



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1020.25E
15A
• 5 APR 1996

DEPOT ORDER 1020.25E w/ ch 1, 2, 3, 4, 5

From: Commanding General
To: Distribution List

Subj: UNIFORM REGULATIONS AND GROOMING STANDARDS

Ref: (a) MCO P1020.34F (NOTAL)
(b) NAVPERS 15665H (NOTAL)
(c) COMNAVBASESANDIEGOINST 1020.8D (NOTAL)
(d) DepO P1510.30J
(e) ALMAR 351/95 (Green V-neck Service Sweater)
(f) MCO 6310.1B (NOTAL)
(g) DepO 5560.11C

1. Purpose. To promulgate uniform regulations and grooming standards for military personnel assigned to the Marine Corps Recruit Depot/Western Recruiting Region, San Diego.

2. Cancellation. DepO 1020.25D

3. Applicability

a. The provisions of this Order are applicable to all U.S. Marine Corps and Navy personnel assigned to the Marine Corps Recruit Depot/Western Recruiting Region, San Diego.

b. Paragraph 10 of this Order, which pertains to appropriate civilian clothing, applies to military and civilian personnel when aboard the Depot.

c. Civilian personnel who fail to comply with these standards may be asked to leave the Depot.

4. Policy

a. Marine Corps personnel will wear all prescribed uniforms in accordance with reference (a) and the provisions of this Order. Navy personnel will wear all uniforms in accordance with references (b) and (c), and the provisions of this Order.

b. Commanding Officers of the Marine Corps Districts will prescribe the uniform for personnel within their respective organizations.

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c. A large part of the MCRD/WRR mission is to be an effective showcase for the Marine Corps. At the numerous ceremonies conducted and attended by MCRD/WRR personnel, uniformity can enhance the stature of the Corps in the public's mind. Therefore, commanding officers, officers, SNCOs and NCOs will ensure strict adherence to the uniform of the day policies, uniformity of uniforms and uniform items at ceremonies.

5. Uniforms and Uniform Items

a. Uniform of the Day. The uniform of the day is the Service "C" uniform. It will be worn by all Marines serving aboard the Depot, including those on board serving in a temporary or temporary additional duty status. Marines will make every effort to wear the prescribed uniform of the day. If a Marine is required for short periods to perform duties for which the Service "C" uniform is inappropriate, he/she should change back into the uniform of the day upon completion of those duties (i.e., 5 minutes of moving furniture in the office does not mean utilities are authorized all day). Exceptions to wearing the uniform of the day are:

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(1) Friday Uniform of the Day

(a) Recruit Training Regiment (RTR)

(1) Battalion and Regimental Staffs. The summer uniform will be Blue Dress "D" with ribbons and name tags and the winter uniforms will be Blue Dress "C" with ribbons and name tags. Shooting badges will not be worn.

(2) Recruit Training Companies and Training Support Companies. After the Recruit Graduation Parade, the uniform of the day is the appropriate seasonal working uniform corresponding to the training cycle as prescribed by the Commanding General, RTR.

(b) Headquarters and Service Battalion (H&SBn). The summer uniform will be Blue Dress "D" with ribbons and name tags and the winter uniform will be Blue Dress "C" with ribbons and name tags. Shooting badges will not be worn.

(c) Marines Participating in the Recruit Graduation Parade. The summer uniform will be Blue Dress "D" with ribbons and shooting badges and the winter uniforms will be Blue Dress "C" with ribbons and badges. Name tags will not be worn.

(d) Marines Observing Morning Colors or the Recruit Graduation Parade. The summer uniform will be Blue Dress "D" with ribbons and name tags and the winter uniform will be Blue Dress "C" with ribbons and name tags. Shooting badges will not be worn.

(2) Recruit Training Regiment (RTR). The uniform of the day for members of RTR and recruits shall be prescribed by reference.

(3) Weapons and Field Training Battalion (WFTBn). The uniform of the day for personnel assigned to WFTBn, either permanently or temporarily for training, will be the utility uniform unless otherwise specified by the Commanding Officer.

(4) Recruiters School. The uniform of the day for Recruiters School permanent personnel is Blue Dress "D". The uniform of the day for Recruiter School students is the Service "C" uniform unless otherwise prescribed by the Director.

