

**STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 WEST DUBLIN GRANVILLE ROAD  
COLUMBUS, OHIO 43235-2789**

NGOH-HRZ

3 December 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy #22-004, Dress and Appearance Policy

**1. References.**

- a. The National Guard Technician Act, 32 USC 709.
- b. 5 USC 2101. Civil service; armed forces; uniformed services.
- c. Title VII of the Civil Rights Act 42 USC §2000e.

**2. Purpose.** This policy prescribes the proper appearance of Ohio National Guard Employees, Technicians and Military Members; hereinafter referred to as "employees."

**3. Cancellation.** This policy supersedes policy memorandum, Subject: HRO Policy # 18-002, Dress and Appearance Policy, dated 15 March 2018.

**4. Policy.**

a. It is the policy of the Adjutant General, that all employees dress in an appropriate manner for the job being performed and that they adhere to appropriate appearance and grooming standards. Regardless of the job assignment, any attire that is of extreme design, revealing in nature or that conveys a message of a derogatory or offensive nature, either through language, logos or symbols, is strictly prohibited. As representatives of this agency, proper dress and grooming are essential to project a positive and professional image.

b. This policy does not require the wear of specific clothing materials or styles, but does prohibit any clothing that is deemed unsafe, unhealthy, torn, soiled or unclean, or offensive and disruptive to the work environment. Facial hair should be neatly trimmed and well-groomed. Violations of this policy may result in disciplinary action and / or use of personal leave in order to conform to this policy.

c. Title 5 employees should generally wear business casual type attire appropriate for their job description; however, all attire must conform to the minimum standards described in this policy. Employees who have daily contact with the public and / or senior leadership must dress in appropriate business attire.

d. Title 32 personnel (AGR, ADOS and Technicians) will wear their uniforms in accordance with (IAW) Army Regulation 670-1 for Army personnel and Air Force Instruction 36-2903 for Air Force Personnel.

e. Title 5 National Guard Employees are not authorized to wear military uniforms. All attire must conform to the minimum standards described in this policy.

f. The following items are prohibited:

(1) Flip-flops, beach sandals or shower type sandals;

(2) Cut-off or altered shirts or tank-tops.

(3) Revealing clothing (e.g. mid-drift tops, shorts, spaghetti strap tops, leggings with mid-thigh and above not covered by a shirt or dress (except for wear during PT), high cut or short skirts, low cut or see through shirts, tattered or ripped clothing, low hanging pants or visible undergarments.)

(4) Any clothing with offensive or disparaging writing, emblems, or symbols that are racist, sexually explicit or suggestive, advocate violence or are political in nature. Clothing with offensive or disparaging writing, emblems, or symbols.

(5) Clothing with names, slogans or advertisements of alcohol or tobacco.

(6) Clothing designed for PT (yoga pants, tank tops, athletic shirts, etc.) will not be worn while performing work functions.

(7) No hats should be worn in the workplace unless necessary for performance of duties.

(8) Visible face or body piercings (not including earrings or nose studs). Exposed tattoos of a derogatory or offensive nature and visible face tattoos for non-cosmetic reasons.

(9) Ill-fitting clothing (e.g. very tight or very loose) or athletic wear.

g. All T5 employees will, at a minimum, wear appropriate business casual attire when employed in an office environment. Appropriate business casual dress typically includes slacks or khakis, dress shirts or blouses, open-collar or polo shirts, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

h. All T5 employees will wear appropriate durable garments when employed in a shop or maintenance environment or when required to work outdoors. Durable garments include jeans, coveralls, and footwear.

i. Purchasing inclement weather clothing such as raincoats, cold weather gear, hats and gloves, is the responsibility of the employee. The agency is not authorized to expend funds for the purpose of purchasing inclement weather clothing.

j. The agency is responsible to provide Personal Protective Equipment (PPE) when required by the employees' duties (e.g. Redwing Boots, steel-toed athletic shoes, or equivalent). Agency occupational health managers are responsible for determining the proper type of PPE required for employees' assigned duties. The PPE does not include inclement weather clothing.

k. 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 provided for employees requesting same. It is the supervisor's responsibility to manage this policy for their

NGOH-HRZ

SUBJECT: HRO Policy #22-004 Dress and Appearance Policy

employees and the work environment. Additionally, management may not discriminate or enforce clothing standards based upon gender, race, age or cultural differences.

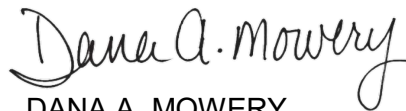
I. Local supplementation or requests for exceptions of this directive by individuals managing Title 5 employees may be sought in writing and submitted to the HRO. Such exceptions should be directly related to the position or job functions of T5 NG Employees.

5. Although this policy is meant to clarify appropriate dress requirements for employees, there may be discrepancies between management and employee standards. Management must ensure before requiring an employee to change attire that a legitimate agency need to do so exists. Employees who feel as though the dress code has been unfairly applied to them, may file a complaint through their chain of command or an applicable grievance procedure.

6. Questions related to this memorandum should be directed to the Deputy Director of Human Resources, MAJ Daryl Scott at (614) 336-7121/DSN 346-7121 or [daryl.g.scott.mil@army.mil](mailto:daryl.g.scott.mil@army.mil).

