



**INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704**

SEP 13 2002

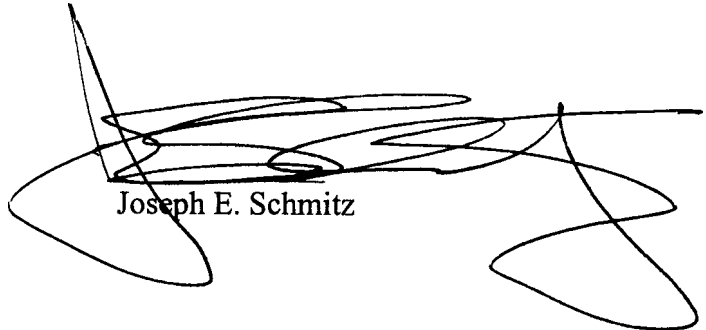
**MEMORANDUM FOR ALL EMPLOYEES OF THE OFFICE OF THE INSPECTOR
GENERAL OF THE DEPARTMENT OF DEFENSE**

SUBJECT: Business Casual Attire Program

Our Business Casual Attire Program is an integral part of our Agency's quality of life. Because of the success of the program and your diligence in adhering to our business casual attire guidelines, I have decided that annual extensions of the program are no longer necessary. Accordingly, I am hereby establishing the program as a permanent part of our human capital management program.

All employees should carefully review and continue to follow the attached guidelines for business casual attire. Supervisors are responsible for monitoring compliance with these guidelines.

Your continuing support is appreciated and needed to ensure the on-going success of our Business Casual Attire Program.



Joseph E. Schmitz

Attachment

**OFFICE OF THE INSPECTOR GENERAL OF THE
DEPARTMENT OF DEFENSE
GUIDELINES FOR BUSINESS CASUAL ATTIRE**

Employees and Managers should:

- ❖ Choose business casual clothing that communicates professionalism.
- ❖ Consider your workday schedule when you are dressing. If you have meetings scheduled in or outside the agency, you may need to wear customary professional attire. You may want to consider keeping some customary professional attire in your office for unexpected meetings.
- ❖ Clothing should be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas. Jeans of any type, tennis shoes, athletic shoes, exercise clothing, and work boots generally should not be worn to work.
- ❖ Business casual attire may differ from component to component according to mission requirements. Supervisors and managers may allow employees to relax business casual attire when mission requirements dictate. Supervisors should be consulted to determine appropriate attire for functional areas.
- ❖ When in doubt, leave it out. Business casual attire should make you and everyone you work with feel comfortable. Check with your supervisor ahead of time if you have any questions.
- ❖ **Bottom line - Good judgment and professionalism are expected of employees when choosing business casual attire.**