

Business-Appropriate Dress Policy

In June 2001 the Agency adopted a Business-Appropriate Dress policy which is outlined below:

The primary goal of the Agency's dress policy is to convey a professional image while allowing a more relaxed business environment. Every Agency employee is personally responsible for maintaining a professional appearance at all times during the business workday. How we present ourselves conveys a strong message about us as individuals and as a professional organization.

Guidelines

In general, appropriate clothing should be clean, neat, pressed, and in good condition (not excessively worn or faded). Wearing clothing defined as appropriate can be considered a violation of policy if worn in an unprofessional or unkempt manner.

Formal Business Attire

Formal business attire is required for any interaction with command¹. Supervisors may authorize exceptions in situations where casual attire is prudent, such as when personnel are observing field exercises or inventories; working in motor pools, supply warehouses, or construction sites; or performing mailroom activities. When there are meetings with command in AAA offices, only those personnel involved in the meetings are required to wear formal business attire.

Formal business attire for men includes a suit (or dress pants with sports jacket), dress shirt, tie, socks, and dress shoes.

Formal business attire for women includes a suit (with skirt or slacks), dress, dress skirt (or dress slacks) and dressy blouse (with a jacket or sweater, if desired), hosiery, and dress shoes.

Formal business attire will always be appropriate for USAAA. If you feel more comfortable wearing formal business attire only, please continue to do so.

Business Casual Attire

Personnel may wear business casual attire while working in USAAA offices, attending Agency training, or traveling during duty time (if not going to a command audit site or

¹ HWFO is excepted from this part of the dress policy for duty in Hawaii because the field office already has approval (TAG approval in ~1995 based on a field office Process Improvement Team) to wear business attire, i.e. Aloha and less formal attire, consistent with the professional business and government workforce in Hawaii.

meeting with command). When attending training or conferences sponsored by other organizations, personnel should dress according to guidance from the sponsoring organization.

The following exception exists:

- Personnel working in or visiting the Pentagon should dress in formal business attire.

Supervisors may, at their discretion, require formal business attire when they believe circumstances warrant it.

Business casual attire is the minimum standard for personnel who are visiting or working in the office during normal business hours while in leave or off-duty status.

Examples of business casual attire for men include collared shirts (such as knit, polo, or banded collar-type), sweaters (including turtlenecks), pressed casual slacks (such as khakis or chinos), and socks and shoes. Shirts with a small, tasteful insignia or logo (e.g., Polo, Nautica, or golf shirts) are acceptable. Shirts should be tucked in.

Examples of business casual attire for women include casual dresses, pressed casual slacks (such as khakis or chinos), skirts (including loose-fitting split skirts), sweaters (including turtlenecks), and blouses.

Examples of INAPPROPRIATE attire include:

- Jeans of any kind or color
- Capri, cargo, or bellbottom pants
- Sweatshirts, sweatpants, or athletic gear
- T-shirts, halters, tank tops or crop tops
- Athletic shoes, deck shoes, work or hiking boots
- Casual sandals or flip-flops
- Shorts
- Shirts with slogans

Judgment and common sense are important. As a general rule, if you aren't sure whether an article of clothing is appropriate, don't wear it to work.

We must always be prepared to serve our clients. We can't allow business casual dress to interfere with timely client service or undermine our professional image. Inappropriate attire will never be an acceptable excuse for not meeting with clients or performing work. Therefore, personnel will keep formal business attire available in the event they are unexpectedly called to meet with command.

Our policy of allowing business casual dress isn't intended to create undue financial hardship for anyone, so personnel shouldn't feel obligated to buy this type of clothing.

Enforcement

Enforcement of this policy is not solely a rating chain or team issue. All Agency employees are collectively responsible for ensuring adherence to this policy. Each employee's rating chain will take action to enforce the policy. If a violation occurs in a field office and a member of the rating chain isn't on site, other managers and supervisors (including managing auditors) must take any immediate action required and contact the rating chain. If violations occur, disciplinary actions will be taken.

Employees who exercise the privileges contained in this policy agree both to the standards and the enforcement provisions of this policy, as stated in this and the attached document.