(5) Assistant Chief of Staff, Recruiting. The uniform of the day for personnel assigned to AC/S Recruiting is Blue Dress "D".

(6) Military Police. The uniform of the day for military police on duty will be prescribed by the Depot Provost Marshal.

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(7) Food Service. Food service permanent personnel are authorized to wear mess occupational uniforms while performing duties at the messhalls. Mess occupational uniforms are also authorized for wear at the medical and dental clinics; professional military classes; and all morale, welfare, and recreation areas except the bay view. They are not authorized for wear off the depot at any time. The prescribed mess occupational uniform is black trousers, maroon top, and mess covers. Mess occupational uniforms will be worn and maintained in the highest standard of appearance at all times."

(8) Career Planners. The uniform of the day for career planners is Blue Dress "D".

(9) Command Element Drivers. The uniform of the day for personnel assigned duties as drivers for the Depot Command Element will be the same as the person being driven or as prescribed.

(10) Duty Personnel. Personnel assigned to organizational duties will wear Service "C" with a duty belt. Commanding Officers may prescribe the utility uniform in the event of inclement weather.

(11) Naval Personnel Assigned to MCRD, San Diego. The uniform of the day for Naval Officers and CPOs is the summer khaki uniform. The uniform of the day for enlisted sailors, E6 and below, is the summer white or winter blue uniform. Seasonal uniform changes for Naval personnel are prescribed by the Commander, Naval Base San Diego.

(12) Special Events. The uniform for special events will be prescribed by separate directives.

b. Utility Uniform

(1) The utility uniform is only authorized for wear with the name and service tapes, and iron-on Marine Corps Emblem as outlined in reference (a). Recruits will wear the utility uniform as prescribed by the Commanding Officer, Recruit Training Regiment.

(2) The utility uniform is authorized for wear in the field or during working hours where it is not practical to wear the service uniform, (i.e. warehouse, armory, motor transport, etc.). Wear of the utility uniform is also authorized while commuting to and from work.

(3) In addition to emergency/maintenance stops, utilities may be worn to make brief essential stops off-base during duty hours and while commuting to and from work, such as: dropping off or picking up children at child care centers, purchasing gas, picking up or dropping off dry cleaning and brief essential stops at financial institutions. Personnel may use drive-thru establishments provided they do not leave their vehicle. The utility uniform may also be worn to purchase emergency health or child care supplies (formula, diapers, medicine, etc.) from a convenience or drug store.

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(4) The utility uniform will not be worn as a liberty uniform off-base or during inappropriate circumstances such as: at restaurants, educational facilities, business offices, transportation terminals, retail stores, grocery stores or entertainment activities.

(5) Commanders may authorize the removal of the utility coat in the work space; however, T-shirts must be worn at all times. The utility coat will be worn in order to conduct any business outside of the work space.

(6) The use of starch or sizing on the utility uniform is authorized at the wearer's discretion. Commanders may not dictate its use.

c. Headgear

(1) The garrison cap will be worn with the uniform of the day on duty, leave or liberty. The barracks cover will be worn when the Service "A" uniform is prescribed.

(2) The felt service hat (campaign hat) is only authorized for wear as prescribed in references (a) and (d). It may be worn off base only in an official capacity, as determined by the Commanding Officer, Recruit Training Regiment. The felt service hat will not be worn by members of color guards or with the Blue Dress "A"/"B" uniforms.

(3) The standard issue fiber helmet is authorized for range personnel, as prescribed by the Commanding Officer, Weapons and Field Training Battalion.

(4) While driving or riding in a government vehicle, or when driving or riding on base in a privately owned vehicle, headgear may be removed only when there is insufficient clearance between the head gear and headliner or if it presents a safety hazard.

d. Coveralls. Coveralls are authorized for wear with appropriate rank insignia on the collar when wearing of the uniform of the day is impractical, and excessive wear and tear of the utility uniform may occur. Coveralls will only be worn in the workplace and to and from the BEQ, with no exceptions (i.e. coveralls are not authorized in the chow halls, Marine Corps Exchange, Barber Shops, etc.). Coveralls are not authorized to be worn off base.

e. Name Tags

(1) All Marine/Navy officers and enlisted personnel will be issued name tags for use as an article of the uniform that will conform to the following specifications: five-eighths of an inch wide, three inches long, flat black background with white three-eighths inch block lettering and white beveled edge. WRR and Recruiters School personnel will wear specially procured name tags.

