



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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StaO 12594.1A
10 Feb 95

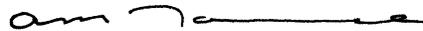
STATION ORDER 12594.1A

From: Commanding Officer
To: Distribution List

Subj: CIVILIAN EMPLOYEE UNIFORM POLICY AND ALLOWANCES

Encl: (1) CIVILIAN EMPLOYEE UNIFORM POLICY
(2) CIVILIAN EMPLOYEE CLOTHING ALLOWANCE

1. Purpose. To establish the requirements and conditions for the wearing of the uniform by Fire Division personnel here in after referred to as the Fire Department.
2. Background. Civilian Firefighters/Fire Inspectors employed by the Department of the Navy (Marine Corps) by the nature of their work, must be readily identifiable. The importance of occupational identification through the wearing of a uniform is as pertains to an on-duty status. By virtue of the authorized uniform allowance the wearing of the prescribed uniform is required.
3. Cancellation. StaO 12594.1
4. Employees Covered. The requirements and conditions for wearing the uniform for the Firefighter occupation applies to all civilians employed as firefighters, including employees in the Fire Department Fire Prevention/Inspection section and supervisory personnel.
5. Definition. A uniform includes articles of clothing or insignia which employees are required to wear as a condition of employment.
6. Information. Enclosure (1) contains the civilian employee uniform policy. Enclosure (2) sets the amount of initial and replacement uniform allowances.
7. Effective Date. Allowance payments per enclosure (2) are effective beginning the first quarter after the effective date of this order.
8. Certification. Reviewed and approved this date.


A. M. TORRANCE
By direction

DISTRIBUTION: C

CIVILIAN EMPLOYEE UNIFORM POLICY

1. Prescribed Uniform. The standard dress uniform for male/female employees of the Fire Department will consist of jacket, pants, shirt, tee shirt, cap, and tie as follows:

a. Jacket.

(1) Chief Officers and Fire Prevention Inspectors prescribed jacket will be of rayon/nylon blend, resistant to snags, sparks, static electricity and shall be water repellent. It shall be midnight blue in color, waist length with shirred waistband, five button front, two box pleated patch pockets, removable pile collar and liner (to be used for appropriate climatic conditions), detachable shoulder epaulets and concealed heavy duty storm zipper. Front buttons will be 35 ligne appropriately marked "FD". Front buttons are to be gold in color for Chief Officers, Fire Prevention Inspectors front buttons are to be silver in color. Chief Officers will be identified by gold colored sleeve strips one half inch in width on each sleeve (Fire Chief two stripes, Assistant Fire Chief one stripe). Fire Inspectors are to be identified by one silver colored sleeve stripe on each sleeve. This jacket cannot be worn under protective clothing or during firefighting operations unless it meets National Fire Protection Association (NFPA) standards.

(2) Lead Firefighter/Captain/Driver Operator/and Firefighter jackets are to be midnight blue in color, waist length and be compatible in style with the "Lion" type Firefighter uniform jacket. Identifying sleeve stripes will not be utilized. This jacket cannot be worn under protective clothing during firefighting operations unless it meets NFPA standards.

b. Shirt. Chief Officers and Fire Prevention Inspectors are to be white in color, Lead Firefighter/Captain are to be light blue in color, Driver Operator and Firefighters shirts are to be midnight blue in color. All shirts are to be uniform type and will be comparable in quality and style with the "Lion" and "Flying Cross" type uniform shirts. White shirts can be with or without epaulets. White shirts are to have military style creases. All shirts are to have two flap pockets and a badge tab. Shirts may be long or short sleeve. All shirts are to meet NFPA standards.

c. Tee Shirt. When wearing the standard dress shirt the Fire Chief, Assistant Fire Chiefs and Fire Inspectors will wear a plain

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white tee shirt. Lead Firefighter/Captain/Driver Operator/Firefighters shall wear a midnight blue tee shirt with the MCAS Fire Department standard logo above the left breast pocket, and MCAS Fire Dept imprinted on the back. Rank and/or title is optional. Emergency Medical Technician (EMT) and Hazardous Materials Technician (HMT) emblems/logos are optional on tee shirts, but when utilized emblems/logos will be standard. When Utilized the "EMT" emblem will be located on the right sleeve and the "HMT" emblem on the left sleeve.

