



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)  
Unit 21419  
APO AE 09708

REPLY TO  
ATTENTION OF

AERSH-CO (690)

80th ASG (NSSG) Policy # 038-01

NOV 16 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appropriate Attire

1. Regardless of the weather, appropriate professional attire is required for office wear within these United States Government Offices all year long.
2. The summer hire program provides many young adults their first opportunity to work in a professional work environment. It is incumbent upon all Federal employees to dress accordingly and to set a positive example. Additionally, work attire should take into consideration safety issues for outside work for summer hires (i.e. appropriate shoes, too tight or loose clothing).
3. Each office may institute a more stringent policy for operational reasons (i.e. offices with frequent contact with the public and/or outdoor work requiring clothing for safety purposes). The following types of garments are considered inappropriate attire for all employees within the workplace:
  - a. See through blouses and/or wearing of shirts without appropriate undergarments.
  - b. Tank / Halter Tops
  - c. Hot Pants / Short Shorts ("Daisy dukes") / Spandex shorts
  - d. Mini-dresses and mini-skirts
  - e. Shirts that expose chests for men
  - f. Exposed midriff
  - g. T-shirts or other garments with offensive or insulting images or messages
  - h. Torn, frayed, unkempt clothing, or that which gives an inappropriate appearance
  - i. Any attire that reflects unfavorably upon the professionalism of the organization
  - j. Employees are required to wear shoes throughout the workday
4. Supervisors are expected to ensure that all employees are aware of this policy and enforced uniformly

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5. This memorandum has been coordinated with the Northern Law Center, Equal Employment Opportunity, and BENELUX Civilian Personnel Advisory Center.
6. Point of contact for this action is Mr. John H. Dewing, Deputy to the Commander at 361-1310.



TIMOTHY J. QUINN  
COL, MI  
Commanding

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