

Enclosure 2 - Transition Assistance Program (TAP) Workshop Attire

o Examples of Appropriate TAP Workshop Attire:

- Business or pants suit.
- Dress or casual slacks for men or women; knee-length or longer skirt, Capri pants that reach the calf for women.
- Button-up shirt with or without tie, polo, or golf style shirt or sweater for men or women; sleeved blouse for women.
- Dress or similar shoe for men or women; pumps or dress sandals for women.

o Examples of Inappropriate TAP Workshop Attire:

- Shorts, denim pants, sweatpants, any skirt that does not reach the knee, Capri pants that do not reach the calf, any clothing item made of Spandex or similar material.
- T-shirts, sweatshirts, sleeveless or spaghetti strap shirts or blouses, tube or halter tops, shirts that expose the back, chest, or midriff.
- Running shoes, work boots, flip-flop style shoes, basketball shoes, Croc style shoes.
- Any clothing that exposes undergarments (including bra and bra straps), sheer or see-through clothing without appropriate covering under-layers.
- Clothing with advertising for a product, sports team, or musical entity.
- Clothing appropriate to wear to a gym, beach, cookout, or to do yard work is inappropriate for a professional work environment.

o For military personnel, the regulatory guidance that corresponds with the individual's military branch of service will guide the personal hygienic appearance. Piercings, gauges, or hair (facial or otherwise) outside of regulatory guidelines will not be allowed. The directives on personal grooming are found within:

Army – AR 670-1

Navy – NAVPERS 15665G

Air Force – AFI 36-2903

Marines – MCO P1020.34

Coast Guard – COMDTINST M1020.6

o If a person attending TAP is unable to dress in the manner listed above, the service duty uniform of the applicable branch of Armed Forces is acceptable. If an attendee arrives in inappropriate clothing, that person will be asked to change into appropriate attire or into their duty uniform and they will be rescheduled for the portion of the workshop that is missed. The Transition Services Manager (TSM) will notify the individual's leadership of the need to schedule make-up classes. If any questions arise on the appropriateness of an outfit or article of clothing, the TSM will make the decision whether or not it is suitable for the TAP workshop.