d. Trousers. Trousers for all personnel will be midnight blue in color, conventional slack style without cuffs. Trousers are to be of the permanent press wash and wear type and be comparable in style to the "Lion" Firefighter dress pants. Trousers are to meet NFPA standards.

e. Tie. The tie is to be plain black in color, made of woven cotton or synthetic fabric. Width of the tie is to be from two to four inches at the widest point.

f. Cap. The standard dress cap shall be the round style, (D.C. style) with single eyelet hole in front for attaching cap emblem. The cap is to have a convertible style riser band. The Fire Chief and Assistant Fire Chief cap is to be white with a white bill, and will utilize a gold colored riser band. Fire Inspectors are to utilize a white colored cap with a black bill and silver riser band. Lead Firefighter/Captains will utilize a cap which is midnight blue in color with a silver riser band. Driver Operators/Firefighters will utilize a midnight blue cap with a black bill and black riser band.

g. Shoes. Funds for the purchase of safety shoes/boots will be provided in accordance with current station orders or other pertinent regulations. Safety shoes/boots are to be considered as part of the dress uniform. Shoes can be low cut, at the ankle or just above the ankle and will have a tie type front closure. Shoes will be black with a plain toe design. Boots are to be black with no design or decorative patterns and will have no closures. Shoes and boots are to be maintained in a shined state of readiness. Safety shoes/boots will meet appropriate ANSI/OSHA standards.

h. Socks. Socks are to be either plain black or plain white in color.

i. Belt. Belts are to be black, no narrower than 1" or wider than 2". Belts are to be of plain or basket weave design. Belt buckles shall be plain or fire service related.

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j. Rank Insignia. (Insignias provided by the Fire Department)

- (1) Fire Chief - Gold Emblem displaying five crossed trumpets.
- (2) Assistant Fire Chief - Gold emblem displaying three crossed trumpets.

k. Miscellaneous Insignias and Adornments.

(1) Badges. The wearing of badges is mandatory. Badges will be provided by the Fire Department and shall be of the type and style normally worn by municipal fire departments. Badges will be embossed or engraved with appropriate lettering to indicate rank or position of the wearer. Badges shall be worn on the left breast of the jacket and shirt, and on the cap.

(2) Name Tags. The wearing of name tags is encouraged. They will be worn on the right side over the right pocket of the dress uniform shirt.

(3) Patches. The American flag and Fire Department emblem patches will be furnished and will be worn by all personnel. The American flag patch will be worn on the right sleeve of the dress shirt and jacket. The Fire Department emblem patch will be worn on the left sleeve of the dress shirt and jacket. Patches will be placed approximately two inches below the shoulder seam and centered on the sleeve. Qualified "EMT's" and "HMT's" may wear approved patches below the above patches on the jacket. The "EMT" patch will be worn below the American flag on the right sleeve, the "HMT" patch shall be worn below the Fire Department emblem.

1. Baseball, Style Cap. All personnel will be allowed to wear a midnight blue baseball style cap with the Fire Department emblem monogrammed on the front (Chief Officers may wear a white baseball style cap). The baseball style cap can be utilized on a daily basis; however, it is not considered a part of the dress uniform. Management reserves the right to require the use of the round style dress cap (normally for special occasion).

m. Awards/Pins. Civilian award pins issued by the Navy or Marine Corps, and other pins specifically approved by the Fire Chief may be worn on the flap of the dress shirt pocket.

2. The dress uniform (exception of tie and round hat) will be utilized by company personnel when they are performing company inspections/pre-fire plans of administrative buildings, parades, awards presentations, visits to the base command or Provost

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Marshal's office, official gatherings of base personnel to disseminate information or training, visits to the Human Resources Office for official functions, and while standing morning roll call. The wearing of the dress uniform with or without tie and round hat can be required by the Fire Chief or Assistant Fire Chiefs at their discretion.

3. No member of the Fire Department will report to work , or leave the work area in a partial uniform. Personnel must be either in or out of the dress uniform (with exception of round hat and tie) when reporting to or leaving the work area.

