



MILITARY DEPARTMENT OF ARKANSAS  
OFFICE OF THE ADJUTANT GENERAL  
CAMP JOSEPH T. ROBINSON  
NORTH LITTLE ROCK, ARKANSAS 72199-9600

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MAJOR GENERAL  
THE ADJUTANT GENERAL

NGAR-HRO-SVC

23 June 2010

MEMORANDUM FOR Non-Dual Status (NDS) Technicians and Supervisors of NDS Technicians

SUBJECT: Dress Code for Non-Dual Status Technicians

1. In general, Non-dual status employees working for the Arkansas National Guard are expected to follow "business professional" or "business casual" dress standards. This will also include all military technicians that have been discharged pending disability retirement. 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 a specific work requirement outside the normal office environment. Employee attire will be in good repair, and should not be considered offensive, disruptive, or unsafe. In addition, requests for religious accommodations will be considered, as appropriate.

2. 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.

a. Business Professional: Men: Dress suits, sport coats, pants, shirt, belt, socks, and dress shoes. Women: Dress suits, jackets, pants/skirts/dresses, blouses, dress shoes or dress sandals.

b. Business Casual: Men: Pants (such as khakis), dress or "dressy casual" shirt or polo, belt, dressy casual shoes (i.e. loafers) with socks. Women: Pants, skirts or dresses slightly above the knee or below length, dress or dressy casual polo/shirt, blouse, or sweater, dressy casual shoes with or without subdued socks or hosiery. Men and Women: Dress jeans (Blue or other colored) clean with minimal fading, conservatively fitted, and without worn spots, rips, holes or frayed fabric.

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3. All examples of prohibited attire, grooming or hygiene cannot be listed. Some specifics include:
  - a. Items with profanity, racist or other generally offensive content.
  - b. Shorts, mini-skirts, midriff-exposing or otherwise revealing clothing including tank tops/"spaghetti straps", and beach wear.
  - c. Unsightly piercings or tattoos. Unsightly piercings or tattoo displays are generally defined as those that are considered offensive to the general population.
  - d. Exercise clothes or worn out, wrinkled items.
4. Informal counseling will be conducted to resolve situations regarding an individual employee's non-compliance with this guidance. Failure to correct an identified problem that has been addressed by a supervisor may result in formal counseling or other disciplinary action as determined by Technician Personnel Regulation (TPR) 752.
5. Questions regarding this policy may be directed to Capt Gerald Robinson at (501) 212-4204, DSN 962-4204 or via e-mail at: [gerald.robinson2@ar.ngb.army.mil](mailto:gerald.robinson2@ar.ngb.army.mil).



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