



DEPARTMENT OF THE ARMY
UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION
APO AE 09705

REPLY TO
ATTENTION OF

ACDP-CPO

16 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Memorandum on Dress Code for US Civilians Assigned to US Army NATO (USANATO)

1. Military personnel are held to high standards of appearance. As fellow members of the team that supports and defends our country, it is appropriate that DA civilian employees maintain similar standards. Doing so not only reflects well on our organization, but is an expression of personal pride and professionalism. Accordingly, we expect all DA civilian employees of USANATO to wear appropriate business attire while on duty.
2. We recognize that the specifics of what clothing is appropriate will vary according to the type of job performed, the degree of interaction with the public, and the nature of the office in question. Accordingly, we trust individual supervisors and employees to work out these details in a common-sense manner amongst themselves.
3. While the purpose of this policy is not to lay out a rigid dress code for USANATO, we expect certain minimum standards to be met. In particular, the wearing of athletic shoes, flip-flops, jeans, shorts, t-shirts, shirts that bare the midriff, and athletic gear (such as running suits) are not allowed.
4. The following are exempt from this rule:
 - a. Personnel whose jobs involve significant amounts of manual labor.
 - b. Personnel attending events such as organizational day or section holiday parties.
5. POC for this action is the Civilian Personnel Liaison Officer at DSN 423-5465.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Steve M. Poet".

STEVE M. POET
Colonel, GS
Chief of Staff

DISTRIBUTION:
US Army NATO US Civilians