DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

SEP 01 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #6- Civilian Dress and Appearance

1. References:

a. AR 690-12 Equal employment Opportunity and Affirmative Action, dtd 4 Mar 88

b. CPOL Website: http://cpol.army.mil/library/permiss/

2. Purpose. To establish a policy establishing reasonable grooming standards and appearance for all Department of the Army Civilians (DACs) and Korean National (KN) employees of the 501st Military Intelligence (MI) Brigade.

3. Summary. Employees should be clean and neat in appearance and should wear clothes that are suitable for their work. Business casual dress is the standard, allowing employees to work comfortably in the workplace, while projecting a professional image. No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Supervisors or Civilian Personnel Liaison staff may be contacted regarding what may or may not be acceptable.

4. Because all casual clothing is not suitable for the office, the following guidelines will help employees and supervisors determine what is/is not appropriate to wear to work:

a. Clothing that reveals too much cleavage, back, chest, or midriff is not appropriate.

b. Tank tops, halter tops, strapless tops, spaghetti straps, clothing that shows undergarments (sheer), clothing with holes, and torn clothing are not acceptable.

c. Dirty clothing is unacceptable.

d. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Sports team, university, and fashion brand names on clothing are generally acceptable.

e. Dress and skirt length should be at a length at which an employee can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

f. Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and dress pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants, such as what people wear for biking.

g. Certain days can be declared dress down days, generally Fridays. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed.

h. Flip-flops and foot thongs are not acceptable.

i. Hats are not appropriate in the office. However, Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

5. Responsibilities. Supervisors will not use this guidance to prevent a transgender employee from living full-time in the role consistent with his or her gender identity; or prohibit certain kinds of ethnic dress, such as traditional African or East Indian attire, which might treat some employees less favorably because of their national origin. Employees may request an exception to the dress code if it conflicts with an employee's religious practices. Similarly, if an employee requests an accommodation to the dress code because of a disability, an exception to the dress code may be permitted, unless doing so would result in undue hardship. If clothing otherwise fails to meet the standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item(s) to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Time and attendance policies regarding use of leave time will apply. Progressive disciplinary action will be applied if dress code violations continue.

6. Point of contact for this memorandum is Ms. Brenda Council, Brigade Civilian Personnel Liaison, at DSN 315-723-8065, email brenda.r.council.civ@mail.mil.

JASON A. CHUNG
COL. MI
Commanding

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