

**Dress and Personal Appearance of all Idaho Military Division Personnel**

OPR: Human Resource Office  
Supersedes (ARNG) 670-1, (ANG) 36-2901,  
IMD-11, dated Apr 2010

Certified by BG Garshak

Distribution: Electronic

**SUMMARY OF REVISIONS**

**Modifies paragraph 7 regarding Federal and State employees who are not required to hold military membership. Aligns (ARNG) 670-1, (ANG) 36-2904, and revokes IDNG 36 Dress & Personal Appearance Policy**

1. Reference:
  - a) AR 670-1
  - b) AFI 36-2903
  - c) Title 32 U.S.C. §709
2. Summary. This regulation prescribes the standards, policies and procedures for all personnel employed by the Idaho Military Division. An employee's grooming and clothing will follow the standard of appropriate business attire and will not detract from the mission or public image of the agency as a military organization. All employees must wear appropriate working attire while on-duty. Supervisors will monitor compliance to ensure a professional, comfortable, and productive work environment.
3. Applicability. This policy applies to all Idaho Military Division Employees to include federal technicians employed under Title 32 U.S.C. §709 and federal employees under Title 5 U.S.C. §3101, State employees, Active Guard and Reserve (AGR) and Traditional Soldiers and Airmen.
4. When Idaho National Guard membership is required as a condition of employment, employees will wear the military uniform in accordance with appearance and grooming standards prescribed in the military regulations of their applicable service component (AR 670-1 and AFI 36-2903). Variations from the military uniform standards due to work area/safety considerations will be implemented only when approved in writing by The Adjutant General (TAG) or authorized representative.
5. Military customs and courtesies are traditional actions of respect given to fellow Soldiers and Airmen. Appropriate actions, such as saluting and the use of titles are also required by military regulations (Army Regulation 600-20; Department of Army Pamphlet 600-60; Air Force Instruction 36-2903; Air Force Manual 36-2203; and Air Force Instruction 36-2618). Employees in military uniform will render proper military customs and courtesies at all times. It is the responsibility of all commissioned and noncommissioned military personnel to set the example and enforce the prescribed standard. All military uniformed personnel are required to remind one another of any infractions in military uniform wear and military courtesy procedures with the objective of engendering a positive esprit de corps and pride in wear of the military uniform.
6. Title 5 federal employees and State employees who are not required to hold military membership as a condition of employment will adhere to a high standard of personal appearance. An employee's clothing and grooming will follow the standard of appropriate business attire and

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will not detract from the mission or the public image of the agency as a military and State organization. Due to the diversity of work functions and locations, appropriate dress standards may vary. Modifications can be made by the supervisor for specific work requirements outside the normal office environment. Additionally, requests for religious accommodations will be considered, as appropriate.

a. **Grooming and Appearance Standards:** This section outlines personal grooming while in an official capacity. Except for minor variations based on gender differences all employees must comply with the same personal grooming standards.

(1) **Hygiene and personal grooming.** All personnel will maintain good personal hygiene and grooming on a daily basis.

(2) **Hair. Male and Female.** Will be clean, well-groomed and present a professional appearance. If applied, dyes, tints, bleaches and frostings must not detract from a professional appearance.

(3) **Facial hair.** Facial hair is permitted, if worn, males will keep mustaches/beard neatly trimmed, and tapered.

(4) **Fingernails.** All personnel will keep fingernails clean and neatly trimmed. Fingernail length must not detract from a professional appearance, interfere with the performance of assigned duties or present a safety concern.

(5) **Cosmetics, Fragrances and Accessories.** Make-up, when applied, shall appear professional and conservative. Fragrant products, including but not limited to perfumes, colognes, fragrant body lotions and hair products should be applied conservatively and in consideration of others in the workplace. Accessories should be tasteful and worn in moderation. None of the aforementioned shall detract from presenting a professional image.

(6) **Jewelry.** Jewelry worn on duty must be conservative so as not to detract from a professional appearance or present a safety concern.

(7) **Piercings or Tattoos.** Offensive or distracting piercings or tattoos are prohibited. Offensive or distracting displays are generally defined as those that are considered offensive to the general population.

b. **Employee Clothing Standards:** Employee clothing will be of the same comparable degree of formality as the military uniform prescribed for such duty. Civilian clothing will present a professional image that does not detract from their profession. Except for minor variations based on gender differences all employees must comply with the same clothing standards.

(1) **Clothing** shall be neat, clean and in serviceable condition/good repair, worn in the manner prescribed, properly fit and wrinkle free. Clothing shall not be frayed, worn out, torn, faded, patched, etc.

(2) **Business Casual and Casual attire.** Business Casual dress implies comfortable unrestricted attire while still appropriate for business. Casual Attire. Clothing or work uniforms appropriate in an environment where soiling of clothing is expected. Appropriate attire may include:

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(a) Slacks, pants, suit pants. Male or Female. Slacks that are similar to khakis or Dockers and other makers of cotton, synthetic, wool pants, and dressy capris that do not detract from a professional appearance. Dress jeans are acceptable if clean with minimal fading and conservatively fitted. Overtly revealing attire is inappropriate.

(b) Dresses and skirts. Female. Dress and skirt length should be slightly above the knee in length or longer.

(c) Shirts, tops, blouses, and jackets. Male or Female. Dress, golf-type, button down short/long sleeve, casual short/long-sleeved shirts, sweaters, and turtlenecks. Male. Tie/bow tie. Inappropriate attire: overtly revealing attire such as low-cut necklines, tank tops and midriff-exposing clothing.

(d) Shoes and footwear. Male or Female. Conservative athletic or walking shoes, loafers, boots, flats, dress heels, and leather deck-type shoes with or without subdued socks or hosiery. Female. Open-toed sandals must not detract from a professional appearance, interfere with the performance of assigned duties or present a safety concern. Inappropriate footwear: shower shoes (flip-flops) or house slippers.

(3) Prohibited attire: Offensive civilian clothing and personal grooming based on legal, moral, safety, or sanitary standards. Clothing that works well for the beach, yard work, dance clubs, exercise, and participation in sporting events are not appropriate in the workplace. Examples of inappropriate clothing include: undergarments worn as outer garments, bathing suits, and any clothing which is revealing or contains obscene, profane, lewd words or drawings, racist or other generally offensive content.

7. Employees are not authorized to wear the military uniform while on duty when Idaho National Guard membership is not required as a condition of employment. Military uniform will not be worn in lieu of the civilian attire at any time or under any circumstances, except when in the interest of the agency as authorized by military regulations or in writing by TAG.

8. Informal counseling will be conducted to resolve situations regarding an individual employee's noncompliance with this guidance. Failure to correct an identified problem that has been addressed by a supervisor may result in formal counseling or other disciplinary actions.



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