



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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WIJS-J1/SHR

14 August 2020

MEMORANDUM FOR The Department of Military Affairs

SUBJECT: Dress Code – TAG POLICY MEMORANDUM 22

1. All personnel must wear appropriate work attire and appropriate personal protective equipment (PPE). This policy applies to all military and civilian personnel. Supervisors will monitor compliance to ensure a professional, comfortable, safe, and productive work environment.

2. Work attire is as follows:

a. Military personnel to wear the military uniform in compliance with Army or Air Force regulation. Uniform of the day will be established by appropriate supervisory personnel.

b. Title 32 Technicians: Technicians will wear the appropriate military uniform in compliance with Army or Air Force regulation for the tasks they perform. Instances when technicians are not required to wear the uniform while in a paid status are defined in the local collective bargaining agreement.

c. Civilian Employees must present a neat and professional appearance.

(1) Business Casual is the appropriate dress for an office setting. Business casual attire includes collared or polo shirts, dress slacks, non-faded jeans, dresses, skirts, blouses, capri pants, sweaters, and where appropriate, jacket, tie, business suits, and appropriate footwear.

(2) When work is being accomplished in an industrial setting (maintenance, facilities, telecommunication, etc.) Occupational Safety and Health Administration (OSHA) requirements and standards must be followed. Appropriate attire for this work setting may include jeans, t-shirts, sweatshirts, and steel toe boots.

(3) Clothing and footwear must be clean, not torn or frayed. Inappropriate attire includes unclean, un-kept, unsuitable apparel. Grooming, which adversely affects the duties or image of the employer, are prohibited.

(4) Sweatpants, shorts, or clothing that contains offensive graphics or language, tennis/gym shoes, flip-flops, slippers, jeans that are white-washed, acid washed or of similar nature, faded, frayed, or torn are prohibited.

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(5) Tattoos or brands visible on the body that could cause distraction, promote racism/discrimination, indecency, lawlessness, violence, or sexually explicit material are prohibited. Management reserves the sole discretion to require an employee to cover a tattoo that does not meet these standards.

(6) Political attire or accoutrements are prohibited.

(7) Title 5 National Guard Employees may not wear a military uniform unless serving in a military status.

(8) State employees issued a non-military uniform must wear the uniform.

3. Good personal appearance and hygiene create a positive environment in the work place. Employee jewelry, hygiene, and fragrance selections must not contribute to a work place distraction or pose a safety or health risk to others. Hair, including facial hair (beards, mustaches, sideburns), is expected to be clean.

4. The Director of the Joint Staff, Chief/Director of Staff, Human Resource Officer, or Brigade/Wing CC/Directors may approve exceptions for specific cultural observances or other designated occasions. Supervisors will use reasonable and professional discretion to determine appropriate attire for employees in their work center.

5. Violations of this policy are subject to a range of disciplinary action consistent with military or civilian regulations.

6. The point of contact for this memorandum is the Director of Manpower and Personnel/J1, at 608-242-3700, and State Human Resources Office at 608-242-3163.



PAUL E. KNAPP
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The Adjutant General