DIRECTIVE NO.	DIRECTIVE TITLE (OR SHORT TITLE)	J	F	M	A	M	J	J	A	S	O	N	D
1020.1	Uniform Regs & Grooming Standard												

DATE PROMULGATED	PROMULGATED BY	DISTRIBUTION	CLASSIFICATION
2014 01 16	SGTMAJ	A	UNCLASSIFIED

DIRECTIVE REVIEW NAVMC 10974 (REV. 8-97))(EF) SN: 0109-LF-069-0400 (5215)

In accordance with current edition of MCO P5600.31, this directive has been reviewed for necessity, current applicability, and to assure consonance with existing law and with national and Department of Defense policy, by:

DIRECTIVE NUMBER	DATE REVIEWED	CANCELLED	CANCELLED BY	REMARKS (New, Revision, Change)	SIGNATURE OF REVIEWING OFFICER
1020.1W	AUG 06 2020		1020.1X	REVISION	

DIRECTIVE NO.	DATE CANCELLED	J	F	M	A	M	J	J	A	S	O	N	D
1020.1													

Designed using FormFlow 2.15, HQMC/ARAE, Apr 98

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1020.1X
SGTMAJ
AUG 06 2020

AIR STATION ORDER 1020.1X

From: Commanding Officer
To: Distribution List

Subj: UNIFORM REGULATIONS AND GROOMING STANDARD

Ref: (a) MCO 1020.34H
(b) U.S. Navy Regulations
(c) MCIEAST-MCB CAMLEJO 1020.8

Encl: (1) MCAS Beaufort Uniform Regulations
(2) MCAS Beaufort Uniform and Clothing Matrix

1. Situation. This Order provides policy regarding the wear of Marine Corps and Navy uniforms and civilian attire aboard Marine Corps Air Station (MCAS) Beaufort and the Laurel Bay Housing Area.

2. Cancellation. ASO 1020.1W.

3. Mission

a. To enforce uniform policy set forth within the references and clarify regulations specific to the wear of uniforms and civilian attire for personnel who work, reside, or visit MCAS Beaufort and the Laurel Bay Housing Area.

b. Summary of Revision. This Order has been revised in its entirety and shall be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure regulations for the wear of uniforms and civilian attire are clear and consistent to maintain the high standards of good order and discipline aboard MCAS Beaufort and the Laurel Bay Housing Area.

(2) Concept of Operations. Every Marine, Sailor, and civilian entering MCAS Beaufort or the Laurel Bay Housing Area shall ensure they, and those under their sponsorship or charge, abide by the regulations provided in this Order and the references. It is every service member's responsibility to police and enforce the regulations set forth herein.

b. Tasks

(1) Tenant/Organizational Commanders. Brief and post this Order in prominent places, such as information boards, and inform personnel of its availability online.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Director, Marine Corps Community Services-South Carolina (MCCS-SC). Brief MCCS-SC employees on the contents of this Order to ensure proper enforcement within MCCS-SC facilities and inform personnel of its availability online.

5. Administration and Logistics

a. Recommended changes to this Order shall be submitted to the MCAS Beaufort Sergeant Major via the appropriate chain of command.

b. Copies of this Order are available online via the MCAS Beaufort Adjutant's website: https://www.beaufort.marines.mil/Resources/Adjutant/.

c. Enclosure (1) specifies uniform and civilian attire regulations for MCAS Beaufort and the Laurel Bay Housing Area. Enclosure (2) details where specific uniforms and civilian attire may be worn while on and off base.

d. Violations of this Order are subject to disciplinary action under the Uniform Code of Military Justice.

6. Command and Signal

a. Command. This Order is applicable to all hands aboard MCAS Beaufort.

b. Signal. This Order is effective the date signed.

K. R. ARBOGAST

DISTRIBUTION: A/C (plus HQHQRON)

MCAS Beaufort Uniform Regulations

1. General. The references set forth general uniform guidance for Marines and Sailors electing or required to wear Marine Corps uniforms. This Order supplements the references and other official uniform messages to provide specific uniform regulations while aboard MCAS Beaufort or the Laurel Bay Housing Area.

