be worn when working set-up or in the galley.

d. The respective Department Heads will determine the working uniform for recreational employees who provide services, however, the basic requirements of this Order apply.

5. Action. Managers/supervisors will ensure that all employees comply with the content of this Order.

a. Any employees who do not meet the standards of this policy will be required to take corrective action that may include leaving the premises to obtain appropriate clothing and/or identification badges.

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b. Employees will not be compensated for any work time missed because of failure to comply with this policy. Further violations of this policy may result in disciplinary action.

A handwritten signature in black ink, appearing to read "M. Largent", with a stylized flourish extending to the right.

MIKE LARGENT

DISTRIBUTION STATEMENT: Approved for electronic distribution.