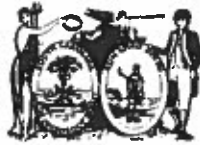


The State of South Carolina

Military Department



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MAJOR GENERAL
THE ADJUTANT GENERAL

OFFICE OF THE ADJUTANT GENERAL
1 NATIONAL GUARD ROAD
COLUMBIA, S. C. 29201-4766

NGSC-HRM-ZA

23 May 2018

MEMORANDUM FOR South Carolina National Guard Employees

SUBJECT: Dress and Appearance of South Carolina National Guard Employees

1. Policy. South Carolina National Guard employees will project a neat, professional image at all times to include interactions internally and with the public. Regardless of the job assignment, any attire that conveys a message of a derogatory or offensive nature, either through language, logos or symbols; is deemed unsafe, soiled, unclean or disruptive to the workplace, is strictly prohibited. Hair styles will be neat and professional at all times. Violations of this policy may result in disciplinary action and/or use of personal leave to go home and correct.

a. Dual Status Technicians (T32), will wear their service uniform in accordance Army Regulation 670-1 for Army personnel and Air Force Instruction 36-2903 for Air Force personnel.

b. Civilian employees (T5), will wear business casual attire and footwear that is compatible with their assigned position. Employees who have daily contact with the public or who are representing the organization in a forum where members of the general public will be present, may be required to wear specific clothing items up to and including appropriate business attire.

c. Civilian employees who do not have daily contact with the public or who are not representing the organization in a forum where members of the general public will be present, will dress in accordance with paragraph 1.d of this policy.

d. Clothing must be in good repair and neat at all times. The following clothing items are not acceptable for wear:

- (1) Flip-flops or beach sandals.

(2) Revealing clothing (e.g. low-cut or see through shirts, tattered or ripped clothing, mini or micro-mini skirts (even if worn with leggings) or low hanging pants).

(3) Sleeveless shirts, tank tops or halter tops, unless worn with a jacket, sleeved blouse or sweater.

(4) Clothing with names, slogans, or advertisements of alcohol or tobacco products.

(5) Shorts, sweat pants, wind suits, spandex or yoga pants.

(6) When wearing leggings or skinny jeans, shirts and dresses must be long enough (both front and back) to cover the top half of the leggings or jeans.

(7) Visible face or body piercings, not including earrings and nose studs.


(a) earrings will be reasonably sized, not to exceed 18 gauge

(b) nose studs will be reasonably sized, not to exceed 2.5 mm

2. In accordance with Title VII of the Civil Rights Act, 42 U.S.C. Section 2000e, exceptions for religious reasons or reasonable accommodations for medical needs will be requested by the employee through the Labor Relations Specialist. Additionally, management may not discriminate or enforce clothing standards based upon gender, age, or cultural differences.

3. POC for this memorandum is Sandra N. Ives, at sandra.n.ives.mil@mail or 803-299-2485.

FOR THE ADJUTANT GENERAL



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LTC, LG, SCARNG