



**UNITED STATES MARINE CORPS**  
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
3399 STRAUSS AVENUE, SUITE 219  
INDIAN HEAD, MD 20640

IN REPLY REFER TO:  
10120  
S-1  
26 NOV 2014

CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE POLICY LETTER 13-14

From: Commanding Officer  
To: All Hands

Subj: CBIRF OPERATIONAL CIVILIAN ATTIRE (COCA) POLICY

Ref: (a) MCO P10120.28G  
(b) MCO P1020.34G  
(c) MCBUL 10120 dtd 08Oct14

Encl: (1) Request for Temporary Additional Duty Civilian Clothing Allowance

1. Situation

a. Purpose. To establish policy in accordance with the references regarding the maintenance and wear of CBIRF operational civilian attire (COCA) uniforms for Marine Corps personnel assigned to Chemical Biological Incident Response Force (CBIRF).

b. Background. Due to the nature of its mission, Marines and Sailors assigned to CBIRF will be required to travel and operate in the civilian community during a large portion of the year. In order to maintain a professional appearance in environments where the wear of a uniform is inappropriate, CBIRF has been authorized by the Marine Corps Permanent Uniform Board to wear civilian attire in the form of the COCA uniform. Further, CBIRF has been given permission, with approval from the Marine Corps Permanent Uniform Board, to grant Marines a one-time Temporary Duty Civilian Clothing Allowance (TDCCA). Accordingly, Marines who receive this allowance are required to maintain the COCA uniform per this policy letter.

2. Mission. No change.

3. Execution

a. Commander's Intent. No change.

b. Concept of Operations

(1) Upon reporting to CBIRF, eligible Marines in the rank of E-1 through E-9 will request a one-time Temporary Duty Civilian Clothing Allowance (TDCCA) to defray the cost incurred by the purchase of the required COCA uniforms. In accordance with reference (c), this allowance is authorized for enlisted Marines who are assigned to CBIRF

Subj: CBIRF OPERATIONAL CIVILIAN ATTIRE (COCA) POLICY

for a minimum of 18 months and who will be directed to wear civilian attire 50% of the time for 15 days inside a 30 day period or 30 days inside a 36 month time period.

(2) Marines will make their request to the Marine Corps Permanent Uniform Board via the Commanding Officer; the Commanding Officer will review the amount of time the Marine will be assigned to CBIRF, the time remaining on the Marine's current contract, and the amount of time the Marine is expected to be TAD and determined whether or not the TDCCA is warranted.

(3) Marines approved for the TDCCA and receive the TDCCA are required to purchase and maintain the following items:

(a) Two pairs of 5.11 Tactical khaki trousers (other khaki cargo pants/slacks are not an acceptable substitute for this requirement and are not approved for wear as part of the COCA uniform)

(b) Two black short sleeve shirts with CBIRF logo

(c) Two black long sleeve shirts with CBIRF logo

(d) One Vantage jacket with CBIRF logo (other jackets are not an acceptable substitute for the Vantage jacket with CBIRF logo)

(e) One black or brown belt

(4) CBIRF personnel who are found ineligible for the TDCCA will receive a temporary issue from CBIRF Supply which will be returned upon departure from CBIRF. CBIRF Supply will issue the following items and will properly annotate the Marine or Sailor's Individual Memorandum Receipt (IMR):

(a) Two pairs of 5.11 Tactical khaki trousers

(b) Two black short sleeve shirts with CBIRF logo

(c) Two black long sleeve shirts with CBIRF logo

(d) One Sportsmaster black fleece jacket with CBIRF logo

(5) Personnel who cannot be issued COCAs due to non-availability of correct sizes and/or quantities will notify their chain of command immediately. Under no circumstances will CBIRF Supply purchase additional COCA uniforms; use of Operations and Maintenance, Marine Corps (OMMC) funds for the purchase of clothing is prohibited and a violation of the Anti-Deficiency Act.

c. Tasks

(1) Commanding Officer, Headquarters and Service Company

Subj: CBIRF OPERATIONAL CIVILIAN ATTIRE (COCA) POLICY

(a) Ensure all newly arriving Marines are afforded the opportunity to apply for the TDCCA.

