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POLICY DIRECTIVE 2018-04

17 July 2018

SUBJECT: Dress and Grooming Policy for Hawaii National Guard Full-Time Work Force

1. Effective 17 June 2018.
2. This policy directive prescribes the proper appearance of Hawaii National Guard Employees, Technicians and Military Members; hereinafter referred to as “employees”.
3. References.
 - a. 5 USC §2101.
 - b. [The National Guard Technician Act, 32 USC 709.](#)
 - c. [Army Regulation 670-1, Wear and Appearance of Army Uniforms and Insignia dated 25 May 2017.](#)
 - d. [Air Force Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel with Air Force Guidance Memorandum dated 9 February 2017.](#)
 - e. [NGHI-TAG Policy Letter dated 1 August 2013 \(Wearing of Aloha Attire\).](#)
4. The Hawaii National Guard’s broad mission is to maintain properly trained and equipped units, respond to national and state emergencies, and provide support to civil defense authorities as needed. With the expansion of civilian employees in our full-time workforce, we must ensure that our agency maintains the same level of professional conduct and appearance, both in and out of uniform, in order to foster trust and confidence and our capabilities.
5. Title 32 personnel (AGR, ADOS and Technicians) will wear their service uniforms in accordance with Army Regulation 670-1 for Army personnel and Air Force Instruction 36-2903 for Air Force Personnel.

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6. Title 5 National Guard Employees are not authorized to wear military uniforms while on Non Dual Status civilian status. All employees must maintain an appropriate appearance. Clothing must be in good repair and neat at all times.

7. When in civilian attire, a neat and professional appearance is required. This policy does not require the wear of specific clothing materials or styles, but does prohibit clothing that is deemed unsafe, unhealthy, non-productive, or disruptive to the work environment. When management determines that an employee's attire does not meet standards, management will advise the employee that the attire does not meet standards and will not be tolerated in the future. If the attire is disruptive to the work environment, the employee may be sent home on leave in order to change into appropriate attire. All employees are expected to dress appropriately for the day's task and reflect a business-like/professional image to the public. Supervisors are responsible for determining professional attire in their work areas. The following does not attempt to name every option, but gives some guidance on appropriate attire:

a. Routine office work: Designated military uniforms for work days for Title 32 Dual Status technicians, unless other attire has been designated (e.g., fire department and security forces). Aloha print or dress shirts (buttoned up, collar, tucked in or out, but not oversized) or dresses/blouses/skirts, collared polo shirts, sweaters, blouses, slacks, skirts, and cropped (e.g., Capri-type) pants that are of a business style for Title 5 employees. Casual/business slacks and denim/jeans in good repair.

b. Maintenance/trades work: Work units may provide a designated uniform or coveralls to be worn along with personal protective equipment and attire. The agency is responsible to provide Personal Protective Equipment (PPE) when required by the employees' duties (e.g. Redwing Boots, steel-toed athletic shoes, or equivalent). Agency occupational health managers are responsible for determining the proper type of PPE required for employees' assigned duties.

c. Meeting attendance: Attire will fit the group with whom you are meeting. Shirt or blouse, slacks, jacket (depending on group), and jeans if the meeting is at a work site.

d. Hearings or other formal meetings: Business suit or other business-dress attire as appropriate.

e. Loafers, business style dress shoes or sandals that cover all or most of the foot (for safety purposes).

8. All employees should be well groomed and hair neatly trimmed. Military members wearing the military uniform will ensure their hair (to include facial hair) is

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in accordance with AR 670-1 for Army personnel and AFI 36-3902 for Air Force personnel. Visible face or body piercings (not including earrings or nose studs) are prohibited. All piercings must be sized at eighteen (18) gauge or smaller.

9. Supervisors are responsible for ensuring that their employees are briefed and in compliance with this policy.

10. Local supplementation of this policy by directorates managing programs with specific dress or uniform requirements related to the position or job functions must not detract from the intent of this policy. A written request for approval of a program specific dress code must be provided to the Human Resources Office for review/approval prior to implementation.

11. Exceptions to this policy will be made to accommodate religious or medical needs. Additionally, management may not discriminate or enforce clothing standards based upon gender, age, or cultural differences. Attire addressed under NGHI-TAG Aloha Wear Policy dated 1 August 2013 is considered in compliance.

12. Although this policy is meant to clarify appropriate dress requirements for civilian employees, there may be discrepancies between management and employee standards. Management must ensure before requiring an employee to change attire that a legitimate agency need to do so exists. Employees who feel as though the dress code has been unfairly applied to them, may file a complaint through their chain of command or applicable grievance procedures.

13. Proponent for this policy is the Human Resources Office. Questions regarding this policy should be directed to Mr. John Yim, Hawaii National Guard Labor Relations Specialist, at 808-672-1555 or via email at john.k.yim4.civ@mail.mil

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