(2) The name tag will be worn with the designated uniform of the day.

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(3) Name tags will be centered one-eighth inch above the right breast pocket on the coat, shirt, and the same approximate locations on women Marines' coats. On women Marines' khaki shirts, name tags will be worn approximately one to two inches above the highest visible button.

(4) Procurement, engraving and issue of name tags will be accomplished by subordinate commanders.

f. Undershirts

(1) When wearing the Service "C" uniform it is the individual's option to wear the crew neck undershirt, the V-neck undershirt, or no undershirt. However, the white crew neck undershirt will be worn for all formations and inspections.

(2) The brown or green undershirt is authorized for wear with the camouflage utility uniform. If the individual chooses not to wear an undershirt with the utility uniform, the utility jacket must be worn at all times.

g. Service Sweaters

(1) The crew neck green service sweater (Wooly Pulley) shall be worn in accordance with reference (a). The green service sweater is not authorized for wear with the Blue Dress "C" or "D" uniforms. The green service sweater is authorized for wear with the uniform while on leave and liberty. The service sweater may be worn with civilian attire.

(2) The V-neck green service sweater is authorized for wear only with the service "B" uniform, but may not be worn when the wearing of the service coat would be more appropriate. It may be worn on and off the base, on leave and liberty, and with civilian clothing without rank insignia. It will not be worn for inspections, ceremonial formations or parades. When the sweater is worn, neckties/necktabs will also be worn. Officers will wear their normal collar insignia and green slip-on rank insignia on the shoulder straps of the sweater. Enlisted Marines will only wear pin-on, subdued rank insignia on the shoulder straps. Reference (e) addresses the green V-neck service sweater.

(3) The blue V-neck service sweater is authorized for wear with the Blue Dress "C" uniform. It may be worn at the option of the individual, but may not be worn when the wearing of the Blue Coat would be more appropriate. It is authorized for wear on and off base as well as for leave and liberty. The blue sweater will not be worn during inspections, ceremonial formations or parades. The sweater may be worn with civilian clothing, but without insignia. When wearing the blue sweater, the necktie/necktab will always be worn. Officers will wear their normal collar insignia and blue embroidered slip-on grade insignia on the shoulder straps. Enlisted Marines will wear gold plated rank insignia on the shoulder straps only.

h. Tanker Jacket

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(1) The tanker jacket may only be worn with the Blue Dress "C"/"D" uniforms or the Service "B"/"C" uniforms. When worn, the jacket will be zippered at least to the top (i.e., the highest point) of the external slash pockets. If worn with the service sweater, the sleeves and waistband of the sweater will be rolled up or under to ensure they do not extend below the jacket's sleeves/waistband.

(2) Officers will wear their insignia of grade on the shoulder straps in the same manner as worn on the all-weather coat. Enlisted Marines will wear metal/plastic insignia of grade on the shoulder straps, single point inboard, and placed in the same manner as field/company grade officer's insignia.

(3) The tanker jacket is authorized for leave and liberty. The jacket will not be worn with the all-weather coat, during ceremonial formations, or parades. The jacket is authorized for wear, without insignia, with civilian clothing.

i. All-weather Coat

(1) The all-weather coat may be worn with the blue dress, service, and utility uniforms. The all-weather coat will be worn closed and buttoned at all times. It may be worn over the service and blue dress coats, but not in lieu of them. The all-weather coat may be worn over service sweaters, but not the tanker jacket.

(2) Officers will wear pin-on grade insignia on the shoulders of the all-weather coat. Enlisted Marines will wear subdued black plastic or metal pin-on grade insignia on the collar of the all-weather coat.

(3) The all-weather coat is authorized for leave and liberty when worn over a uniform authorized for leave and liberty. The all-weather coat is also authorized for wear with civilian clothes when the grade insignia are removed.

6. Seasonal Changes. The requirement for seasonal changes to the uniform of the day will be promulgated by separate directives with reference to this Order.