2. Personal Appearance

a. Service members shall maintain their uniforms and equipment in a neat, clean, and serviceable condition and shall, by their appearance, set an example of professionalism and conformity with these regulations.

b. Marine Corps uniform standards of grooming do not authorize eccentric or faddish styles of hair, jewelry, or eyeglasses. The good judgement of all Marines and civilians, at all levels, is key to enforcing Marine Corps uniform regulations and civilian attire.

c. While in garrison areas and per reference (a), hands in pockets, the use of cellular phones or other electronic devices, bluetooth devices, chewing gum, chewing tobacco, cigarettes, vaping mechanisms, or the consumption of food or beverages while walking in uniform or in formation are strictly prohibited.

d. The wearing of either organizationally issued or personally owned electronic devices while in any official uniform is prohibited, except as specifically authorized by facility policy for the execution of official duties.

e. Considering Marines and Sailors present a professional images at all times, the dressing or undressing of uniform articles in any public area (i.e., removing the Marine Corps Combat Utility Uniform (MCCUU) blouse standing outside of a vehicle) is prohibited. This includes when en route to/from the gymnasium from a privately owned vehicle (POV).

f. Headgear

(1) Duty Standers. Officers and enlisted personnel in a duty status shall remove headgear when entering areas where a meal is being served or where religious services are being conducted.

(2) While in Vehicles. In government vehicles while in uniform, appropriate headgear shall be worn unless it presents an unsafe condition. The wearing of headgear in POVs is at each individual's discretion.

(3) Outdoors. Marines and Sailors shall remain covered while outdoors unless specifically ordered to uncover per the references or this Order. Outdoor 'no cover' areas will be designated by the appropriate authority in writing for operational or safety requirements only. All other areas outdoors are designated covered areas and covers will be worn at all times (i.e., gas station).

(4) Watchcap (Cold Weather Cap). The issued coyote watchcap may be worn with the physical training (PT) uniform and the MCCUU when weather appropriate. When in a non-tactical or garrison environment Marines shall maintain the same saluting requirements as if wearing garrison MCCUU caps. This excludes saluting while wearing the watchcap with PT attire.

(5) Civilian Headgear. Headgear worn in civilian attire (i.e., baseball hats, visors, beanies, etc.) shall be removed when indoors regardless of the facility, activity, or liberty status. This is applicable to military and civilian personnel. Hoods on hooded shirts may be worn while in the Fitness Center, but must be removed upon entering all other base facilities.

3. Uniform of the Day (UOD)

a. The woodland MCCUU is designated as the UOD; sleeves rolled during summer months and sleeves worn down during winter months. Flight suits may be prescribed as the UOD by commanders as authorized in paragraph 6.b.

b. The seasonal service uniform shall be prescribed as the UOD for the last Friday of each month unless otherwise modified by the Station Sergeant Major.

c. Local commanders retain authority to prescribe the UOD and appropriate organizational clothing for field and tactical environments per the references and unit-specific regulations.

4. Restrictions on Wearing Uniforms Off-Base. Marines are prohibited from wearing the MCCUU or flight suits to off-base establishments except while utilizing drive-thru services. Marines are not authorized to make any routine, en route stops, or exit the vehicle while traveling off-base in the MCCUU uniform or flight suit except for bona fide emergencies. These unauthorized stops include public childcare centers, gas stations, vehicle repair facilities, commercial airports, bus or train stations, etc. For short-term stops, Sailors wearing the Navy Working Uniform (NWU) shall abide by regulations set forth in reference (b).

5. Uniform for Official Ceremonies and Social Occasions. The uniform for official ceremonies and social occasions shall be prescribed by the designated commander.

6. Military Organizational Clothing

a. Organizational clothing shall be issued by the designated unit commander and based on specific environmental and work related factors.

b. Flight suits and jackets are permitted for authorized personnel directly involved in flight operations aboard MCAS Beaufort and may be worn at on-base facilities including clubs, messes, and MCCS-SC activities. Flight suits are subject to the same regulations applicable to the MCCUU.

c. The extreme cold weather jacket (GORTEX) is authorized for wear with the MCCUU and shall remain zipped at least to the top of the tab on which insignia is placed, snapped, and affixed with the appropriate grade insignia. The GORTEX is not authorized for wear on leave or liberty with civilian attire.

d. Coveralls, mess attendant uniforms, and crash crew uniforms shall only be worn in the performance of duties requiring their use. They are authorized for wear in the Marine Corps Exchange, Barber Shop, Mess Hall, and other base facilities unless soiled and/or deemed soiled, unserviceable, or unsanitary.

