

FRSA TRAINING

Dress for Success

It is important for employees to be comfortable in the workplace, but it is also important for them to project a professional image to the various people who come to their office. Family Readiness Support Assistants will greet people and meet with command, community agency staff, Soldiers and their Family members. Everyone who comes to the FRSA's workplace needs to feel that they are working with professional employees, who are capable and competent to do their job. The way you dress will help convey that message.

Appropriate Dress

Casual or dressy blouses, skirts, suits and pant suits, sweaters, and turtlenecks are acceptable attire for work. Most jackets or cardigan sweaters are also acceptable for the office. Even the most basic attire can be "dressed up" with accessories such as a necklace, or simple earrings. Slacks made of cotton or synthetic material, wool pants, flannel pants, and nice looking dress synthetic pants look good. Casual dresses and skirts, and skirts that are split at or below the knee are always appropriate. Dress and skirt hemlines should be at a length where you can sit comfortably in public.

Shoes and Footwear

Walking shoes, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings may be acceptable in warm weather. Closed toe and closed heel shoes are best, and may also be required in certain settings.

Jewelry, Makeup, Perfume, and Cologne

Jewelry and makeup should always be in good taste, without distracting people. Many people are allergic to perfume and cologne, so it is better to minimize their use while at work.

Hats and Head Covering

Head covering or scarves that are required for religious purposes or to honor cultural traditions are approved; however casual hats and caps are inappropriate for office wear.

Clothing to Avoid

There are several types of clothing that are not suitable for the business office. They convey an unprofessional image and distract people from the good work that FRSAs accomplish. Some of these are listed here:

- Clothing that reveals the stomach, back, chest, cleavage, or underwear
- Tops with bare shoulders, sweatshirts
- T-shirts, unless worn under another blouse, shirt, jacket or dress
- Unpressed, soiled or frayed clothing
- Clothes with terms, words or pictures on them that others may find offensive
- Short, tight skirts that ride halfway up the thigh
- Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses
- Jeans, sweatpants, exercise pants, any type of shorts, bib overalls, leggings
- Spandex or other form-fitting pants such as people wear for biking or other athletic activities
- Flashy athletic shoes, thongs, flip-flops, slippers

If you have questions about the appropriateness of specific office wear, please consult your supervisor or the Human Resources Office.