



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

BnO 1020.3G

ADJ

**SEP 30 2016**

BATTALION ORDER 1020.3G

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  
(d) MCINCR-MCBO 1020.1H

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. BO 1020.3F.
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.
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.

## 6. Information

a. Seasonal Uniform Change. The seasonal uniform transitions will occur semi-annually on 01 November for the winter season and 01 April for the summer season. During the winter season, the woodland Marine Corps Combat Utility Uniform (MCCUU) will be worn with sleeves down and the designated seasonal service uniform will be Service "B". Upon transition to the summer season, effective 01 April 2017, the woodland MCCUU will be worn with sleeves rolled up and the designated seasonal service uniform will be Service "C".

b. Uniform of the Day (UOD). All personnel assigned to H&S Bn, HQMC, HH will wear the seasonal MCCUU Monday through Thursday as the UOD. On Fridays, the UOD will be the seasonal Service Uniform. The UOD can be modified by the Battalion Commander as necessary when extended exposure to weather at work would result in undue damage or excess dry cleaning to Service uniforms.

c. USMC War Memorial Commemorative Flag Program: The uniform for Marines conducting the Commemorative Flag Program at the USMC War Memorial is designated as the seasonal Dress Uniform (Dress Blue "D" or "C"). In case of inclement weather including ice, snow, or excessive rain or in case of maintenance related issues at the USMC War Memorial, the MCCUU will be authorized for wear. The Commemorative Flag Program Non-Commissioned Officer will determine the appropriate uniform as environmental conditions dictate.

d. Specific Uniform Guidance Marines assigned to H&S Bn working in the NCR:

- (1) In accordance with paragraph 5501.1 of reference (a), the Commander has prescribed marksmanship badges for wear with the Blue Dress "B", Blue-White Dress "B", and Service "A" uniform.
- (2) All Marines will wear the barracks cover with the Service "A", Service "B", and Service "C" uniform while on Capitol Hill.
- (3) The seasonal service uniform will be worn while conducting official business with the offices of the Secretary of Defense and all Under-Secretaries, Service Secretaries, and the Chairman and Vice Chairman, Joint Chiefs of Staff. Members assigned to those offices or staffs will follow other applicable uniform guidance/policies published by their respective leadership, e.g. an applicable

Joint Staff Memorandum designating a uniform of the day that differs from the policy within this order.

- (4) Service "A" uniform with barracks cover will be worn for testimony hearings and office calls with elected officials on Capitol Hill. When conducting working meetings with the staffs of Senators and Representatives and while conducting business with committees, the appropriate Dress Blue Delta or Dress Blue Charlie uniform will be worn. It is recommended that all personnel verify with the HQMC Office of Legislative Affairs the appropriate uniform for their scheduled engagement prior to the event.

e. 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 green crewneck undershirt. The type of running shoe is at the Marine's discretion. White socks will be worn with running shoes. Unit distinguishing marks are authorized as prescribed by the Commander/Officer-In-Charge. The cold weather PT uniform includes the Marine Corps Running Suit. Additionally, the brown watch cap and coyote brown gloves can be prescribed if issued to the individual Marine. The PT uniform is not authorized for wear off base, with exception to occasions designated by the Battalion Commander and the conduct of the semiannual Marine Corps Physical Fitness Test as officially coordinated through the Battalion S-3 section.

f. 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 and SNCOs will wear the Blue-White Dress "B" uniform with marksmanship badges.

(2) Enlisted Marines will wear the Service "A" or the Blue Dress "B" uniform with marksmanship badges.

g. Formal Uniform Presence. Marines conducting official business or social calls; standing duty at the White House, Capitol, Department of State, other U.S. agencies, or foreign

government facilities; or attending an official function in the D.C. area will wear the Service "A" uniform, the seasonal Dress "B" uniform, or the Blue Dress "D" uniform (paragraph 6.a refers).

h. 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 installations and work areas 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 assigned or attached to H&S Bn, HQMC, HH will become familiar with the references and this Order and are charged with the responsibility of enforcing 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.



A. M. REGAN

DISTRIBUTION: C