



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
5000

MR

30 JUN 2006

PERSONAL AND FAMILY READINESS (MR) DIVISION POLICY MEMORANDUM 002-06

From: Director, Personal and Family Readiness Division (MR)

To: MR Employees

Subj: DRESS CODE

1. All MR employees are members of the Commandant's staff, represent the Marine Corps, and are expected to maintain a professional image and working atmosphere. MR employees are expected to dress in a manner consistent with their official positions, considerate of other employees, and consistent with a headquarters office. Compliance with the Dress Code is a condition of employment.
2. The standard for most MR employees is "Business Casual". This normally consists of slacks, skirts, collared shirts, sweaters, etc. Ties and jackets are optional.
3. "Business Informal" is the standard for personnel in management positions or when other employees are required to represent the Marine Corps in an official capacity. This normally consists of business suits or coat and tie for men, and business suits or appropriate skirts, slacks, and blouses for women. As an exception, "Business Casual" attire is permitted on Fridays for all management positions, as appropriate.
4. Military personnel will wear the appropriate uniform of the day, unless informed otherwise.
5. The following is considered inappropriate and unacceptable in a professional setting:
 - a. Ill-fitting, shabby, torn, or soiled clothing and accessories, which present an untidy or slovenly appearance.
 - b. Jeans, tee shirts, tank tops, athletic shoes, shorts, flip-flops or toe-thongs (unless recommended by a doctor).
 - c. High-cut shorts, athletic uniforms, and offensive/obscene T-shirts.
6. Exceptions may be approved for special events and/or morale days that would allow "Casual" attire such as jeans, shorts, tee shirts, and tennis shoes.
7. If there are questions, consult you Branch Head or Deputy Director.

A handwritten signature in cursive script that reads "Michael P. Downs".

MICHAEL P. DOWNS
Director
Personal and Family
Readiness Division