



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
WOMACK ARMY MEDICAL CENTER
FORT BRAGG, NORTH CAROLINA 28310-5000

MCXC-CO

AUG 18 2011

MEMORANDUM FOR ALL Womack Army Medical Center (WAMC) Civilian Personnel,
Fort Bragg, NC 28310

SUBJECT: MEDCEN Memorandum 1-7 - WAMC Dress and Appearance Policy

1. Purpose. To outline the policies for dress, appearance and hygiene for all civilian employees at Womack Army Medical Center (WAMC). Personal appearance, dress, and grooming in the workplace, combined with an emphasis on safety are important to present a professional appearance consistent with assigned duties. How we look and act directly affects how the services we provide are perceived by our patients as well as our own internal customers. These standards will address appearance issues that are unsafe, unhealthy, unprofessional or disruptive to the work environment.

2. References. Required and related publications are listed in Appendix A.

3. Responsibilities.

a. Department Chiefs/Division Chiefs/Directors/Heads of Special Staff or Other Elements. Ensure that the standards of dress, appearance and hygiene are followed throughout the activity.

b. Supervisors. Maintain the standards of dress, appearance and hygiene established by this policy.

c. Employees. Adhere to the standards of dress, appearance and hygiene established by this policy.

4. Policy and Procedures.

a. Guidelines. The following general guidelines apply:

(1) Inappropriate clothing. The following attire is considered inappropriate for employees of WAMC:

a. T-shirt style tank tops (men's and women's), spaghetti strap women's tank tops and men's sleeveless shirts, without an overgarment (i.e. jacket or sweater)

b. Blue Jean shorts, cut off shorts and short shorts. Shorts should be of business dress in nature.

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c. Overalls, sweatshirts, sweats or other athletic apparel (unless appropriate to the work area and assigned duties). *Athletic apparel may be worn by employees while exercising or going immediately to or from exercising, during an employee's lunch hour or immediately before or after work.*

d. Low cut necklines, exposed mid to lower backs, midribs or any clothing that exposes undergarments, or lack thereof, (i.e. see through shirts w/o appropriate under clothing such as a cami, tank top, etc.). Necklines will not fall any lower than 3 inches below the sternal notch.

e. Form fitting and revealing clothing such as stretch or stirrup pants, leggings only and/or lingerie type apparel.

f. Dresses and skirts so short that while seated, standing, bending or reaching, a person can easily view the undergarments.

g. Clothing, hats/caps or buttons with obscene, indecent, sexist, extremist, racist or any other offensive or derisive logos, pictures or slogans or which are political in nature.

h. Clothing that will advocate or promote the use of illegal drugs or other unlawful conduct.

i. Clothing worn to give an unkempt appearance, to include but not limited to, sagging pants (pants worn with the waist below the hips).

j. Blue Jeans with holes/rips/tears.

k. Slippers, Flip Flops and/or spiked shoes with a heel height of greater than four (4) inches.

l. Sunglasses while performing duties, unless prescribed by proper medical authority.

m. Grills and visible body piercing adornments, other than earrings – to include nose hoops, lip piercings and/or gauges.

(2) Inappropriate clothing for wage grade employees is any that does not provide adequate protection or relief against exposure to environmental irritants while performing duties. Dress should also be in accordance with Occupational Safety and Health Administration (OSHA) standards applicable for the type of work. The agency

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will provide protective gear such as steel-toe boots and summer-weight overalls (upon request) to employees to ensure compliance with OSHA standards.

(3) Hair. Hair, to include facial hair, will be neat, clean and consistent with a healthcare environment. Where appropriate, hair will be secured in such a way that it will not fall into sterile field. Beards are not allowed in clinical areas where personal protective equipment effectiveness would be compromised by their presence.

(4) Tattoos. If a tattoo is offensive, obscene, indecent, extremist, racist or sexist, it will be covered.

(5) Personal Hygiene. The standard is clean, neatly groomed and free from odor. The use of scents such as perfume, colognes or body lotions should be kept to a minimum. Many people have allergic reactions and this poses a safety risk to staff and patients.

5. Supervisors must ensure that employees are made aware of this policy annually, as part of their initial counseling. For questions pertaining to this policy, employees should consult with their supervisor or contact AFGE Local 1770 at (910) 396-1750.

6. This policy will become effective on 15 September 2011.



JONATHAN STEELE
President
AFGE Local 1770



ROLANDO CASTRO JR.
COL, MS
Chief of Staff

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Appendix A
References

WAMC Infection Control Manual

MEDCEN Memo NO. 40-39, 27 Sep 2010, Bloodborne Pathogen control Plan, Chapter 18,

WAMC Policy # 17, Wear and Appearance of Army Uniforms and Insignia/Personal Appearance Policy, 23 Sep 2009

Technical Bulletin (TB) MED 530, Occupational and Environmental Health Food Sanitation, 30 Oct 2002