



STATE OF VERMONT
OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

NGVT-TAG (100)

3 January 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Vermont National Guard Joint Policy J2022-01, Dress and Appearance Policy

1. **Purpose.** To provide guidelines for dress and appearance of Civilian Title 5 and other employees of the Vermont National Guard.
2. **Effective Date.** This policy is effective immediately when signed. All previous versions are obsolete.
3. **Applicability.** This policy is applicable for all Vermont National Guard Title 5 employees, Title 32 Military Technicians who have been discharged pending disability retirement and military members when authorized to wear civilian attire in the performance of their duties, herein after referred to as 'employee(s).'
4. **Policy.** To provide dress and appearance guidance for employees in order to maintain a professional image commensurate with the employee's duties and position while balanced with employee comfort and individual expression. This guidance provides latitude to the employee in dress and appearance that recognizes that one size fits all approach is not sustainable or practicable. All employees have a right to comply with this dress guidance in a manner consistent with their gender identity or expression. That said, it does impose a responsibility on the employee to present a professional appearance at all times, adhering to the dignity and respect associated with federal employment.
5. **Objective.** To have employees present a professional image. Suits and ties or sport coats for men and dresses for women are not the only way to present a professional image. Business casual dress offers an alternative to the formal business attire of dresses, suits, ties and dress shoes. As representatives of the Vermont National Guard, all employees should ensure that their dress and grooming promotes a professional image to other employees and to the public. The following guidelines address business casual appropriate attire:
 - a. Clothing should not be dirty or stained. It shall not bear any non-VTNG associated logos, advertising, or offensive language or design. Clothing shall not be sheer

or “see-through”. Undergarments shall not be visible. Clothing shall not expose parts of the body typically covered in a professional work setting. Offensive body art (i.e. extremist, indecent, sexist or racist) shall not be visible.

b. Slacks/Jean. Slacks/jeans shall not be faded or torn, and shall be clean and wrinkle-free. Capri pants, cropped pants, or similar styles are acceptable. Conservative leggings or other forms of elastic pants may be worn with a tunic length skirt or shirt/dress. Sweatpants, wind suits, shorts, yoga-pants or other form-fitting elastic pants are considered athletic gear which may only be worn in accordance with the VTNG fitness policy.

c. Shirts/Blouses. Casual shirts/blouses, golf shirts, sweaters and turtlenecks are acceptable. Items such as tank tops, halter tops and t-shirts may only be worn under another blouse, shirt, jacket or jumper, sweater.

d. Dresses and Skirts. Casual dresses, skirts, and split skirts are acceptable but shall be no higher than 4 inches above the bend in the knee. Spaghetti strap dresses may be worn when the straps are covered by another garment.

e. Footwear. Loafers, boots, flats, dress sandals, open-toed shoes, clogs and deck shoes are acceptable. Footwear must be clean, in presentable condition, professional, and meet safety requirements of the workplace. Flip flops, beach sandals, or any like shoes that may be perceived as informal or not business-like shall not be worn. Tennis/athletic shoes shall not be worn in the workplace unless supporting a medical issue, working in a position where appropriate, or in accordance with the VTNG fitness policy.

f. Headgear. Generally, headgear in office settings is acceptable for fashion statements or religious beliefs. However, hats, caps or headgear of any kind that are dirty, stained or that bears non-VTNG associated logo, advertising or offensive language or design, including novelty headwear, shall not be worn.

g. Identification Badges. Employees will wear their Common Access Card (CAC) using a lanyard around their neck or clipped to outerwear so it is visible when not being utilized to access government computers, scanners, printers and the like; during physical fitness, or when supervisors have determined it may cause a safety hazard the CAC shall not be worn.

h. Employees that have uniform requirements (i.e., Firefighters, Force Protection, etc.) will comply with their department’s applicable policies.

i. Employees who normally work outside of an office setting (example: Range Operations, Flight Facility, Warehouse) may wear durable clothing or footwear commensurate with their daily work functions such as jeans, cargo type pants or safety boots. T-shirts may be worn provided they are clean and neat, are not torn and do not bear non-VTNG associated logo, advertising or offensive language or design, including novelty T-Shirts. Uniform T-shirts are highly encouraged but not mandatory. Headgear may be worn such as caps to protect face from the sun or other elements as long as it complies with paragraph f above. This guidance does not supersede the requirement to wear specified protective clothing, headgear or devices for safety purposes.

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6. Employees with questions about whether a specific garment falls within this policy should consult with their supervisor before wearing the garment.
7. If this guidance conflicts with the employee's ethnic or religious practices or beliefs, or disability, the employee may request an accommodation through the Human Resource Office which will be considered for approval, unless doing so would result in an undue hardship for the agency.
8. You may seek clarification on questions regarding any aspect of this guidance from the Deputy Human Resource Officer at (802) 338-3144.

GREGORY C. KNIGHT
Major General
The Adjutant General

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