



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BVG-ZA

8 August 2024

MEMORANDUM FOR US Army Garrison (USAG) Fort Belvoir Employees

SUBJECT: Fort Belvoir Policy Memorandum #17, USAG Fort Belvoir Civilian Personnel Dress Policy

1. REFERENCE. HQ IMCOM AND AEC Civilian Personnel Dress Policy, IMHR, 2 August 2018.
2. PURPOSE. This policy is intended to define appropriate "business attire" during normal business operations. Work attire should complement a customer-focused organization that reflects an efficient, orderly, and professional culture.
3. APPLICABILITY. This memorandum applies to all Civilian personnel assigned to USAG Fort Belvoir (not including uniformed Civilian personnel, such as firefighters and security guards).
4. POLICY.
 - a. All Civilian personnel of USAG Fort Belvoir are visible representatives of the command. The professional business image we present requires personnel to maintain a clean and neat appearance while dressing in a manner appropriate for a customer-focused organization and to the type of work performed. Garrison personnel serve as ambassadors representing the Garrison Commander whenever they interact with customers or clients.
 - b. In general, USAG Fort Belvoir Civilian personnel will adhere to a business casual dress code, during regularly scheduled duty hours, Monday through Thursday. A general overview of acceptable business casual attire includes slacks or khakis, capri pants, skirts and dresses; shirts with collars; polo shirts, sweaters, and turtlenecks; blouses (collared or un-collared) appropriate for business settings; and leather shoes, boots, flats, heels and dress sandals. The wear of denim fabric pants such as jeans and cargo pants within the Garrison shall be based on the mission and customer base requirements. Certain specific types or styles of clothing do not fall under the category of business casual dress such as t-shirts, shorts, tank tops (unless worn under another garment) and flip-flops. Overly casual clothing (clothing that is considered revealing or distracting and more appropriate for a social gathering) or clothing with inappropriate writing or images will not be worn at the office.

“LEADERS IN EXCELLENCE”


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c. On Fridays, Civilian personnel are allowed to adhere to a more relaxed dress code than what would be worn on other workdays. However, t-shirts, shorts, flip-flops and tank tops (unless worn under another garment) are not authorized. Clothing worn on Friday deserves the same attention to detail as one's normal business casual attire. The intent is that all Civilian personnel project a professional appearance to customers and clients at all times. Civilians should always dress appropriately for one's duties and schedule for the day, regardless of the business casual dress policy.

d. Directors have the authority to approve jeans or cargo pants within their organization based on their mission and customer base. However, personnel will wear more traditional business attire for meetings with the Garrison Commander, senior leaders, formal presentations, special VIP events, official ceremonies, or whenever the occasion dictates more formal dress, as determined by the Director.

5. PROPONENT. The Garrison Command Administrative Office is the proponent of this policy at 571-515-2046.


DAVID J. STEWART
COL, EN
Commanding