



STATE OF WEST VIRGINIA  
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WVNG-HRO

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MEMORANDUM FOR West Virginia Title 5 Technicians

SUBJECT: Dress and Appearance Policy for Title 5 Technicians

**POLICY:** The WV National Guard's primary mission is to properly train and equip units, respond to state and national emergencies and to provide support to civil authorities as needed. We often function in a joint and/or interagency environment. We must ensure our agency maintains a suitable level of professional conduct and appearance in order to foster professionalism and confidence in our work and capabilities. As such, all employees should dress in an appropriate manner for the job being performed and adhere to appropriate appearance and grooming standards.

Title 5 employees should generally wear business casual type attire appropriate for their job description; however, all attire must conform to the minimum standards described in this directive. Blue jean pants are acceptable for wear but cannot have holes, patches or rips in the fabric. Athletic shoes can also be worn. Employees who have daily contact with the public and/or senior leadership must dress in appropriate business attire.

When in civilian attire, a neat and professional appearance is required. This policy does not require the wear of specific clothing materials or styles, but does prohibit any clothing that is deemed unsafe, unhealthy, torn, soiled or unclean, or offensive and disruptive to the work environment. Facial hair should be neatly trimmed and well groomed. Violations of this policy may result in disciplinary action and/or use of personal leave in order to conform to this policy.

The following clothing items however are always prohibited for wear by employees at WV National Guard facilities:

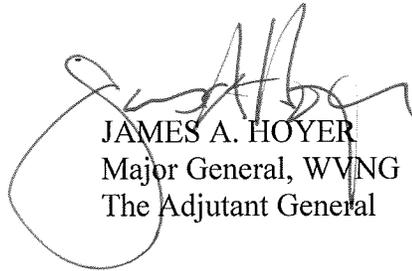
- a. Flip flops or shower type sandals;
- b. Revealing clothing (e.g. mid-drift tops, shorts, spaghetti strap tops, leggings with mid-thigh and above not covered by a shirt or dress (except for wear during PT), high cut or short skirts, low cut or see through shirts, tattered or ripped clothing, low hanging pants or visible undergarments.)
- c. Any clothing with offensive writing, emblems, or symbols that are racist, sexually explicit or suggestive, advocate violence or are political in nature.
- d. Clothing with names, slogans or advertisements of alcohol or tobacco.
- e. Clothing designed for PT (yoga pants, tank tops, athletic shorts, etc.) will not be worn while performing work functions.
- f. No hats should be worn in the workplace unless necessary for performance of duties.

NGWV-TAG  
RE: Title 5 dress code

In accordance with Title VII of the Civil Rights Act 42 USC §2000e, exceptions for religious reasons will be made. Reasonable accommodations for medical needs will also be provided for employees requesting same. It is the supervisor's responsibility to manage this policy for their employees and the work environment. Additionally, management may not discriminate or enforce clothing standards based upon gender, race, age or cultural differences.

Local supplementation or requests for exceptions of this directive by individuals managing Title 5 employees may be sought in writing and submitted through the HRO. Such exceptions should be directly related to the position or job functions of those Title 5 individuals.

Point of contact for this memorandum is LTC Kelly Ambrose, HRO, at [kelly.d.ambrose.mil@mail.mil](mailto:kelly.d.ambrose.mil@mail.mil) or 304 561-6614.



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