




CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

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CMDI 1418.23
10 May 2018

California Military Department T5 Civilian Dress and Grooming Policy

1. Purpose. This California Military Department Instruction (CMDI) provides guidance on appropriate dress and grooming standards for all Title 5 civilian employees as defined by 5 USC § 2101.
2. Superseded/Canceled. None.
3. Applicability. This instruction applies to all California National Guard (CNG) civilian employees (Title 5).
4. Policy. See Enclosure A for details and features of this policy.
5. Releasability. This issuance is approved for public release; distribution is unlimited.
6. Effective Date. This instruction is effective upon publication.
7. Responsibilities. Point of contact for this policy is the Employee Benefits Section, ng.ca.caarng.list.j1-hro-benefits@mail.mil, (916) 854-3122.


DAVID S. BALDWIN
Major General
The Adjutant General

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ENCLOSURE A

POLICY – ALL TITLE 5 EMPLOYEES

1. Objective. The California Military Department strives to maintain a workplace environment that is well functioning and free from unnecessary distractions. As part of that effort, we require employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Directors/Commanders may determine and enforce the guidelines contained herein for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or harmful to others.

2. Procedures. CMD T5 civilians are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the California Military Department.

a. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Employees who do not meet the attire or grooming standards set by this policy may be considered not ready, willing, or able to work and may be required to leave the worksite so that they may become compliant with this policy. Violations of this policy may become the basis for disciplinary action.

b. An employee who is deemed not ready, willing, or able to work, and who must return to their residence in order to don apparel which complies with this policy, will be placed on annual leave, compensatory time-off, or LWOP to cover their period of absence from the workplace.

c. All employees must carry or wear the identification badge at all times while at work (if one is issued).

d. Employees will wear appropriate Personal Protect Equipment (PPE) for their duties, as required by OSHA standards, the appropriate Collective Bargaining Agreement (CBA), and local Standard Operating Procedures (SOP).

3. Prohibited clothing. The following clothing items are prohibited at any CMD facility:

a. Flip-flops, beach sandals, or "Crocs" clog model type footwear.

b. Shorts of any kind or skirts which are excessively short.

c. Athletic attire is limited to Physical Training (PT) time. Shorts and tank tops are permitted during PT.

d. Clothing which does not allow the employee to move freely or bend without exposing undergarments of any kind.

e. Clothing with discernible rips, tears, holes, or patches.

f. Any clothing which may be interpreted by a reasonable person as having offensive writing, emblems, or symbols that are racist, sexually explicit, advocate violence, or are political in nature.

g. Clothing with names, slogans, or advertisements of alcohol, tobacco, drugs and/or paraphernalia.

4. Exceptions. 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 made. 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, age, or cultural differences.

5. Personnel will generally wear business casual attire and footwear that is compatible with their assigned position; jeans and athletic footwear are authorized. However, personnel who have daily contact with the public, senior leadership, or who are representing the Agency in a forum where members of the general public will be present, may be required to wear specific clothing items up to and including appropriate business attire.

ENCLOSURE GL

GLOSSARY

ABBREVIATIONS AND ACRONYMS

CMD	California Military Department
CMDI	California Military Department Instruction
CNG	California National Guard
DoD	Department of Defense
T5	Title 5
USC	United States Code