



# Texas Military Department

## DIRECTIVE

Number 1000.03

23 April 2018

NGTX-JHR

SUBJECT: Dress and Appearance of Texas Military Department (TMD) Employees

References. See enclosure.

1. PURPOSE. This directive prescribes the proper appearance of TMD employees.
2. APPLICABILITY AND SCOPE. This directive applies to all TMD employees.
3. POLICY.

a. All TMD employees will dress in an appropriate manner for the job being performed and will adhere to appropriate appearance and grooming standards. Regardless of the job assignment, any attire that is of extreme design, revealing in nature or that conveys a message of a derogatory or offensive nature, either through language, logos or symbols, is strictly prohibited. As representatives of this agency, proper dress and grooming are essential to project a positive image. In addition to the guidelines below, employees must comply with any additional guidance provided by the Adjutant General (TAG) or designee.

(1) Title 32 personnel (AGR, ADOS, and Military technicians) will wear the service uniform in accordance Army Regulation 670-1 and Air Force Instruction 36-2903.

(2) State employees and Title 5 National Guard employees may wear business casual attire appropriate for the task performed. All attire must conform to the minimum standards described in this directive. Employees who have daily contact with the public and/or senior members of management must dress in appropriate business attire.

(3) Texas State Guard personnel will wear the service uniform appropriate to the component regulation they are affiliated with while performing duties on official State Active Duty (SAD) orders. Those employees who have daily contact with the public/and or senior members of management must dress in appropriate business attire.

(4) All Employees performing physical training (PT) must wear appropriate exercise clothing. They must change to the appropriate attire before returning to work. An employee may not work during regular office hours while dressed in PT clothing.

(5) Employees performing yard or clean-up details, physical labor in enclosed areas, etc., may wear clothing as directed by the person in charge of the detail. Employees may not visit other offices or buildings not connected with these duties.

(6) All employees must maintain an appropriate appearance. Clothing must be clean, in good repair and neat at all times.

(7) All employees should maintain a well-groomed appearance. Military members wearing a military uniform will ensure hair (to include facial hair) is in accordance with AR 670-1 and AFI 36-2903. Civilian personnel may have facial hair provided it is neatly trimmed and well groomed.

b. Local supplementation of this directive by directors managing programs with specific dress or uniform requirements related to the position or job functions is authorized. Supplementation must not detract from the intent of this directive and must be published in written form. A written request for approval of a program specific dress code must be provided to the TMD HRO or Office of the Executive Director (OED) HRO as appropriate within ten days of the requested wear date.

4. DEFINITIONS. None.

5. RESPONSIBILITIES. Supervisors, Officers in Charge (OIC)s and TMD personnel will adhere to the prescribed guidance.

6. INFORMATION REQUIREMENTS. None.

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive is effective immediately and will remain in place from the date of publication until a change in law or regulation occurs.

9. POINT OF CONTACT. The Director of Human Resources at 512-782-6725 or the Office of the Executive Director Human Resources Office at 512-782-3390.

Encl

  
JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General

DISTRIBUTION:

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KATHERINE M. BROWN  
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SIG-issuance



**Enclosure  
References.**

- a. Army Regulation (AR) 670-1, dated 25 May 2017
- b. Air Force Instruction (AFI) 36-2903, dated 9 February 2017
- c. Texas Military Department, *State Employee Policies and Procedures Handbook*, Number 1400.01 dated 01 January 2018
- d. Office of Personnel Management, Diversity and Inclusion, *Guidance Regarding the Employment of Transgender Individuals in the Federal Workplace*, 27 May 2011
- e. Title 32, U.S.C. section 709, *Technicians: employment, use, status*, 3 January 2012