4. All Fire Department personnel will stand an annual uniform inspection (October). At these inspections all personnel are to produce all items of the dress uniform to include three dress shirts and three pairs of trousers. Failure to produce the required uniforms will result in a immediate suspension of uniform allowance payments and appropriate administrative action.

5. Optional Uniform Items.

a. Optional uniform items are those items purchased by the individual members of the Fire Department with their own funds. All optional items must be approved by the Fire Chief, and must be authorized for wear as described below.

b. While optional uniform items are authorized, Assistant Fire Chiefs and Lead Firefighters are to ensure daily uniformity amongst members of a company or section. Optional uniform items are to be worn as work uniforms and will not be utilized where a dress uniform is required. Management personnel of the Fire Department retain the right to declare any item of the uniform unserviceable based on its condition or appearance, this applies to the dress uniform and to all optional uniform items.

(1) Polo (Golf) Shirt. The Fire Chief, Assistant Fire Chiefs, and Fire Prevention Inspectors will be allowed to wear a white (collared) pull - over type polo shirt. Shirt will have a left breast pocket. The MCAS Yuma Fire Department logo and the individuals title/position will be embossed above the left breast pocket. Beltless type slacks will be authorized for use when wearing the polo type shirt. If the polo shirt is to be utilized, all personnel who are authorized to wear said shirt will ensure that shirts are of the same manufacturer and that the printing of the name, rank and Fire Department logo are performed by the same company in order to ensure uniformity (Fire Chief will have final approval). The polo shirt can be utilized for daily work activities, however official presentations and Fire Prevention educational functions will require the use of the

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dress shirt. Utilization or non utilization of the polo shirt for fire prevention inspectors will be at the discretion of the Fire Chief and Assistant Fire Chief of Prevention. Polo shirts cannot be worn under protective clothing or during firefighting operations unless it meets NFPA standards. Polo shirts can be worn to and from the work site. The Assistant Chief of Fire Prevention will ensure that each inspector has a dress shirt available for use at all times.

(2) Sweaters. The Fire Chief, Assistant Fire Chiefs and Fire Prevention Inspectors will be authorized to wear a midnight blue sweater, with either three or four button front. The Fire Chief and Assistant Fire Chief Fire Prevention will be solely responsible for determining the time frame, seasonal dates on a yearly basis that the sweater can be utilized. Wearing of the sweater can be a daily occurrence, however it will not replace the dress jacket. Sweaters will not be worn during command meetings, squadron in briefs, safety stand down lectures or other situations where a inspector will have official contact with groups of five or more. Sweaters will not be worn when briefing a member of the MCAS Yuma Command. Utilization or non utilization of the sweater for Fire Prevention Inspectors will be at the discretion of the Fire Chief and assistant Chief of Fire Prevention. Sweaters cannot be worn under protective clothing or during fire ground operations.

(3) Sweatshirts. All Fire Department personnel are permitted to utilize a midnight blue sweatshirt at the discretion of the Assistant Fire Chiefs. The sweatshirt shall be midnight blue in color, is to have the approved Fire Department logo on the upper left chest area and MCAS Fire Dept imprinted on the back. All sweatshirts utilized must be uniform. The displaying of the "EMT" and "HMT" certification emblems is optional. Sweatshirts cannot be worn under protective clothing or during firefighting operations.

(4) Optional Tee Shirts for Company Personnel. Optional tee shirts that advertise a company function, and the design of the tee shirts meets with the Fire Chiefs approval will be authorized for use by a company, i.e. Truck Company, Rescue Company, Engine Company. Use of company function tee shirts will require that all members of that company utilize the same tee shirt on any particular day. If any member of a particular company does not own a company function tee shirt matching that of the remainder of the company, the standard midnight blue tee shirt described under paragraph 4 of the dress uniform standard will be utilized by all members of that company. The Fire Chief will be solely responsible for determining which tee shirt designs and/or colors will be utilized/authorized for use. Utilization or non-utilization of approved optional company function tee shirts

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will be the responsibility of the Lead Firefighter (Company Officer) and may be overridden by the Assistant Fire Chief or Fire Chief.

(5) Shorts. Seasonal wear of shorts is authorized for company personnel. The wearing of shorts will be restricted to the months in which the MCAS Yuma civilian work force is authorized to do so. Shorts are to be midnight blue in color and shall be of the same manufacture. The Fire Chief will be solely responsible for determining which shorts are acceptable for wear. While the wearing of seasonal shorts is authorized, they will not replace the dress trousers. Shorts are to meet NFPA standards.

