



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT  
BUILDING 238 CALIFORNIA AVENUE  
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-HR

14 SEP 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #2-1, Key Civilian Personnel & Military Dress Code

1. REFERENCES.

- a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
- b. Army Civilian Personnel On-Line, PERMISS, Dress and Appearance.

2. PURPOSE. To provide guidance on the Garrison's Dress Code Policy for key personnel.

3. APPLICABILITY. This policy applies to all U.S. Army Garrison, Fort Hunter Liggett (USAG FHL) Soldiers and Civilian employees. For the purpose of this policy, key Civilian personnel are defined as Directors, Division and Branch Office Chiefs. The military dress code applies to assigned Soldiers and Army Reserve Soldiers on Active Duty tours in direct support of the Garrison staff. This policy does not supersede Army regulation or health and safety standards.

4. POLICY. The USAG's senior workforce is continuously in contact with agencies from all Army Services, local and state government organizations and the public at large. It is important that members of USAG FHL will comply with the following dress code standards:

- a. Key Civilian personnel. Dress appropriately for the circumstances, but be prepared for those unexpected walk-in meetings with customers or other members of the public where business formal is required. Business casual is required for most occasions.

- (1) Business casual is acceptable for most occasions. Exceptions may include organizational casual days, and business formal. Slacks and an open collared sport shirt or polo-type shirt are normally sufficient for men. Coats and ties are optional, but ties are required when meeting with VIPs, the public, or when performing official duties off the installation. For women, casual includes dresses, skirt and blouse combinations, pantsuits, or a blouse and slacks. Casual shoes, dress shoes, or acceptable work shirt (i.e. safety or issued) are acceptable; however, athletic shoes are not appropriate.

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(2) Business formal which consists of coat and ties is required when meeting with VIPs, the public, or when performing official duties off the installation.

(3) Torn blue jeans, athletic clothing, shorts, suggestive attire, tee shirts, tennis shoes, shower shoes, novelty buttons, and other less than professional clothing will not be worn under normal circumstances.

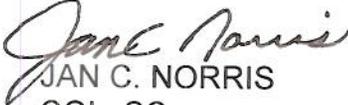
b. Military.

(1) The duty uniform for the USAG military staff, while on the installation, is the Army Combat Uniform (ACU) with patrol cap. Officers will wear subdued rank on the patrol cap.

(2) The Garrison Command Sergeant Major can dictate changes to the duty uniform based on occasion of wear (i.e. Army Service Uniform for ceremonies and funerals).

c. Exceptions. There may be occasions, like "Casual Fridays", organization days, or office clean up days, when "dressing down" is appropriate. Obvious exceptions like these do not require special approval. Deviations from this guidance under other circumstances require approval of the Garrison Commander, Deputy Commander, Deputy Garrison Commander, or the Command Sergeant Major.

5. PROPONENT. The Directorate of Human Resources is the proponent for this policy. POC is the DHR at (831) 386-2113.

  
JAN C. NORRIS  
COL, SC  
Commanding

DISTRIBUTION

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