DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
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FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDG-ZB (1) 17 July 2026

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Dress and Appearance of Civilian Personnel Guidance

1. References:

a. IMCOM, AMIM-WR memorandum (Command Policy #1 – IMCOM's Service Culture (ISC)), 13 April 2026.

b. AR 670-10 (Furnishing Uniforms or Pay Uniform Allowances to Civilian Employees), 9 July 2021.

2. The purpose of this policy memorandum is to provide guidelines for dress and appearance of Civilian personnel assigned to U.S. Army Garrison, Fort Leonard Wood (USAG, FLW), MO.

a. The primary objective is to have employees project a professional image. 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 representatives of USAG, FLW, all employees should ensure that their dress and grooming promote a professional image of the U.S. Army to clients, customers, visitors, 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, or 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 markings should not be visible.

(2) Slacks/Jeans: Slacks/jeans should be ankle length and not faded or torn, clean and wrinkle-free. Capri pants, cropped pants, or similar styles are acceptable. Inappropriate items include sweatpants, wind suits, shorts, overalls, spandex, yoga-pants, or other formfitting elastic pants. Conservative leggings or other forms of elastic pants may be worn with a tunic length skirt or shirt/dress. 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 tank tops, halter tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

(4) Dresses and Skirts: Casual dresses, skirts, and split skirts are acceptable but should be no more than 4 inches above the bend in the knee. Spaghetti strap dresses should not be worn at the office unless straps are covered by another garment.

(5) Footwear, loafers, boots, 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, perforated shoes, sandals, or any shoes that may be perceived as informal or not business appropriate. Tennis/athletic shoes should not be worn to work unless supporting a medical issue or working in a position where appropriate.

(6) Headgear: Hats, caps, or headgear of any kind that are 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: Jewelry will be conservative and not distracting.

(8) Perfume & Cologne: Perfume and 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 supervisor.

b. Civilians that have uniform requirements (i.e., Firefighters, DA Police, etc.) should follow the policy guidance in AR 670-10.

c. USAG, FLW Civilian employees who normally work outside of an office setting (example: Range Operations, Department of Public Works (DPW) Maintenance, Wage Grade/Supervisor employees) may wear durable clothing commensurate with their daily work functions such as jeans and cargo type pants. T-shirts may be worn in warm conditions, however, must be tasteful and non-offensive. Uniform 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.

d. The tradition of “casual Fridays” will be supported. On these days, employees may dress more relaxed; however, all other provisions stipulated above will be followed.

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

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

3. This guidance supersedes any previous dress and appearance policies and is in effect until superseded or rescinded.

4. The point of contact for this memorandum is the Deputy Garrison Commander at 573-563-4004.

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Deputy Garrison Commander