

UNITED STATES SPECIAL OPERATIONS COMMAND
7701 Tampa Point Boulevard
MacDill Air Force Base, Florida 33621-5323

USSOCOM REGULATION

Number 690-12

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Civilian Personnel

CIVILIAN DRESS AND APPEARANCE

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*This Regulation supersedes Policy Memorandum (PM) 20-32, dated 30 October 2020. (See [Summary of Changes](#) on Page 5.)

SECTION I - GENERAL

- 1. Purpose.** This regulation establishes civilian dress and appearance policy for all civilians assigned to Headquarters (HQ) U.S. Special Operations Command (USSOCOM).
- 2. Applicability.** This regulation applies to all civilian personnel assigned to HQ USSOCOM positions at MacDill Air Force Base as well as those in geographically separated duty locations such as Hurlburt Field, Fort Campbell, Fort Belvoir, Pentagon, Arlington, and Lexington.
- 3. References.** ([See Glossary, Section III - References](#))

SECTION II - POLICY

4. Policy. HQ USSOCOM employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Employee attire will be in good repair and should not be considered offensive, disruptive, or unsafe.

a. **Type of Position Occupied.** Civilian attire should reflect the high standards expected of all civilian employees assigned to HQ positions including those geographically separated from the Tampa Bay Area. It is essential for the staff to present a professional appearance every day. We must be aware of our surroundings and mindful of the high volume of visitors and dignitaries that frequent USSOCOM. The professional image we project to our subordinates, co-workers, supervisors, and those from outside the command (including during video teleconferences) is a direct reflection on the pride and commitment of USSOCOM employees.

(1) Civilian employees will wear clothing appropriate for business casual. Business casual is normally defined as a style of clothing that is less formal than traditional business wear, i.e., suit and tie, but is still intended to give a professional and business-like impression. Acceptable choice may include:

Male: Dress slacks or casual pants (e.g., khakis, chinos, or other cotton trousers), collared shirt (e.g., button-down, polo shirt), dress or casual shoes. May wear sweaters, vests, or casual jackets.

Female: Equivalent attire as specified for males, plus skirts, or dresses, blouses, dress or casual shoes (including sandals).

b. Higher standards of dress such as coats and ties for men and a suit or dress/skirt for women may be prescribed by supervisors as required or for special events and activities, such as high-level meetings and/or video teleconferences. In all cases, a commonsense approach to preserving the image of USSOCOM as a professional military organization must be practiced.

c. **Comfort, Productivity, Health, and Safety.** During sporadic short periods, a specific day when assigned security escort duty for construction, housekeeping efforts, moving parcels, or when prescribed by supervisor, it is expected that employees would wear appropriate attire, i.e., jeans, t-shirts, and athletic shoes. Regardless of the work being performed, a professional image must be maintained. When clothing such as coats, and ties create discomfort during hot weather or in places where cooling is minimized to conserve energy, the dress standard should be adjusted.

d. **Casual Friday.** Employees may relax the HQ business casual dress code on Fridays when not required to attend special event or activities such as high-level meetings, video teleconference with dignitaries, leadership, and/or external customers. Acceptable attire for casual Fridays ([Appendix A-1](#)):

(1) **Male:** Casual pants (chinos, convertible pants, field pants, cargo pants or jeans). Shirts with collars (may be untucked), casual shoes (slip-on loafers, boots, recreational equipment type shoes such as Merrell, Salomon, etc.), and athletic shoes. Sweaters, vests, and casual jackets may be worn.

(2) **Female:** Casual pants, skirts, and jeans, blouses, tops, sweaters, jackets, vests, casual shoes including sandals, and athletic shoes.

e. The following items **are not allowed** in any business setting:

(a) Crop-tops, muscle shirts, excessively tight or revealing tops, or tops with derogatory, profane, unprofessional, or lewd pictures or slogans.

(b) Sweatpants, pajamas pants, yoga pants, or athletic shorts.