7. Uniform in Mexico. The wearing of any uniform on leave or liberty, or any unofficial visits to Mexico is prohibited.

8. Leave and Liberty Uniform. The following uniforms are authorized for wear on leave and liberty:

a. Service "A", "B" and "C", with optional service sweaters, tanker jacket or all-weather coat if desired.

b. Blue Dress "B", "C" and "D", with optional service sweater, tanker jacket or all-weather coat if desired.

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9. Personal Appearance

a. Marine Grooming

(1) A Marine's personal appearance will be the same in or out of uniform. Marines shall be well groomed at all times and will meet the standards prescribed by reference (a). There is no appropriate time for a Marine to be out of his quarters (government or non-government) without a clean shave and neat personal appearance.

(2) Marines who cannot meet shaving standards due to Pseudofolliculitis Barbae will be evaluated by a competent medical authority in accordance with reference (f).

b. Navy Grooming. Navy personnel will meet the minimum personnel grooming standards as prescribed by reference (b). Navy personnel who choose to wear Marine Corps uniforms will conform to Marine Corps standards as prescribed by reference (a) and this Order.

c. Unauthorized Items

(1) Unless otherwise authorized by reference (a), no articles, such as pencils, pens, watch chains, fobs, pins, earrings/ornaments, flowers (corsages, boutonnieres, etc.), and other similar items will be worn or carried exposed upon the person when in uniform.

(2) Tie clasps, cuff links, and shirt studs shall be worn by male personnel as prescribed in reference (a).

(3) Male Marines will not use umbrellas when in uniform.

(4) Female Marines may use umbrellas, except in the utility uniform.

(5) The carrying of swagger sticks is not authorized.

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(6) **Pagers and wireless telephones are authorized if those are not visibly worn on uniform. Otherwise, unless specifically exempted in writing by the Commanding General for the performance of assigned duties, Marines and Navy Personnel wearing Marine uniforms will not visibly display pagers and wireless telephones on their uniform. Submit exemption requests via the Depot Inspector.**

d. Inconspicuous Items

(1) Inconspicuous chains, religious medallions, wrist watches, watchbands, and rings are permitted while in uniform.

(2) Sunglasses, including variable tint eyeglasses, may be worn on leave, liberty, and in garrison, but not formation, parades, or inspections. Eyeglasses/sunglasses, when worn, shall be conservative in appearance. Eccentric or conspicuous eyepieces are prohibited. Questions

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concerning whether eyeglasses/sunglasses are eccentric or conspicuous will be resolved by commanding officers.

(3) Chains, ribbons, or leashes will not be attached to eyeglasses. The wearing of elastic or rubber safety bands with eyeglasses while participating in physical fitness training is permitted and encouraged.

10. Civilian Clothing

a. When civilian clothing is worn, dress and personal appearance will be conservative and commensurate with the high standards traditionally associated with the Marine Corps. All Marines and Navy personnel are charged with enforcing the highest standards and good judgment in civilian attire. Civilian clothing may be worn by military personnel assigned to MCRD, San Diego while on leave, liberty, or engaged in athletic activities. Standards for civilian attire stated below apply to all persons while aboard the Depot.

b. Appropriateness of civilian attire will be determined by cleanliness, fit, and appearance. The following are examples of inappropriate civilian clothing and are not authorized for wear aboard the Depot or by personnel assigned to the Depot when on leave or liberty.

(1) Clothing that displays obscene or sexually suggestive words, pictures, or attached insignia.

(2) Torn, ragged, or dirty clothing.

(3) Earrings worn by male Marines.

(4) Clothing depicting, promoting, or advocating illegal drugs or illegal drug activity.

(5) Clothing depicting derogatory comments or markings towards the U.S. Government.

(6) White or green undershirts of the type issued to Marines worn as an outer garment. An exception to this is that they may be worn during an athletic activity.

(7) Oversized clothing. Examples of oversized clothing are: trousers so long they drag on the floor, or so loose that the waist does not fit on the wearer's waist, shirts/sweaters so baggy that the sleeves extend beyond the hands or with a body so loose as to obviously not follow the wearer's profile.