FOR THE ADJUTANT GENERAL:

Encl  
Dress and Appearance Guide

  
DANA A. MOWERY  
Acting Director of Human Resources

DISTRIBUTION:  
A, D

# Dress and Appearance Guide for HRO Policy # 22-004

The purpose of this guide is to assist supervisors and managers in the application of HRO policy for dress and appearance by providing practical examples of appropriate and inappropriate attire.

# Business Attire

## ATTIRE FOR BUSINESS PROFESSIONAL EVENTS AND INTERVIEWS

### WHAT TO WEAR



Light-colored dress shirt or blouse with undershirt

Subtle makeup and jewelry

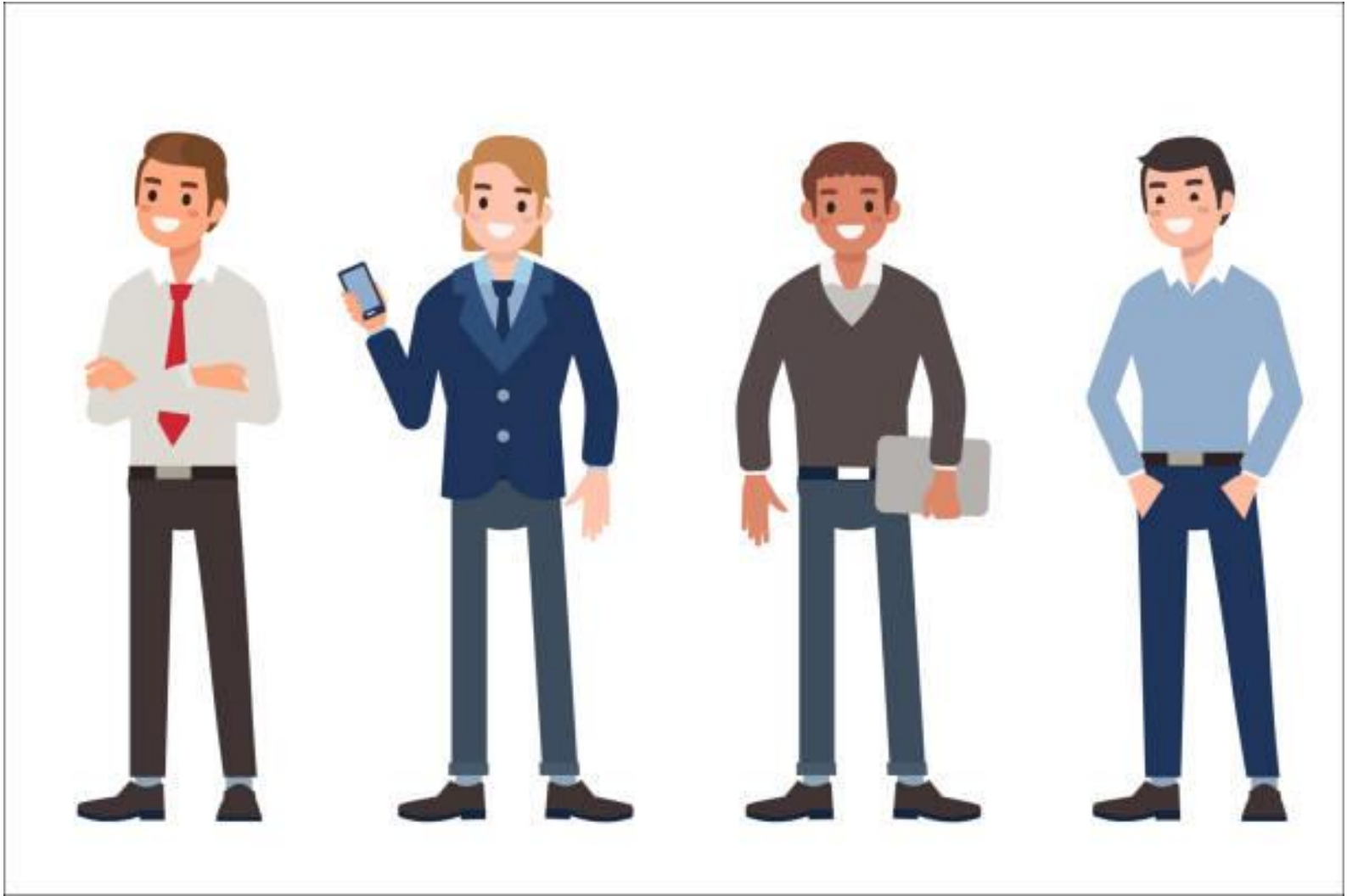
Skirt or dress at appropriate length

Closed-toe shoes with a conservative heel

### WHAT NOT TO WEAR



# Appropriate Business Attire - Men



# Inappropriate Attire - Men

what not to wear



jeans



shorts



t-shirts



tennis shoes



sandals

# Appropriate Business Attire - Women





# Inappropriate Attire - Women



# No ripped, scraped, shredded or holes in Jeans or Pants



# No Kilts of any kind



**Do not wear hats inside of buildings unless required to perform your job function**

