



**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**

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DVEM Policy and Procedure Statement 22-04

October 1, 2022

TO: All Defense, Veterans and Emergency Management Employees

FROM: Major General Douglas A. Farnham, Commissioner and Adjutant General

SUBJECT: Civilian Employee Attire

1. This policy supersedes DVEM Policy and Procedure Statement 14-02, Policy on Appropriate Civilian Employee Attire in the Workplace, dated January 15, 2014. Unless sooner rescinded or superseded, this policy will expire on September 30, 2024.

2. APPLICABILITY

This policy applies to all civilian employees of the Department of Defense, Veterans and Emergency Management in all sections.

3. PURPOSE

To provide dress and appearance guidance for employees in order to maintain a professional image commensurate with the employee's duties and position while balanced with 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 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 employee to present a professional appearance at all times, adhering to the dignity and respect associated with employment.

4. OBJECTIVE

To have employees present a professional image. Suits and ties, sport coats or dresses 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 Department of Defense, Veterans and Emergency Management, all employees should ensure that their dress and grooming promote a professional image to other employees and to the public.

5. GUIDELINES

The following guidelines address business casual appropriate attire:

a. Clothing must be clean, neat, unwrinkled and free from odors. It shall not bear any non-department associated logos, advertising, or offensive language or design. Clothing shall not be sheer or “see-through”. Undergarments shall not be visible.

b. **Slacks/Jeans:** Slacks/jeans shall not be faded or torn and shall be 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 and are not acceptable in the office.

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 sweater.

d. **Dresses and Skirts:** Casual dresses, skirts, and split skirts are acceptable but shall 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, deck shoes and athletic 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 shall not be worn.

f. **Headgear:** Generally, headgear in office settings is acceptable for fashion statements or religious beliefs. However, hats, caps or headgear of any kind that are dirty, stained or that bear non-department associated logos, advertising or offensive language or design, including novelty headwear, shall not be worn.

g. **Uniforms:** Employees who have uniform requirements (i.e., Firefighters, Force Protection, etc.) will comply with their department’s applicable policies.

h. Employees who normally work outside of an office setting (example: Range Operations, Flight Facility, Warehouse, Groundskeeping) may wear durable clothing or footwear commensurate with their daily work functions such as jeans, cargo type pants or safety boots. T-shirts may be worn provided they are clean and neat, are not torn and do not bear non-department associated logos, advertising or offensive language or design, including novelty T-Shirts. 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. RESPONSIBILITY

a. Employees are expected to comply with this policy and work cooperatively with their superiors in furthering the goals of this policy.

b. Supervisors and managers are expected to provide guidance to employees in understanding the goals of this policy and applying the standards consistently and objectively. Supervisors and managers are responsible for enforcing dress code standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate and if warranted, disciplinary action.

c. The Commissioner may approve modifications to this policy in facilities or other work units where special circumstances dictate.

7. VIOLATIONS

Any employee whose appearance does not meet these standards will be counseled by their manager. If the appearance is unduly distracting, the employee may be sent home to correct the problem. Repeated disregard for this dress policy may result in disciplinary action.

8. QUESTIONS

Employees with questions about whether a specific garment falls within this policy should consult with their supervisor before wearing the garment.

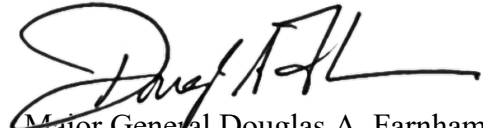
9. EXCEPTIONS

a. If this guidance conflicts with the employee's religious practices or beliefs or disability, the employee may request an accommodation which will be considered for approval, unless doing so would result in an undue hardship for the agency.

b. Senior management staff may grant exceptions to the general policy in special circumstances e.g., office clean up days, officially sanctioned social events, extended travel related situations, and circumstances when employees are required to report to work with limited advance notice.

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10. Point of Contact is the Deputy Commissioner at (207) 430-5997.

A handwritten signature in black ink, appearing to read "Doug A. Farnham". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Major General Douglas A. Farnham
Commissioner and Adjutant General