(8) Shirts and blouses will be worn in the same manner as the service uniform shirt. Most shirts, to include all T-shirt, jerseys and polo shirts will be tucked in. Only Hawaiian style or shirts too short to be tucked in may be worn outside the trousers or shorts. In no case will shirts with tapered tails or those that hang below the crotch be worn outside the trousers or shorts. No tank tops are authorized.

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(9) Clean and serviceable trousers or shorts, with a belt (if belt loops are present) are the standard. The size and fit of the trousers, shorts or skirts will resemble the appearance of style reflected by the proper wearing of uniform trousers or skirts. Physical training gear, including sweat suits, warm-up suits, running suits and athletic shorts are not authorized except when participating in sports and/or physical events.

(10) **Removal of headgear** (covers, ball caps, headdress, etc.) is **mandatory** inside all facilities aboard Marine Corps installations unless in uniform and under arms. Ball caps will be worn correctly, brims to the front. No hair nets, wave-caps/doo-rags, handkerchiefs or nylon socks/stockings will be worn as headgear.

(11) Wearing headphones while walking, running, bicycling, inline skating or driving is prohibited.

(12) Tattooing or branding any part of the head, face or neck is prohibited.

(13) Tongue and body piercing anywhere on the body are prohibited, except females may wear two earrings in each ear while in civilian attire. Male Marines will not wear earrings.

(14) Prohibited articles of clothing are those where the midriff is exposed, shirts or clothing with alcohol or tobacco brand advertisements, soiled or tattered clothing, or clothing with profanity, obscenities or offensive pictures.

(15) Male Marines must maintain a clean shave at all times.

c. Jogging/warm-up suits may be worn only if clean. Jogging/warm-up suits may not be worn after being used during athletic activity if there are obvious signs and odors of perspiration.

d. Swimwear is only authorized for wear in the immediate area of the Depot Swim Tank and in areas authorized by commanding officers for sun bathing.

e. Male Marines may remove their shirts while participating in athletic activities at authorized athletic sites along Guantanamo Street south and west of the airport Federal Aviation Administration Tower, and areas south of the Depot Boathouse. A shirt is required when moving between all other areas of the Depot. A shirt is also required in the Depot Fitness Center at all times. An exception is authorized when necessary for "skins versus shirts" basketball games.

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f. Footwear will be worn at all times except at the Depot Swim Tank. Shower shoes, beach thongs, or similar types of footwear are not authorized for general wear. Sandals with heels may be worn without socks. Footwear: Shower shoes, flip-flops, dive booties, and bare feet are permitted at swimming pools and beaches only. Sandals with straps and casual type footwear are appropriate with or without socks.

g. Civilian clothing may be worn in the Bayview Restaurant and Lounge, The Comfort Zone Lounge and mess halls in accordance with this Order. Civilian clothing is not authorized for wear in the recruit billeting area except by RTR permanent personnel when proceeding to and from parking areas.

h. Uniform items will only be worn with civilian clothing in accordance with reference (a).

11. Athletic Apparel. Athletic apparel is authorized for physical training and organized athletics only. Athletic apparel is not authorized for wear in the facilities aboard the Depot not specifically meant for exercise (i.e., Marine Corps Exchange facilities, theater, bowling alley, bank, etc.) and in similar civilian facilities while on leave or liberty. Athletic apparel includes:

a. Running shorts.

b. White, brown or green undershirts.

c. Gray Sweatshirts or sweatpants (the kind used for unit PT).

d. Any other clothing that is primarily used for Physical Training. (spandex shorts or pants, tank tops, baseball/softball uniforms, etc.)

12. Motorcycles and Motorized Bicycles (Moped). All personnel operating or riding on a motorcycle or Moped aboard MCRD, San Diego will comply with the protective clothing regulations in reference (g).

13. Action

a. Commanders ensure compliance with the provisions in this Order.

b. Commanding Officers, Marine Corps Districts publish uniform and grooming standards for your organizations, taking into account your unique mission and climate.

c. All Marines and Navy personnel will, by their own example, set proper standards of dress and personal appearance in uniform and civilian attire. They must ensure that their subordinates

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maintain a personal appearance and military bearing that conforms with the high standards of the Naval Service.

d. This Order will be posted on all unit bulletin boards and at military police sentry booths.


