



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
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AMIM-RPG-ZA

26 November 2024

MEMORANDUM FOR All Personnel Assigned or Attached to United States Army Garrison Rheinland-Pfalz (USAG RP) and subordinate units.

SUBJECT: USAG RP Command Policy #11, Dress and Appearance of Civilian and Military Personnel.

1. References:

- a. AR 670-10 (Furnishing Uniforms or Pay Uniform Allowances to Civilian Employees), 9 July 2021
- b. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), 26 January 2021
- c. Über Maßnahmen des Arbeitgebers bei Hitze in den Sommermonaten (Measures taken by the employer in the event of heat in the summer months)

2. The purpose of this policy memorandum is to provide guidelines for dress and appearance of Civilian and Military personnel assigned to USAG RP.

3. Civilian Employees:

a. The Garrison Command Dress and Appearance Guidance has been developed based upon guidance from the Garrison Board of Directors as well as the Local Works Council and management discussions. It is not intended to be punitive or performance-related in nature.

b. USAG RP is committed to providing the highest quality goods and services to our overall Military community. As part of providing these quality services, our appearance in programs and Employee attire is essential in maintaining the image of professionalism in all we do. A professional appearance is required when you report to work. Suits and ties or sport coats for men and suits for women are not the only way to present a professional image. Business casual dress offers an alternative to the formal business attire of dresses, suits, ties, and dress shoes. As a representative of USAG RP, all employees should ensure that their dress and grooming promote a professional image to clients, customers, visitors, Command Group, and the public. The following guidelines address business casual appropriate attire:

(1) Clothing should not be dirty or stained. It should not bear an unofficial logo, advertising, political messages, offensive language or design. Clothing should not be sheer or "see-through." Undergarments should not be visible. Clothing should not expose parts of the body typically covered in a professional work setting. Offensive

body art i.e., extremist, indecent, sexist or racist, should not be visible. Employees working in an office environment outside an individual activity will be required to wear casual business attire.

(2) Slacks/Jeans: Slacks/jeans will be clean and wrinkle-free, and must not be faded, torn, or sagging. Capri pants, cropped pants, or similar styles are acceptable. Inappropriate items include sweatpants, track suits, shorts, overalls, spandex, yoga-pants or other form-fitting elastic pants. Conservative leggings/jeggings or other forms of elastic/spandex/lycra pants may be worn with a tunic length skirt or dress/shirt. Athletic gear will be worn just before fitness activities only and will be changed before returning to duty.

(3) Shirts/Blouses: Casual shirts/blouses, golf shirts, sweaters and turtlenecks are acceptable. Inappropriate items include sports jerseys, tank tops with sleeves that are less than two inches in width, halter tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, jumper, or sweater.

(4) Dresses and Skirts: Casual dresses, skirts, and split skirts are acceptable but should be modest in length and style. Dress should have sleeves that are two inches in width or wider unless covered by another garment.

(5) Footwear: Loafers, boots, tennis shoes/sneakers, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. Footwear must be clean, in presentable condition, professional, and meets safety requirements of the workplace. No flip flops or any shoes that may be perceived as informal or not business appropriate.

(6) Headgear: Hats, caps or headgear of any kind that is dirty, stained or that bears a logo, advertising or offensive language or design, as well as novelty headwear, will not be worn in the office.

(7) Jewelry: Will be conservative and not distracting.

(8) Perfume & Cologne: Will be conservative so as not to cause discomfort to those nearby.

(9) Name tags: Unit issued name tags will be provided to all personnel determined by their supervisor as required. Name tags will be worn as required by the supervisor.

c. Civilians that have uniform requirements (i.e., DES Firefighters, Police, etc.) need to follow the policy guidance in AR 670-10 or if a Local National employee, what has been previously negotiated with the Local Works Council.

d. Civilian employees who normally work outside of an office setting (example: Directorate of Public Works (DPW) Maintenance, Wage Grade/Supervisor employees, Postal, DFMWR Recreational Activities employees) may wear durable clothing commensurate with their daily work functions. T-shirts may be worn in warm conditions,

however, must be tasteful, and non-offensive. Garrison or Directorate branded T-shirts are highly encouraged, but not mandatory. Headgear may be worn such as caps to protect face from the sun or other elements. This guidance does not supersede the requirement to wear specified protective clothing or devices for safety purposes or counter job-specific directorate guidance.

e. The tradition of “casual Fridays” will be supported. On these days, employees may dress more relaxed. Examples include polo shirts, cotton shirts with a collar, button down shirts or blouses, casual sweaters or cardigans. Clothing should still follow all other business casual guidelines. Management will reserve the right to change this benefit within 24 hours due to operational requirements.

f. Exceptions may be granted on religious or verified medical requirements. Variations because of manual tasks or due to inclement weather may be permitted. The garrison reserves the right to grant exceptions to the dress code when deviation from the standard is warranted.

g. Employees with questions about whether a specific garment is considered appropriate should consult with their supervisor before wearing the garment.

#### 4. Directorate of Emergency Services (DES) Personnel:

a. The DES modified duty uniform is authorized to wear Friday through Sunday and on National Holidays. The modified uniform can be worn in special circumstances and/or operational necessity if approved by the DES Director or non-commissioned officer in charge.

b. Authorized personnel will wear a black, two or three-button collared polo shirt with the Military Police badge on the left chest and “Military Police” or “Police” stamped on the back. Trousers will be tan, coyote brown, khaki, or black tactical pants with or without cargo pockets, and the belt will be a matching web belt. Boots will be tan, coyote brown, or black, and during cold weather, a solid black coat, jacket, or sweatshirt is authorized. Headgear will be a solid black ball cap with the Military Police badge, with optional name embroidery on the back, or a black fleece cap in cold weather.

#### 5. Military Personnel:

a. The Army Combat Uniform (ACU) will be worn in accordance with AR 670-1 and will be the primary duty uniform for all garrison assigned military personnel unless specified for special events or ceremonies.

b. All military personnel will adhere to proper fit, personal appearance, and grooming standard as specified in AR 670-1 for all occasions and carious prescribed uniform dress.

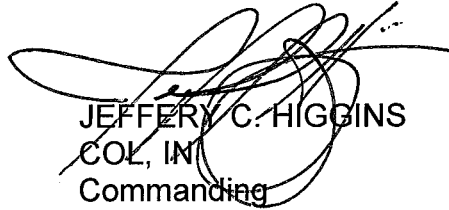
6. This policy supports the shop agreement created in coordination with the Local Works Council and the garrison command team regarding measures to be taken in the event of extreme heat.

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7. This policy supersedes any previous policies and is in effect until superseded or rescinded.

8. The point of contact for this memorandum is the Executive Officer at DSN 314-541-0131.



JEFFERY C. HIGGINS  
COL, INF  
Commanding