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TAG POLICY LETTER
NO. 24-005

15 November 2024

NEW JERSEY NATIONAL GUARD DRESS AND APPEARANCE POLICY

1. **PURPOSE.** This directive prescribes the proper dress and appearance standards for the New Jersey National Guard (NJNG) Full-Time Support Staff (FTSS).
2. **APPLICABILITY.** This policy applies to all NJNG Active Guard Reserve (AGR) members, Title 32 Dual-Status Military Technicians (T32), and Title 5 National Guard Employees (T5).

3. OVERVIEW.

a. The Department of Military and Veterans Affairs is distinguished through its interactions with community members, elected officials, military and veteran administrations, it is imperative to maintain a workplace appearance which aligns our values of our organization. It is therefore the policy of the Adjutant General that all NJNG employees, as prescribed in this directive, dress in an appropriate manner for the job being performed and that they adhere to appropriate appearance and grooming standards.

b. Supervisors are responsible for ensuring that their employees are briefed and in compliance with this policy. All NJNG Service Members and Civilian Employees are responsible for ensuring their family members and guests adhere to this policy while on NJNG facilities and installations.

c. Grooming standards. All employees are expected to maintain proper hygiene and present a clean and neat appearance in the workplace. Hair, including facial hair, is expected to be maintained and neat.

d. Employees are expected to wear proper attire, which is neat and clean, not faded or torn, and is generally professional in appearance. This policy identifies appropriate and inappropriate attire; however, employees should remember that good judgement and communication is paramount when determining appropriate attire on any given workday.

e. The intent of this policy is to set forth guidelines that will allow employees flexibility and comfort in their manner of dress, without compromising the NJNG's need to maintain a high level of professionalism in the workplace and community.

4. STANDARDS AND PROCEDURES

a. Military Attire

(1) All T32 Military Technicians, AGR servicemembers, servicemembers serving on a One Time Occasional Tour (OTOT), and servicemembers activated for Active-Duty Operational Support (ADOS) will wear the appropriate military uniforms in compliance with AR 670-1 for Army personnel and DAFI 36-2903 for Air Force personnel.

(2) Employees who are employed under a T32 dual-status appointment are required to maintain grooming and appearance standards in accordance with the regulations applicable to their branch of service. Employees who have been authorized to wear an alternate uniform during the duty day must still comply with grooming and appearance standards applicable to their branch of service.

(3) In events where civilian attire has been authorized by competent authority for wear in a duty status in lieu of a uniform, the civilian clothing will be of the same comparable degree of formality as the uniform prescribed for such duty. Standards of dress and appearance will be conservative and meet the same high standards for personnel in uniform (i.e. team-building retreats, holiday parties, and wellness events.)

b. Civilian Attire

(1) T5 employees should wear business casual attire appropriate for their job description; however, all attire must conform to the minimum standards described in this directive. Employees who have daily contact with the public and/or senior Department officials will dress in appropriate level of attire in accordance with Appendix A.

(2) Appropriate business casual attire includes khakis or slacks, open-collar or polo shirts, dress shirts, blouses, professional dresses or knee-length skirts, blazers, seasonal sport coats or optional ties, sweaters, and dress shoes or loafers.

(3) At the discretion of the respective Unit Commander/Director, blue jean pants may be authorized within NJNG maintenance bays and shop facilities. All blue jean pants must be free of holes, patches, or rips in the fabric.

(4) At the direction of the unit Commander/Director, T5 National Guard Employees may “dress-down”, unless they are required to attend a function where the “dress-down” attire is not acceptable. “Dress-down” attire includes work-appropriate clothing such as t-shirts, sweatshirts, and sneakers as outlined in paragraph 3(d).

(5) 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 inappropriate attire:

(a) Clothing with offensive and/or crude language; or clothing which could be viewed as inappropriate, discriminatory, and/or disrespectful.

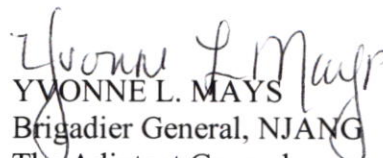
- (b) Tank tops, halter tops, tube tops, bare-mid drift style clothing, shorts, miniskirts, or mini dresses.
- (c) Clothing with political messages and/or imagery.
- (d) Shirts worn unbuttoned or opened more than two (2) buttons from the neck.
- (e) Garments that are excessively tight and/or revealing.
- (f) Sneakers (exception "dress-down" day), flip-flops, or slippers.
- (g) Excessive jewelry, beads, or wristbands.
- (h) Non-religious or non-medical necessary head coverings such as hats, scarves, etc.

5. IMPLEMENTATION

a. Although this policy is meant to clarify appropriate dress and grooming requirements for NJNG employees, there may be discrepancies between management and employee standards. Management must ensure that before requiring an employee to change attire that a legitimate need to do so exists. Any employee found to be in violation of this dress code shall be subject to enforced leave and sent home to make any appropriate changes.

b. Exceptions to this policy will be made to accommodate religious or medical needs. Additionally, management may not discriminate nor enforce clothing standards based upon gender, age, or cultural differences.

c. Professionalism in our image, and fairness in our application of the program is paramount. Employees who feel as though the dress code has been unfairly applied to them may file a grievance through the appropriate grievance procedures. Please direct all feedback and inquiries through the servicing Human Resources Office – J1 at (609) 562-0852.


YVONNE L. MAYS
Brigadier General, NJANG
The Adjutant General

APPENDIX A

Title 5 employee professional work attire



Visibility/Audience Scenarios for Consideration

Normal Daily Operations,
shop operations, quiet
office days, etc.

Presentation or meeting to
senior leadership, chief of
staff, director of staff,
commander, etc.

Presentation or meeting with
government officials, the
press, TAG, ATAG, CSM,
SCCM, etc.