



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMPR-ZA

26 June 2012

MEMORANDUM FOR ALL US Army Parks Reserve Forces Training Area

SUBJECT: PRFTA Policy #9, Civilian and Military Dress Code

1. REFERENCES.

- a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 3 February 2005 (RAR 11 May 2012).
- b. Army Civilian Personnel On-Line, PERMISS, Dress and Appearance, 4 March 2004.

2. PURPOSE. To provide guidance to Parks Reserve Forces Training Area (PRFTA) Soldiers and Civilians on Civilian and Military Dress Code.

3. APPLICABILITY. These procedures are applicable to all Civilian and military personnel assigned to and or under the operational control of the Parks RFTA Garrison Commander.

4. POLICY. Parks RFTA Garrison workforce is continuously in contact with agencies from all Armed Services, local and state government organizations and the public at large. It is important that key members of this command always convey professionalism in their actions and appearance.

a. Civilian Personnel. Business casual attire is appropriate for all other occasions. Business casual attire consists of slacks, shirt with collar (including golf style shirts), and shoes with socks for men; and slacks or a casual skirt, a neat but casual blouse or top, and shoes for women. Business casual does NOT include blue jeans, dungarees, sneakers, athletic clothing (e.g., sweats), shorts, t-shirts, torn clothing, tank tops, flip-flops, or any outfits that are inappropriate for the workplace.

(1) For men, slacks and an open collared sport shirt or polo-type shirt are normally sufficient. Coats and ties are optional, but ties are required when meeting VIPs, the public, or when performing official duties off the installation. Casual shoes or dress shoes are acceptable. However, athletic shoes are not appropriate.

(2) For women, "casual" includes dresses, skirt and blouse combinations, pantsuits, or a blouse and slacks. Wearing short skirts two (2) inches above the knee, low cut shirts, bare midriff shirts, dresses, and other apparel that are revealing and inappropriate for a professional office/shop environment are not authorized to be worn at any time. Casual shoes are acceptable. However, athletic shoes are not appropriate.

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(3) Male and female grooming standards should also reflect a professional image.

(4) Faded or torn jeans, athletic clothing, shorts, suggestive attire, tee shirts, tennis shoes, shower shoes, novelty buttons, and other less than professional clothing will not be worn under normal circumstances or when conducting official business.


b. Military.

(1) The duty uniform for the Parks RFTA military staff, while on the installation, is the Army Combat Uniform with Patrol Cap.

(2) The Garrison CSM will dictate changes to the duty uniform based on occasion of wear i.e. Army Service Uniform or the use of beret for public events, ceremonies and funerals.

c. Exceptions. There may be occasions, like organization days or office clean up days, when "dressing down" is appropriate. Obvious exceptions like these do not require special approval. Deviations from this guidance under other circumstances require approval of the Garrison Commander, Deputy to the Garrison Commander, or the Garrison Command Sergeant Major.

5. PROPONENT. The proponent for this policy is the Garrison Command Sergeant Major or Deputy to the Garrison Commander at (925) 875-4650.


DAVID R. JAMES
LTC, LG
Commanding