

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRZ

15 March 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 18-002 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.

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

3. 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 image.

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

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

d. The following items are prohibited:

- (1) Flip-flops and beach sandals.
- (2) Cut-off or altered shirts or tank-tops.

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(3) 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.

(4) Revealing clothing (e.g. mid-riff shirts, high-cut shorts or skirts, low-cut or see-through shirts, tattered or ripped clothing).

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

(6) Any clothing with offensive or disparaging writing, emblems or symbols.

e. 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.

f. 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.

g. 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.

h. 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.

i. Exceptions to this policy will be made to accommodate religious or medical needs such as pregnancy. Additionally, management may not discriminate or enforce clothing standards based upon gender, age, or cultural differences.

4. Although this policy is meant to clarify appropriate dress requirements for civilian 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 procedures.

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5. Questions related to this memorandum should be directed to the Technician Branch Manager, MAJ Daryl Scott at (614) 336-7121/DSN 346-7121 or daryl.g.scott.mil@mail.mil.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read 'W.K. Giezie', with a large circular flourish at the end.

WILLIAM K, GIEZIE, P.E.,
Col, OHANG

Director of Manpower and Personnel, J1

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