7. Navy Personnel Serving with Marine Corps Units

a. Navy personnel serving with Marine Corps units and opting to wear the Marine Corps uniforms shall abide by Marines Corps grooming and physical appearance standards. Navy personnel not serving with Marine Corps units, such as the Naval Hospital, shall abide by Navy grooming standards as established in reference (b) and associated uniform guidance.

b. Navy personnel serving with Marine Corps units wherein the wearing of the MCCUU is required shall be issued only MCCUU uniform items and will be required to wear them as directed when a member of or in support of the Marine Corps unit. These personnel shall abide by Navy grooming regulations. When the service uniform is required, Navy uniforms may be worn.

8. Civilian Attire for Active Duty Personnel

a. The wearing of appropriate civilian attire while on leave, liberty, or an off-duty status is authorized. Civilian attire not presenting a neat and clean appearance or not commensurate with good taste is prohibited for wear in all public facilities aboard MCAS Beaufort and the Laurel Bay Housing Area.

b. The wearing of earrings by male Marines or other male service members under any circumstances is prohibited.

c. Clothing with printing, insignia, or pictures that are sexually or violently offensive, obscene, promote illegal activities, derogatory in nature towards race ethnicity, gender, or presents an impression contrary to the good order and discipline of the armed forces, Marines Corps, and/or MCAS Beaufort is prohibited.

d. Footwear shall be worn at all times, except in designated areas such as swimming pools or beach areas. Open-toed sandals or designer-style flip flops may be worn with or without socks as long as they are neat, clean, and commensurate with good taste. Rubber shower shoes, house/athletic slippers, or any other footwear not appropriate for wear in civilian attire shall not be worn in any facility aboard MCAS Beaufort or the Laurel Bay Housing Area.

9. PT Attire. Official PT attire for Marines consists of the green undershirt and green shorts, the Marines Corps running suit, the sweat suit, or a MCCUU with the blouse removed (boots-n-utes). Civilian PT attire consists of clothing designed specifically for PT or activities such as sports or exercise and shall be neat, clean, conservative in appearance, present a professional image at all times, and mirror paragraph 8.c. above. Civilian PT attire shall be comparable to the high standards of official Marine Corps PT attire.

a. Shirts or top garments must completely cover the midsection of the body and shall be worn so that neither skin nor undergarments are visible between the shirt and shorts/pants. Garments that do not meet this requirement are not permitted inside MCCS-SC facilities (e.g., Marine Corps Exchange, Bowling Alley, Library, Fitness Center, etc.).

b. Strapless shirts, halter tops, or tank tops shall not expose more than one-third of an individual's back measured from the base of the neck to the top of the hip bone. Tank tops must have straps at least two inches in width.

c. The wear of shirts or shorts that are torn, ripped, or otherwise modified from their intended wear are not authorized. This includes shirts with the sleeves cut or torn off.

d. Shorts or pants must completely cover the gluteus maximus muscles.

e. The wearing of any electronic device in any official PT uniform is prohibited. This includes earbuds, bluetooth devices, or any other device while wearing an official PT uniform either outdoors or inside the Fitness Center.

f. The wear of electronic devices in civilian PT attire is prohibited while on or within any vehicular designated road where no sidewalk is present. Devices are authorized on sidewalks and off-road trails, but shall be removed while crossing traffic areas or crosswalks.

g. Each individual conducting PT, to include bicyclists, during the hours of darkness shall wear a reflective belt or vest. Hours of darkness is defined as 30 minutes after official sunset to 30 minutes prior to official sunrise.

h. Service members are authorized to drop-off their dependent children at the Child Development Center (CDC) aboard the Air Station in military issued PT attire, when immediately proceeding to unit PT, from the time the CDC opens to two hours after the opening hour. Civilian PT gear is not authorized in the CDC at any time.

i. Service members traveling to or from their workspace or POV to PT areas (e.g., gymnasium) are not authorized to do so in boots-n-utes and must be in the UOD, other official PT gear, or civilian PT gear.

10. Standards of Dress for Non-Military Personnel

a. Family members, retirees, guests, and government service employees are required to conform to the proper dress standards as outlined within this section.

b. "Appropriate civilian attire" is subject to trends in fashion and difficult to define by detailed regulations. All individuals shall exercise good judgement in selecting appropriate civilian apparel. Torn, ragged, or excessively dirty or revealing clothes do not meet acceptable attire and grooming standards. Clothing must also meet approved safety standards when worn within Base facilities or working areas.

c. In practice, the daily standard for civilians and family members working aboard the Air Station is described as "business casual".

(1) Items shall be clean, well pressed, and not show excessive wear. Employees should avoid exceptionally tight or baggy clothing, as well as clothing items or accessories that may pose a safety risk.