(c) Baggy, ripped, or frayed jeans.

(d) Short, tight skirts that do not reach mid-low thigh.

(e) Slippers or flip-flops.

(f) T-Shirts are not authorized for duty except when conducting physical training or when assigned security escort duty for construction, housekeeping efforts, or moving parcels.

(g) Any clothing that is excessively faddish, trendy, tasteless, or unprofessional.

(h) Unacceptable dress is further defined within this regulation. HQ USSOCOM is a place where official business is conducted and in order to maintain professionalism at all times employees and leaders alike should dress appropriately. Any clothing that has words, terms or graphics that may be offensive to other employees or have rips/tears is unacceptable. [See Appendix A-2.](#)

SECTION III – RESPONSIBILITIES

5. Responsibilities.

a. **Directors/Staff Principals:** Provide awareness/dissemination of this regulation and ensure adherence to the standards of dress and appearance.

a. **Supervisors:** Advise employees, provide clarification when accommodations and/or exceptions are necessary, and maintain the standards of dress and appearance established by this regulation.

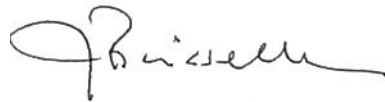
c. **Employees:** Employees will adhere with the dress code outlined in this regulation

6. **Accountability.** Managers and supervisors may determine if an employee’s dress adheres with this policy and will take appropriate actions to ensure all employees conform to this regulation. Employees who report to work inappropriately attired will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes on administrative leave and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue.

7. **Proponent.** The proponent for this regulation is the Directorate of Manpower and Personnel (J1), Civilian Personnel Division (J1-C). Users are invited to send comments and suggested improvements directly to USSOCOM, ATTN: J1-C, 7701 Tampa Point Blvd, MacDill AFB, FL 33621-5323.

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SUMMARY OF CHANGES

This Regulation supersedes PM 20-32, *Civilian Dress and Appearance Policy*, 30 October 2020.

RECORDS MANAGEMENT NOTICE: ALL RECORDS PERTAINING TO USSOCOM THAT ARE CREATED BASED ON THIS PUBLICATION MUST BE MAINTAINED AND RETAINED IN ACCORDANCE WITH THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL 5760.01, VOLUMES I AND II; DEPARTMENT OF DEFENSE DIRECTIVE (D) 5015.2, AND [USSOCOM D 25-51](#), *RECORDS MANAGEMENT PROGRAM*.

APPENDIX A

EXAMPLES OF ACCEPTABLE DRESS ATTIRE FOR CASUAL FRIDAY



EXAMPLES OF UNACCEPTABLE DRESS ATTIRE AT ANY TIME



GLOSSARY

SECTION I--ABBREVIATIONS AND ACRONYMS

D	Directive
DAFI	Department of the Air Force Instruction
FDO	Foreign Disclosure Office
FOIA	Freedom of Information Act
HQ	Headquarters
J1	Director of Personnel
J1-C	Civilian Personnel Division
OPSEC	Operations Security
USSOCOM	U.S. Special Operations Command
U.S.	United States

SECTION II—DEFINITIONS

Flip Flops -- are flat-soled shoes that have a Y-shaped toe post, which fits between your big toe and second toe. This strap, which is also known as a thong, extends on either side of the foot towards the arch of your foot. This gently holds your forefoot in place when you wear them. It doesn't have any ankle support and the flapping sound that the shoe makes when you walk in them is how they got their name.

Sandals – consist of a sole and straps – the upper – which pass over the instep and are secured and can be adjusted at the ankles.

SECTION III—REFERENCES

Department of the Air Force Instruction (DAFI) 36-147, *Civilian Conduct and Responsibility*, dated 11 January 2023.

DAFI 36-2903, *Dress and Personnel Appearance of U.S. AF and U.S. Space Force Personnel*, dated 7 February 2020.