



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
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MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter
33 - Civilian Dress Policy

1. REFERENCE: AR 600-20, The Army Command Policy.
2. APPLICABILITY: This policy applies to all civilian personnel assigned, attached or personnel on temporary duty (TDY) to the Warrior Transition Brigade- National Capital Region (WTB-NCR). This policy extends to the Bethesda, Fort Meade and Fort Belvoir WTUs.
3. GENERAL: WTB-NCR employees must always present a professional appearance while they perform duties in support of our customers, Soldiers, patients, retirees, mission partners, and their Families. This memorandum establishes the dress code policy for all WTB-NCR civilian employees while on duty. This policy provides guidance for WTB-NCR contractors.
4. POLICY:
 - a. A supervisor is defined as someone rating one or more subordinates.
 - (1) Male supervisors will wear dress trousers, business shirts and ties. Male supervisors will also have a sport jacket or suit coat available to wear at meetings that include visitors from other organizations or when business is conducted at other organizations or locations.
 - (2) Female supervisors will wear gender-equivalent business attire (e.g., a business dress, or a blouse or sweater with a skirt or dress slacks).
 - b. Non-supervisory civilian employees dress code is "business casual".
 - (1) Male employees will wear slacks and shirts with a collar and sleeves.
 - (2) Female employees attire will consist of dresses, slacks, or skirts with a blouse, shirt or sweater.
 - (3) In general, employees should wear clothing that conveys a professional image of the WTB-NCR and the United States Army. Non-supervisory employees are not required to wear ties, dress shirts, sport jackets, or other gender-equivalent clothing required for supervisors, but may if they desire and if such clothing is appropriate for that employee's duties (e.g., no safety issues).

c. Prohibited clothing includes, but is not limited to: jeans, athletic wear, miniskirts, underwear as outerwear, inappropriately revealing and/or tight attire, t-shirts, shorts, strapless and tube tops, sleeveless shirts (men), flip-flops, open toed shoes, and clothing with offensive graphics, explicit language and/or designs. Such clothing items are not considered business casual attire, and are not authorized for wear during duty hours.

d. Overly Casual clothing is also inappropriate and can include but are not limited to: leggings and "skinny jeans" worn with a tunic, blouse, sweater or skirt; spaghetti straps on blouses and dresses when worn without a jacket, sweater or similar cover; and denim skirts with jeans-style stitching.

e. Proper grooming is a reflection of one's self and our organization. WTB-NCR employees must always present a well-groomed appearance including clean, neat clothing, shoes and in general, a grooming standard that demonstrates respect for Soldiers, Families, official visitors, and fellow employees.

f. When on official travel, WTB-NCR civilian employees will comply with conference or host dress guidance. In the absence of such guidance, WTB-NCR employees will dress as outlined in this policy during the conference event.

g. Clothing reflecting an employee's ethnic or cultural heritage is acceptable as long as it generally adheres to the standards of professional appearance discusses in this policy.

h. Exceptions to the policy.

(1) The WTB-NCR Brigade Commander may authorize group exceptions to this policy on a case-by-case basis for activities such as informal office social events or office clean-up. Supervisors may request exceptions to the WTB-NCR civilian dress code by routing the request through their Battalion Commander to the Brigade Deputy to the Commander (DCO) at least five days prior to the date of the desired event or work requirement.

(2) Employees requesting individual exceptions to policy for medical or safety reasons (e.g., wearing athletic shoes following foot surgery as required by a medical care provider) or other personal reasons should request exceptions through their supervisory chain. Requests for exceptions that cannot be resolved by their Company Commander will be forwarded to the Battalion Commander at Ft. Belvoir or the Brigade DCO for Bethesda and Fort Meade for a decision.

i. Contract Employees.

(1) For contractors whose regular place of duty is WTB-NCR, supervisors will check with the relevant contracting officer representative (COR) to determine whether the contract employee is required by the contract to dress in accordance with the WTB-NCR policy.

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(2) In the absence of such a contract clause, supervisors may not compel the contract employee to dress a certain way, but should raise the issue with the COR for resolution if the contract employee does not dress appropriately for the office, considering the employee's duties.

5. The point of contact for this policy is the Brigade S-1 at 301-400-2305.

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DANA S. TANKINS
COL, SC
Commanding