(2) Inappropriate slacks or pants include sweatpants, exercise pants, shorts, and any spandex or other form-fitting pants, such as cyclist attire.

(3) For women, dress and skirt length shall be no shorter than four inches above the knee, or a length at which one can comfortable sit in public. Miniskirts, shorts, beach dresses, and spaghetti strap dresses are

inappropriate for the office. Leggings are permitted given a shirt that extends to four inches above the knee is worn.

(4) Tops, worn by men or women, with bare shoulders are permitted, providing the shoulder straps are at least two inches wide.

(5) Casual shirts with short or long sleeves, polo/golf shirts, dress shirts sweaters, etc. are acceptable. Tops that are exceptionally revealing of chest hair, cleavage, or midriffs and/or with potentially offensive or antimilitary words, terms, logos, pictures, cartoons, or slogans are not authorized.

(6) Loafers, boots (that can be worn under pants legs), flats, sneakers, dress heels, and leather deck shoes are acceptable.

(7) Employees who do not work in an office may select attire appropriate for their particular setting, given that it meets any applicable safety standards and maintains a professional appearance.

(8) Commanders and department heads may authorize more casual civilian attire for special events such as family days, beach bashes, or other outdoor events, and for Federal work-days when military personnel have been excused in a liberty status.

d. Civilians and family members living or visiting aboard the Base or the Laurel Bay Housing Area shall abide by the above standards and the following:

(1) Women. Women are expected to wear appropriate attire aboard the Base that is considered to be that which is neat, clean, and commensurate with good taste. Revealing and/or immodest attire does not meet these standards.

(2) Men. Males are expected to comply with the standards of civilian attire established for military personnel.

(3) Children. Footwear is required except in quarters, beach and pool areas, when being carried, or when riding in a stroller or carriage.

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

f. Military personnel are accountable for the actions of their family members and for the attire worn by their family members aboard MCAS Beaufort and the Laurel Bay Housing Area.

MCAS BEAUFORT UNIFORM AND CLOTHING MATRIX

LOCATION / TYPE ATTIRE	LEAVE AND LIBERTY	TO/FROM OFF-BASE QTRS	TO/FROM ON-BASE QTRS	MAIN EXCHANGE COMPLEX	7-DAY STORE & PACKAGE STORE	BASE THEATER	BOWLING ALLEY	CLUBS AND MESSES	DINING FACILITIES	POST OFFICE	CHILD DEVELOPMENT CENTER	SWIMMING POOLS	DRIVING RANGE	AUTO HOBBY SHOP	ATHLETIC AREAS	DOCKS/PIERS	CHAPEL	NAVAL HOSPITAL, CLINICS, & DENTAL	FAMILY SERVICES CENTER	HOUSING AREA COMMUNITY CENTERS	OFF-BASE ESTABLISMENTS
UNIFORM OF THE DAY (UTILITY UNIFORM OR FLIGHT SUIT)	N	1	Y	Y	Y	Y	Y	Y	Y	Y	Y,5	Y,5,6	Y	Y	Y,5	Y	Y	Y	Y	Y	N
SERVICE UNIFORMS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
ORGANIZATIONAL CLOTHING (COVERALLS, FOOD SERVICE UNIFORMS, ETC.)	N	1	Y	Y	Y	Y	N	6	Y	Y	Y	N,6	N	Y	Y,5	N	Y	Y	Y	Y	N
APPROPRIATE CIVILIAN ATTIRE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	4	Y	Y	Y
OFFICIAL MARINE CORPS PT UNIFORMS (EXCLUDING BOOTS N-UTES)	N,7	1	1	N	N	N	N	N	N	N	N,1	Y	N	N	Y	N	N	3	N	N	N
CIVILIAN PT ATTIRE/ SWIM WEAR	Y	2	2	N	N	N	N	N	N	N	N	Y	Y	Y,6	Y	Y	N	3	N	N	1

NOTES

Y = Yes

N = No

(1) Per enclosure (1).

(2) Upper body garment and shoes must be worn. No shower shoes authorized.

(3) At the Physical Therapy Clinic or for Medical Physical Only.

(4) On Authorized Leave.

(5) When entering or leaving gyms or any indoor facility, individuals will be in the complete uniform (trousers, coat, cover, as applicable).

(6) Refer to constitution and by-laws for various clubs for uniform and dress requirements.

(7) The USMC Running Suit top is authorized for wear during leave and liberty periods.