



**MISSOURI NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS  
IKE SKELTON TRAINING SITE  
2302 MILITIA DRIVE  
JEFFERSON CITY, MISSOURI 65101-1203

MONG POLICY MEMO #14-18

NGMO-HRD-ZA

5 September 2014

MEMORANDUM FOR DISTRIBUTION A & D

SUBJECT: Civilian Attire and Hygiene Policy

1. All civilian employees are to project a positive, professional image to co-workers and the public. Employees will consult their supervisors for clarification if they have any questions about attire. Supervisors will consider appearance, working conditions, and responsibilities in their determination.

2. Dress code for state and federal civilian employees of the Missouri National Guard is "business casual" during working hours, Monday through Friday, as outlined below:

a. Examples of attire that meets the "business casual" standard include: dress or sport shirts with collars (long or short sleeve as dictated by the season or personal preference), turtleneck or mock-turtleneck shirts, sweaters, skirts and blouses, dresses, dress or casual ("Dockers" style) slacks, and loafers or deck shoes. Open-toed shoes are acceptable for women subject to the restrictions noted in item "c" below. Sweatshirts may be worn if a collared shirt or turtleneck is worn underneath. Writing on sweatshirts must be small and subtle. Department and division directors have authority to designate sections and/or positions in which alternate attire is permitted because of the nature of work performed.

b. Division directors may mandate that traditional business attire be worn in special circumstances based on the type of meeting or interaction with the public. Traditional business attire is defined as business suits or sport coats with dress slacks, collared shirts with ties, and dress shoes for men with equivalent attire for women. All employees of this department should appear in the offices of any elected official in business attire only if present there on department business.

c. Clothing and shoes that are more casual than that described above (i.e., the kind of clothing generally worn when performing household chores or for recreational activity) are not appropriate for work. Examples include denim jeans, blue jeans, T-shirts, shorts, sweat pants, flip flops or thong sandals, sandals for men, tennis shoes or athletic shoes, exercise clothing, leggings, tank tops, halter tops, sport back T-shirts, and shirts with spaghetti straps. Other kinds of clothing that is not appropriate for work include form-fitting stretch clothing, clothing with advertising or offensive or improper slogans, and clothing which is unduly tight or revealing. This list is not designed to be all inclusive and the Director may add items to this list at his/her discretion.

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d. More casual attire is acceptable for work conducted on Saturdays, Sundays, evenings, or legal holidays.

e. If an employee has any doubt about if an article of clothing is appropriate for work, the employee should resolve that doubt in favor of dressing more conservatively. Department directors have final discretion.

3. Employees are expected to dress appropriately for work. The appropriateness of work attire shall take into consideration the nature of an employee's work as well as the level of contact the employee may have with the public. The policy does not include a provision for a casual day.

4. Employees are expected to observe good grooming and personal hygiene practices and should maintain a clean and neat appearance in the workplace. Employees should be aware that many of their co-workers have allergies or sensitivities to strong odors and smells and should limit excessive use of colognes or perfumes. It is never appropriate to paint fingernails or remove nail polish while in the workplace.


5. Policy Enforcement:

a. This policy applies to all employees of the department, on or off normal work premises, who are in a pay status and working for the department or attending a department-related function, meeting, or seminar.

b. If your Supervisor or Director deems a particular outfit or clothing item as unacceptable office attire, they may counsel you and ask that you not wear such items to work again. In the case of a second warning, your supervisor may send you home to change in a "without pay" status. Subsequent violations of this policy may lead to disciplinary action, up to and including termination of employment.

6. This policy supersedes MONG Policy Memo #09-08 dated 1 July 2009 and will remain in effect until superseded.

7. Point of contact is the Human Resource Officer at 573-638-9500, ext 39642.

  
STEPHEN L. DANNER  
Major General, MONG  
The Adjutant General