J. M. GUERIN
Chief of Staff

Distribution: A

Copy to: CO, 8th MCD
CO, 9th MCD
COMNAVBASE, San Diego
CG, MCB, CamPen
CO, EWTGPAC
CO, MCSFCo, NAS, NI
CO, NavHosp, San Diego



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

Depo 1020.25E
15A

19 JUN 1996

DEPOT ORDER 1020.25E Ch 1

From: Commanding General
To: Distribution List

Subj: UNIFORM REGULATIONS AND GROOMING STANDARDS

1. PURPOSE. To direct a change to the basic Order.
2. Information. This change authorizes food service permanent personnel to wear the mess occupational uniform in most common areas aboard the Depot, e.g., theater, exchange, gas station, dry cleaners, barber shop, industrial area, visitor's center, etc.
3. Action. Delete paragraph (7)--on page 3--of the basis Order in its entirety and replace with the following:

"(7) Food Service. Food service permanent personnel are authorized to wear mess occupational uniforms while performing duties at the messhalls. Mess occupational uniforms are also authorized for wear at the medical and dental clinics; professional military classes; and all Morale, Welfare, and Recreation areas except the Bay View. They are not authorized for wear off the Depot at any time. The prescribed mess occupational uniform is black trousers, maroon top, and mess covers. Mess occupational uniforms will be worn and maintained in the highest standard of appearance at all times."

4. Filing Instructions. File this change transmittal immediately behind page 10 of the basic Order.


J. M. GUERIN
Chief of Staff

Distribution: A

Copy To: CO, 8th MCD
CO, 9th MCD
COMVAVBASE, San Diego
CG, MCB, CamPen
CO, EWTGPAC
CO, MCSFCo, NAS, NI
CO, NavHosp, San Diego



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1020.25E Ch 2
15A
29 OCT 1996

DEPOT ORDER 1020.25E Ch 2

From: Commanding General
To: Distribution List

Subj: UNIFORM REGULATIONS AND GROOMING STANDARDS

1. Purpose. To transmit a pen change to the basic Order.
2. Action
 - a. On page 2, paragraph 5a(1), change "Friday Colors and Graduation Ceremonies" to read: "Friday Uniform of the Day. The summer uniform will be Blue Dress "D" with ribbons and the winter uniform will be Blue Dress "C" with ribbons. Badges will be prescribed for graduation parade participants only."
 - b. On page 2, delete paragraphs 5a(1)(a) through 5a(1)(c) respectively.
3. Filing Instructions. File this change transmittal immediately behind change 1 of the basic Order.

J. M. GUERIN
Chief of Staff

DISTRIBUTION: A

Copy to: CO, 8th MCD
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1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1020.25E Ch 3
15A

07 OCT 1997

DEPOT ORDER 1020.25E CH 3

From: Commanding General
To: Distribution List

Subj: UNIFORM REGULATIONS AND GROOMING STANDARDS

1. Purpose. To transmit a pen change to the basic Order.
2. Action. On page 7, par 9.c., add the following: "(6) Pagers and wireless telephones are authorized if those items are not visibly worn on the uniform. Otherwise, unless specifically exempted in writing by the Commanding General for the performance of assigned duties, Marines and Navy personnel wearing Marine uniforms will not visibly display pagers and wireless telephones on their uniform. Submit exemption requests via the Depot Inspector."
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

H.W. PETERSON III
Chief of Staff

DISTRIBUTION: A

Copy to: CG, MCB, CamPen
COMNAVBASE, San Diego
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CO, MCSFCo, NAS, NI



UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/ Western Recruiting Region
1600 Henderson Avenue, Suite 116
San Diego, California 92140-5001

IN REPLY REFER TO:

DepO 1020.25E Ch 4
15A

21 APR 1990

DEPOT ORDER 1020.25E CH 4

From: Commanding General
To: Distribution List

Subj: UNIFORM REGULATIONS AND GROOMING STANDARDS

1. Purpose. To transmit a pen change to the basic order.

2. Action

a. On page 2, paragraph 5.a(1), delete the following: "The summer uniform will be Blue Dress "D" with ribbons and the winter uniform will be Blue Dress "C" with ribbons. Badges will be prescribed for graduation parade participants only."

b. Add the following paragraphs:

(1) On page 2, paragraph 5.a(1), "(a) Recruit Training Regiment (RTR) (1) Battalion and Regimental Staffs. The summer uniform will be Blue Dress "D" with ribbons and name tags and the winter uniform will be Blue Dress "C" with ribbons and name tags. Shooting badges will not be worn. (2) Recruit Training Companies and Training Support Companies. After the Recruit Graduation Parade, the uniform of the day is the appropriate seasonal working uniform corresponding to the training cycle as prescribed by the Commanding Officer, RTR."

