



MILITARY DIVISION, STATE OF IDAHO

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C.L. "BUTCH" OTTER
GOVERNOR

THE ADJUTANT GENERAL
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NGID-TAG

29 March 2012

MEMORANDUM FOR All Idaho National Guard Civilian Employees

SUBJECT: Professional Appearance Standards for Idaho Military Division (IMD) Civilian Employees (IDNG-36)

1. Purpose: It is my intent to allow a dress code for civilian employees of the IMD that provides for comfort and safety in the work place, yet projects a professional and positive image to customers, visitors and the public in general.
2. Applicability: This policy applies to all non-dual status civilian employees of the IMD and includes all military technicians that have been discharged pending disability retirement.
3. Generally civilian employees for the IMD are expected to follow "business professional" or "business casual" dress standards. Proper employee attire, appearance, and hygiene present a positive image for co-workers and customers. Although not all inclusive, the specific standards reflected below help create a work environment free from unnecessary distraction and ensure a professional atmosphere. Employees are to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Due to the diversity of work functions and locations, appropriate dress standards may vary. Modifications can be made by the supervisor, and are made for specific work requirements outside of the normal office environment. Employee attire will be in good repair, and should not be considered offensive or unsafe. In addition, requests for religious accommodations will be considered, as appropriate.
 - a. Basic guidelines:
 - 1) Men and women: Clothing should be neat and wrinkle free. Hair will be clean and well maintained.
 - 2) Men: Facial hair should be either shaved off or well groomed.
 - 3) Women: Avoid excessive makeup or jewelry that stands out in a distracting manner.
 - b. Business professional standards:
 - 1) Men: Business suits, sport coats/blazers, slacks (i.e., dress or khakis), shirt, sweaters, belt, socks, and dress shoes.
 - 2) Women: Business suits, jackets, pants/skirts/dresses, blouses, dress shoes.
 - c. Business casual standards:
 - 1) Men: Slacks (i.e., khakis or Dockers), dress casual shirt such as button down, polo, or golf type shirt or sweater, belt, dress casual shoes (i.e., loafers) with socks.
 - 2) Women: Slacks, skirts, or dresses slightly above the knee or below in length, dress or dressy casual polo/shirt, blouse, or sweater, dress casual shoes with or without subdued socks or hosiery.

- 3) Men or women: Dress jeans (Blue or other colored) clean with minimal fading, conservatively fitted and without worn spots, rips, holes, or frayed fabric.
4. Prohibited attire: All examples of prohibited attire, grooming or hygiene cannot be listed; however, logical business practices should be followed. Some specifics include:
- a. Items with profanity, racist or other generally offensive content.
 - b. Overtly revealing attire such as shorts, mini-skirts, and midriff-exposing clothing; low-cut necklines, tank tops, and spaghetti straps; and beachwear to include footwear (i.e., "flip-flops").
 - c. Distracting jewelry and rips in clothing.
 - d. Offensive or distracting piercings or tattoos. Offensive or distracting piercing or tattoo displays are generally defined as those that are considered offensive to the general population.
5. 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.
6. Questions regarding this policy may be directed to the Human Resource Officer at (208) 422-3333.



GARY L. SAYLER
Major General
The Adjutant General, Idaho