(6) Optional Safety Footwear. Safety shoes/boots other than that approved for wear with the dress uniform and purchased in accordance with current station orders, that meet all ANSI and OSHA standards for safety footwear will be allowed as optional wear when utilized as part of a work uniform. Shoes/Boots are to be black in color and of plain toe design.

6. The Fire Chief retains the right to approve or disapprove any request for additional optional wear items, or changes to this standard.

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CIVILIAN EMPLOYEE CLOTHING ALLOWANCE

1. The initial allowance helps pay the initial cost of the uniform but is not intended to fully compensate employees for their uniform expenses. The allowance is not considered pay, salary, or compensation. Retirement, Federal Insurance Contributions Act (FICA) and income tax deductions are not made from the allowance. The allowance is not included in computing overtime, night differential, or any other form of premium or additional pay.

a. Amount. The amount of the intol allowance will be \$400.00. When the uniform cost more, the difference between the cost of the uniform and the amount shall be borne by the employee.

b. Effective Date of Payment. The initial allowance is effective on the date the employee is placed in a position requiring a uniform.

c. Period Covered by Allowance Payment. The period covered by the initial allowance is one year and will be paid in advance. The activity head will determine whether a refund of an advance allowance will be made by an employee who vacates a position during the initial allowance period.

d. Effect of Position Change on Allowance.

(1) Change or return to positions with same or similar uniform requirements.

(a) An employee leaving a position in which he or she was receiving a uniform allowance and is later reassigned to, or re-employed in a position in which an identical uniform is required, will be eligible to be paid an initial allowance upon return to the position, provided that at least one full year has elapsed since the end of the period covered by the last payment.

(b) An employee reassigned to or re-employed in a position with similar, but not identical uniform requirements as those of the previous position, will be paid an allowance to cover the cost of adjustment or addition to the old uniform to meet the new requirements.

(2) Change or Return to Positions with Different Uniform Requirements. An employee who is reassigned to, or re-employed in a new position with markedly different uniform requirements from those of the previous position, shall be paid the initial allowance appropriate for the new position.

e. Payment.

(1) General. Payment shall be made in accordance with the Navy Comptroller manual. Payment shall be made by the activity disbursing officer on a voucher for disbursement and/or collection,

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prepared and certified by the Fire Chief. The voucher shall reference CPI 594 as authority for payment and shall include the following information:

- (a) Type of payment
- (b) Period covered by allowance
- (c) Employee's name, official title, and activity to which attached

(2) Certification. The Fire Chief is designated as the official specifically authorized to certify correctness of uniform allowance payments. The certifying official shall ascertain that each employee to whom a payment is due is entitled to the payment in the amount certified and shall maintain a file of vouchers.

2. Replacement Allowance. Replacement allowances help pay the cost of replacing uniform items. The allowance is not considered as pay, salary, or compensation. Retirement, FICA and income tax deductions are not made from the allowance. The allowance is not included in computing overtime, night differential, or any other form of premium pay.

a. Effective Date of Payment. Replacement allowances are payable one year after the effective date of the initial allowance and quarterly thereafter. The Fire Chief is authorized to suspend or stop payment of replacement allowance for failure to provide required uniforms during inspections.

b. Amount. The replacement allowance for each employee is \$100.00, paid quarterly. Payment will be prorated when only partial quarters are authorized due to the ending date of initial allowance.

c. Effect of Non Pay Status on Payment of the Replacement Allowance. Payment of the replacement allowance may be withheld if the employee is in a non pay status at the beginning of the payment period.

d. Effect of Position Change on Allowance. Policy guidance in paragraph 1d of this enclosure applies. In addition, an employee who leaves a position in which he or she has been paid a uniform allowance, and who, after a period of less than a year after the period covered by the last uniform allowance payment, returns, is entitled to a replacement allowance on the date he/she is re-employed, if he/she is entitled to a replacement allowance.

e. Payment. The replacement allowance may be paid in advance. The activity head shall determine whether a refund of a replacement allowance shall be made by an employee who vacates a position during the replacement allowance period.

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