



STATE OF VERMONT  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE  
CAMP JOHNSON  
Colchester, Vermont 05446-3099

NGVT-HRO-JP 20

01 August 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Vermont National Guard Dress and Appearance Guidance

1. Purpose. To provide guidelines for dress and appearance of Civilian Title 5 employees working for the Vermont National Guard.
2. Effective Date. This policy is effective immediately when signed. All previous versions are obsolete.
3. Applicability. These guidelines are for all Title 5 employees of the Vermont National Guard and Title 32 Military Technicians who have been discharged pending disability retirement and other military members when authorized to wear civilian attire in the performance of their duties, herein after referred to as 'civilian employees.'
4. Policy. To provide dress and appearance guidance for civilian employees in order to maintain a professional image commensurate with the employee duties and position while balanced against 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 civilian 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 civilian employee to present him/herself at all times in a professional manner adhering to the dignity and respect associated with federal employment.
5. The primary objective is to have civilian employees project a professional image. Suits and ties or sport coats for men and suits 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 civilian employees should ensure that their dress and grooming promotes a professional image within our command group and to the public. The following guidelines address business casual appropriate attire;

a. Clothing should not be dirty or stained. It should not bear an unofficial logo, advertising, or offensive language or design. Clothing should not be sheer or “see-through”. Undergarments should not be visible. Clothing should not expose parts of the body typically covered in a professional work setting. Offensive body art; i.e. extremist, indecent, sexist or racist must not be visible.

b. Slacks/Jeans. Slacks/jeans not faded or torn, 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 will 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 should 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 should not be worn. Tennis/athletic shoes should 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 is dirty, stained or that bears a logo, advertising or offensive language or design, including novelty headwear, will not be worn in the office setting.

g. Identification Badges. Civilian employees will wear their Common Access Card using a neck hang holder 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 such use causes a safety hazard.

h. Civilian employees that have uniform requirements (i.e., Firefighters, Civil Patrol etc. will comply with the applicable policies.

i. Civilian 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.

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T-shirts may be worn, however must be tasteful and non-offensive. 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.

6. Civilian 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 civilian employee's ethnic or religious practices/beliefs or disability, the civilian 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.

FOR THE ADJUTANT GENERAL

*Paul R Rowe*

PAUL R. ROWE  
COL, FA  
Human Resource Officer