(2) On page 2, paragraph 5.a(1), "(b) Headquarters and Service Battalion (H&SBn). The summer uniform will be Blue Dress "D" with ribbons and name tags and the winter uniform will be Blue Dress "C" with ribbons and name tags. Shooting badges will not be worn."

(3) On page 2, paragraph 5.a(1), "(c) Marines Participating in the Recruit Graduation Parade. The summer uniform will be Blue Dress "D" with ribbons and shooting badges and the winter uniform will be Blue Dress "C" with ribbons and badges. Name tags will not be worn."

(4) On page 2, paragraph 5.a(1), "(d) Marines Observing Morning Colors or the Recruit Graduation Parade. The summer uniform will be Blue Dress "D" with ribbons and name tags and the winter uniform will be Blue Dress "C" with ribbons and name tags. Shooting badges will not be worn."

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.



H. W. PETERSON III
Chief of Staff

DISTRIBUTION: A

Copy to: CG, MCB, CamPen
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UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
San Diego, California 92140-5001

DepO 1020.25E Ch 5
15A

JUN 23 2003

DEPOT ORDER 1020.25E Ch 5

From: Commanding General
To: Distribution List

Subj: UNIFORM REGULATIONS AND GROOMING STANDARDS

1. Situation. To direct paragraph changes to the Basic Order.
2. Mission. This change addresses the wearing of civilian attire.
3. Execution
 - a. Add the following paragraphs right after paragraph 10b(7):

(8) Shirts and blouses will be worn in the same manner as the service uniform shirt. Most shirts, to include all T-shirt, jerseys and polo shirts will be tucked in. Only Hawaiian style or shirts too short to be tucked in may be worn outside the trousers or shorts. In no case will shirts with tapered tails or those that hang below the crotch be worn outside the trousers or shorts. No tank tops are authorized.

(9) Clean and serviceable trousers or shorts, with a belt (if belt loops are present) are the standard. The size and fit of the trousers, shorts or skirts will resemble the appearance of style reflected by the proper wearing of uniform trousers or skirts. Physical training gear, including sweat suits, warm-up suits, running suits and athletic shorts are not authorized except when participating in sports and/or physical events.

(10) **Removal of headgear** (covers, ball caps, headdress, etc.) is **mandatory** inside all facilities aboard Marine Corps installations unless in uniform and under arms. Ball caps will be worn correctly, brims to the front. No hair nets, wave-caps/doo-rags, handkerchiefs or nylon socks/stockings will be worn as headgear.

(11) Wearing headphones while walking, running, bicycling, inline skating or driving is prohibited.

(12) Tattooing or branding any part of the head, face or neck is prohibited.

(13) Tongue and body piercing anywhere on the body are prohibited, except females may wear two earrings in each ear while in civilian attire. Male Marines will not wear earrings.

(14) Prohibited articles of clothing are those where the midriff is exposed, shirts or clothing with alcohol or tobacco brand advertisements, soiled or tattered clothing, or clothing with profanity, obscenities or offensive pictures.

(15) Male Marines must maintain a clean shave at all times.

JUN 23 2003

b. Insert the following sentence at the end of paragraph 10f: "Footwear: Shower shoes, flip-flops, dive booties, and bare feet are permitted at swimming pools and beaches only. Sandals with straps and casual style footwear are appropriate with or without socks."

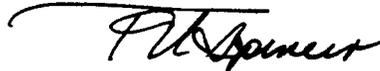
c. File this signature page immediately after the signature page of Change 4.

3. Administration and Logistics. Commanders are to ensure this change is disseminated to all military personnel within their command.

4. Command and Signal

a. Command. This change is effective upon receipt.

b. Signal. This Order is applicable to MCRD and WRR.



T. W. SPENCER
Chief of Staff

DISTRIBUTION: A