



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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NGOR-HR

19 November 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #137 (Joint), Appearance Standard and Appropriate Business Attire

1. This policy supersedes Command Policy Memorandum #137, dated 18 July 2017.
2. This policy memorandum provides guidance on personal appearance and appropriate attire for all federal personnel (Dual-Status Technicians and Title 5 employees) and State of Oregon personnel. It specifies what is considered appropriate and professional business appearance.
3. As representatives of the Oregon Military Department/Oregon National Guard, professional standards of appearance and dress are expected at all times. We must keep in mind that we are representing a military organization and the State of Oregon. Therefore, whenever an employee is performing the duties of his/her position, they need to present an appropriate and professional appearance. This requirement includes when Dual-Status Technicians attend official functions designated as non-uniform wearing events per The Adjutant General.
4. All employees are expected to be properly and professionally dressed and groomed for work. This expectation includes keeping uniforms and clothes clean, properly fitting and in good condition, having neatly trimmed hair, mustaches or beards and maintaining good personal hygiene. The specific standard can be found in AFI 36-2903 and AR 670-1 for Airmen and Soldiers who are Dual Status Technician.
5. Each employee is expected to dress appropriately for the day's tasks and reflect a business-like image to the public. Supervisors are responsible for determining professional attire in their work areas. The following do not attempt to name every option, but attempt to give some guidance on the appropriateness of attire:
 - a. Routine office work: Military uniforms are appropriate for work days for Dual-Status Technicians, unless other attire has been designated (e.g., fire department and security forces). Business suits, collared shirts, sweaters, blouses, slacks, skirts, jeans and cropped (e.g., Capri type) pants that are of a business style are appropriate for Title 5 and State personnel. Collared shirt, jeans and cropped pants in good condition for designated clean-up days (e.g., Tidy Fridays) or Casual Fridays.
 - b. Maintenance and trades work: Shops or units may provide a designated uniform or coveralls to be worn along with personal protective equipment and attire.

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c. Meeting attendance: Attire will fit the group with whom you are meeting. Examples are shirt or blouse, slacks, jacket (depending on group), or jeans if the meeting is at a work site.

d. Hearings or other formal meetings: Business suit or other business dress is appropriate.

6. Please direct questions regarding this memorandum to Dale Williams, Deputy Director of Human Resources, at 503 584-3853 for federal personnel, and the Director of Adjutant General Personnel, Tracy Garcia, at 503-584-3865 for State employees.



MICHAEL E. STENCEL
Major General
The Adjutant General