

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-38
1 February 2010**

Personnel

**CIVILIAN CONDUCT AND RESPONSIBILITY
Dress and Appearance**

REFERENCES: (a) Air Force Instruction (AFI) 36-703, Civilian Conduct and Responsibility

A. PURPOSE: This Policy Directive (PD) establishes civilian dress and appearance policy for all civilians assigned to USTRANSCOM.

B. APPLICABILITY: This PD applies to all civilian employees assigned to USTRANSCOM at Scott AFB IL.

C. POLICIES AND PROCEDURES:

- 1.** Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of positions occupied. Specifically, dress should be appropriate to the type of work being performed and to project a professional image. Work attire should be in good repair and should not be considered offensive, disruptive, or unsafe for work environment.
- 2.** When clothing such as suits, sport jackets, blazers and ties (equivalent for females) creates discomfort during hot weather and in places where cooling is minimized to conserve energy, the dress standard may be adjusted. Under hot weather conditions, wearing of suits, sport jackets, blazers, and ties (equivalent for females) may be relaxed to business casual attire, upon approval of the Chief of Staff.
- 3.** Civilians may wear business casual on Fridays. Business casual attire is also appropriate on delayed reporting day due to inclement weather. Mission-essential civilian employees, required to report during reduced operation for inclement weather, may wear business casual attire.
- 4.** Leisure/sports attire (i.e. shorts, jeans, t-shirts, tennis shoes, etc.) is appropriate on occasions when temporary changes in the work environment dictates (i.e. moving of office furniture, clean-up, functions such as picnics, self-help construction or repair, etc.).

5. Managers and supervisors should contact TCJ1 when civilian dress and appearance issues are in question.

APPROVED BY

WILLIAM H. JOHNSON
Major General, U.S. Army
Chief of Staff

OPR: TCJ1-C