



DEPARTMENT OF THE NAVY  
NAVY AND MARINE CORPS PUBLIC HEALTH CENTER  
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CS  
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From: Commanding Officer, Navy and Marine Corps Public Health Health Center

Subj: CIVILIAN EMPLOYEE DRESS CODE POLICY

Ref: (a) 5 U.S.C. 7903

1. Purpose. In accordance with reference (a), this policy provides general information about the Navy and Marine Corps Public Health Center's (NMCPHC) dress guidelines for all staff members. This policy derives from business, safety, and sanitary standards.

2. Background. NMCPHC staff members have a responsibility for maintaining and presenting a professional image, including appearance. This policy provides appropriate guidelines to enhance this image.

3. Guidelines

a. The wearing of jumpsuits, halter-tops, or casual shorts is not appropriate attire during normal working hours. Female employees are to wear clean skirts, blouses, dresses, pantsuits, or slacks. Male employees are to wear clean slacks and shirts.

b. Some exceptions may be made by the supervisor for employees working in unique areas or circumstances. Fridays are generally reserved for dress down days, allowing for more casual clothing such as jeans; however, a respectable and non-offensive appearance must still be maintained.

c. Attire should be neat, clean, appropriate in length, and loose enough to allow performance of activities without restrictions. No items of clothing shall have ripped holes or frayed ends.

d. Visible tattoos, body art, brands, and clothing that are obscene, sexually explicit, or advocate discrimination based on sex, race, religion, ethnic, sexual orientation, or national origin are prohibited. Additionally, visible tattoos, body art, brands, and clothing that symbolize affiliation with gangs,

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supremacist or extremist groups, or advocate illegal drug use are prohibited.

e. Shoes must provide safe and secure footing, offer protection against hazards and cover the sole of the foot. It is not permissible for employees to go barefoot.

f. Cologne should be used in moderation. If co-workers have medical sensitivities to strong scents then reasonable accommodations will be made. Hairstyles should be neat and well groomed. Beards should be neatly trimmed.

g. As always, NMCPHC respects beliefs and cultural values of our employees as well as the expectations of our visitors to receive friendly, safe, and high quality customer service.

4. All managers and supervisors who supervise civilian employees must be thoroughly familiar and fully comply with the content of this policy.



T. L. WAGNER

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