



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

5 NOV 2019

MNAG-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Federal Employees Dress Code Policy

1. Applicability: This policy prescribes the standards, procedures and responsibilities for all Federal personnel employed by the New York Division of Military and Naval Affairs to include federal technicians, federal T5 National Guard employees, Active Guard and Reserve and traditional Soldiers and Airmen. An employee's clothing, appearance and hygiene will follow the standard of appropriate business attire and will not distract from the mission or public image of the agency as a military organization. All employees must wear appropriate working attire while on duty. Supervisors will monitor, make determinations and ensure compliance with dress code standards which will ensure a professional, comfortable and productive work environment.
2. Title 32 personnel (AGR, ADOS and Technicians) will wear their military uniforms in accordance with Army Regulation 670-1 for Army personnel and Air Force Instruction 36-2903 for Air Force Personnel.
3. Title 5 National Guard Employees are not authorized to wear military uniforms while in civilian status. All employees must maintain a work-appropriate appearance. Clothing must be in good taste, serviceable condition, and neat at all times.
4. If issued, all employees must carry or wear issued identification badge at all times while at work.
5. Employees will wear appropriate Personal Protective Equipment (PPE) for their duties, as required by OSHA standards, the appropriate Collective Bargaining Agreement (CBA), and local Standard Operating Procedures (SOP).
6. Employee Clothing Standards: Employee clothing will be of the same comparable degree of formality as the military uniform prescribed for such duty. Civilian clothing will present a professional image that does not detract from their occupation. Due to the diversity of functions and locations, work appropriate dress standards may vary. Except for minor variations based on gender differences all employees must comply with the same clothing standards.
 - a. Clothing shall be neat, clean and in serviceable condition/good repair, worn in the manner prescribed, properly fit, and be free of stains and rips.

MNAG-TAG

SUBJECT: Dress and Appearance of New York Division of Military and Naval Affairs
Federal Personnel

b. Business Casual and Casual attire. Business Casual dress implies comfortable unrestricted attire while still appropriate for the work environment. Casual attire is clothing or work uniforms appropriate in an environment where soiling of clothing is expected.

c. Male or Female slacks, pants, suit pants. Slacks that are similar to khakis or Dockers and other makers of cotton, synthetic, wool pants and dressy capris that do not detract from a professional appearance are appropriate. Jeans are acceptable if clean, without tears and with minimal fading and conservatively fitted.

d. Female, dresses and skirts. Dress and skirt length should be slightly above the knee in length or longer. The fit should be conservative and professional.

e. Male or Female shirts, tops, blouses and jackets. Dress shirts, golf-type, button down short/long sleeve, casual short/long sleeved shirts, sweaters and turtlenecks are acceptable. Males may wear tie/bow tie.

f. Male or Female shoes and footwear. Athletic or walking shoes, loafers, boots, flats, dress heels and leather deck-type shoes with or without subdued socks or hosiery are appropriate. Female open-toed sandals must not detract from a professional appearance, interfere with the performance of assigned duties or present a safety concern.

g. Holiday Attire. Attire for any holiday must meet all the criteria in this policy and must reflect mindfulness of other employees. Provocative or offensive attire is not appropriate.

h. Fragrances and/or perfumes. Excessive use of perfume or fragrances may be problematic for other employees and should be avoided. Fragrances must be used conservatively.

7. The following clothing is prohibited at any NYNG facility:

a. Beach sandals, house slippers or footwear that present a safety hazard **(especially to/from the parking lot and work-center).**

b. Shorts of any kind outside of designated Physical Training (PT) time. (except to/from the parking lot and work-center).

c. Skirts which are excessively short.

d. Athletic attire is limited to PT time. Shorts, yoga pants, running tights, and tank tops are permitted during PT only.

MNAG-TAG

SUBJECT: Dress and Appearance of New York Division of Military and Naval Affairs
Federal Personnel

e. Clothing which does not allow the employee to move freely or bend without exposing undergarments of any kind.

f. Clothing shall not be frayed, worn out, torn, faded, patched, or have holes or discernable rips, etc.

g. Overtly revealing attire such as low-cut necklines, tank tops and midriff-exposing clothing.

h. Any clothing which may be interpreted by a reasonable person as having offensive writing, emblems, logos or symbols that are racist, sexually explicit, advocate violence or are political in nature.

i. Clothing with names, slogans or advertisements of alcohol, tobacco, drugs and/or paraphernalia, or includes offensive and/or crude language expressions or images.

8. Supervisors are responsible for implementing and ensuring compliance with the provisions of this policy within their respective sections and counselling individuals as required. New employees will be furnished a copy of this policy either during orientation and/or when assigned to a duty section.

9. Supervisors/Management reserve the right to use professional judgment to address employees with regard to their attire. An employee who is deemed not ready, willing or able to work, must return to their residence and/or change into appropriate apparel which complies with this policy. Appropriate leave to gain compliance may be utilized with supervisor approval. Repeated offenses may result in an employee being marked AWOL and could lead to administrative action.

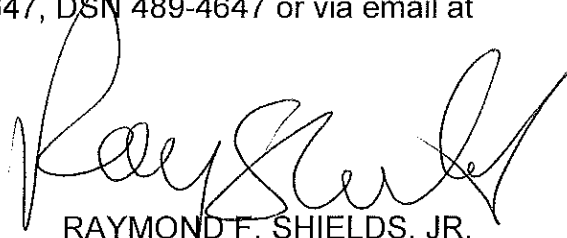
10. In accordance with Title VII of the Civil Rights Act, 42 USC §2000e, exceptions for religious reasons will be made. Reasonable accommodations for medical needs will also be made. It is the supervisor's responsibility to manage this policy for their employees and the work environment. Additionally, management may not discriminate or enforce clothing standards based upon gender, age or cultural differences.

11. Local supplementation of this policy by directorates or wings managing programs with specific dress or uniform requirements related to the position or job functions must not detract from the intent of this policy. A written request for approval of a program specific dress code must be provided to the Federal Human Resources Office for review/approval prior to implementation.

MNAG-TAG

SUBJECT: Dress and Appearance of New York Division of Military and Naval Affairs
Federal Personnel

12. Proponent for this policy is the Federal Human Resources Office. Questions regarding this policy should be directed to Mrs. Terri Brew, New York National Guard Labor Relations Specialist, at 518-786-4647, DSN 489-4647 or via email at terri.v.brew2.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Ray Shields", written over the printed name.

RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

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