(b) Ensure all personnel are notified when the TDCCA is processed and completed.

(c) Ensure all personnel have and maintain the COCA uniform and wear it appropriately.

(d) Prescribe the wear of the COCA uniform when appropriate.

(e) Ensure enlisted personnel who are determined to be ineligible for the TDCCA and all Navy enlisted personnel draw the appropriate COCA uniform from CBIRF Supply.

(2) Commanding Officer, Reaction Force Company

(a) Ensure all newly arriving Marine Corps personnel are afforded the opportunity to apply for the TDCCA.

(b) Ensure all personnel are notified when the TDCCA is processed and completed.

(c) Ensure all personnel have and maintain the COCA uniform and wear it appropriately.

(d) Prescribe the wear of the COCA uniform when appropriate.

(e) Ensure enlisted personnel who are determined to be ineligible for the TDCCA and all Navy enlisted personnel draw the appropriate COCA uniform from CBIRF Supply.

(3) S-1 Officer

(a) Upon check-in to the command, initiate and complete enclosure (1) for all enlisted Marines.

(b) Once approved by the CBIRF Commanding Officer, forward all TDCCA requests to the Marine Corps Permanent Uniform board (CMC (MCUB)) for approval as directed by reference (b). Once approval has been received from CMC MCUB, ensure the TDCCA allowances are processed via unit diary.

(c) Ensure individuals are notified in writing as to when to expect the TDCCA and that company commanders are provided a list of personnel who have received the TDCCA.

(d) If a TDCCA is disapproved by the CBIRF Commanding Officer, notify the Marine's chain of command so the Marine may be issued the COCA uniform by CBIRF Supply.

Subj: CBIRF OPERATIONAL CIVILIAN ATTIRE (COCA) POLICY

(4) Supply Officer

(a) Issue COCA uniforms to Marines and Sailors who are not eligible for the TDCCA and maintain accountability via Individual Memorandum Receipts.

(b) Recoup all issued COCAs upon departure of the Marine.

(c) Ensure all items have been laundered prior to re-issue and in accordance with Organizational Clothing regulations in relevant orders.

(d) Dispose of unserviceable COCA uniforms via Defense Reutilization Management Office procedures.

d. Coordinating Instructions

(1) Navy personnel are not eligible for TDCCA; enlisted Sailors will draw their COCA uniform from CBIRF Supply.

(2) Officers are not eligible for the TDCCA for the purchase of the COCA uniform; officers are encouraged to purchase their COCA uniform items upon arrival.

(3) CBIRF Supply is not authorized to replenish COCA stocks or use OMMC funds to purchase COCA items.

(4) COCA is considered a military uniform, and all personnel will adhere to appropriate grooming standards and general military appearance while wearing the COCA.

(5) COCA will be worn with a black or brown belt and black or brown shoes; wear of combat boots is authorized with the COCA uniform. The wear of any hat or headgear with the COCA uniform is not authorized.

(6) COCA items are authorized for attire while in a leave or liberty status.

4. Administration and Logistics

a. Administration. Upon check-in to the command, the CBIRF S-1 Section will initiate and complete enclosure (1) for all enlisted Marines.

b. Logistics. COCA items are available for purchase at the Indian Head Navy Exchange.

5. Command and Signal

a. Command. Omitted.

Subj: CBIRF OPERATIONAL CIVILIAN ATTIRE (COCA) POLICY

b. Signal

(1) This policy letter applies to all CBIRF military personnel; however, the 15-day qualification does not apply to EOD or EOD canine handling personnel.

(2) Requests for exceptions to this policy are to be routed to the Commanding Officer via the chain of command.

(3) Point of contact for this policy letter is the S-1 Officer at (301)744-2054.

  
S. E. REDIFER