

DEPARTMENT OF THE ARMY
MADIGAN ARMY MEDICAL CENTER
Tacoma, Washington 98431-1100

MAMC Regulation
Number 690-1

23 October 2007

Civilian Personnel
STANDARDS OF DRESS AND APPEARANCE

1. Purpose. The regulation outlines the policies for dress, appearance and hygiene for all civilian employees at Madigan Army Medical Center (MAMC).

2. References. Required and related publications and prescribed and referenced forms 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 regulation.

c. Employees (Civilian, Contractors (as specified in the contract), Vendors, Students and Volunteers). Adhere to the standards of dress, appearance and hygiene outlined in this regulation.

4. Policy and Procedures.

a. General. The standards outlined in this regulation are designed to ensure that everyone at MAMC presents a professional appearance consistent with his or her 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.

b. Guidelines. The following general guidelines apply:

(1) Clothing. Clothing should be neat and clean and appropriate for the work area. Apparel with the MAMC logo is permitted for wear within the facility with the exception that sweatshirts, sweats and other athletic apparel with the MAMC logo are subject to the limitations listed in Appendix B.

(2) Hair. Hairstyles will be neat, clean and consistent with a healthcare environment. Barrettes, ribbons and other securing devices will be simple and appropriate for a healthcare environment. Where appropriate, hair will be secured in such a way that it will not fall into a sterile

*This regulation supersedes MAMC Circular 690-1, 28 August 2006

field. Unnatural hair colors such as yellow, purple, green, bright red or bright orange, pink and blue, are prohibited.

(3) Head Coverings. Hats, caps and other head coverings may only be worn if they are worn as part of an assigned uniform, for religious reasons or health and safety.

(4) Facial Hair. Facial hairstyles will be neat, clean and appropriately trimmed. Beards are not allowed in clinical areas where personal protective equipment effectiveness would be compromised by their presence.

(5) Fingernails. Fingernails will be neat, clean and trimmed to meet safety and performance standards of the individual's duties. Artificial fingernails are prohibited for employees with direct patient care or food preparation duties.

(6) Jewelry, Buttons and Badges. Jewelry will be appropriate for the work environment and may not pose a safety risk to staff or patients. Buttons and badges may be worn as long as they are not political, distracting, offensive or derisive in nature.

(7) Body Piercing. Jewelry visibly worn in body piercings must be limited to the ears during work hours, for men and women.

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

(9) Make-up. Make-up will be in keeping with a professional image and appropriate in style and color and may not be distracting, except as provided for in paragraph 4b(12) below when holiday or costume attire/makeup has been approved for a particular day in the employee's organization.

(10) 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.

(11) Footwear. Footwear is required and will be appropriate to the work area. If safety footwear is required, it will be worn. Footwear will be neat, clean and in good repair. Slippers and flip flops are prohibited. Open toed footwear is not permitted in clinical settings where individuals are involved in direct patient care.

(12) Various Holiday Attire. Holiday attire will be appropriate and will conform to the general requirements outlined above. Specific holiday guidelines may be established by the Commander.

23 October 2007

MAMC Regulation 690-1

The proponent agency for this regulation is Civilian Personnel Division. Users are invited to send comments and suggestions to Chief, Civilian Personnel Division.

FOR THE COMMANDER:

OFFICIAL:

JULIE M. MARTIN
Colonel, MS
Chief of Staff



LAURA R. TRINKLE
Major, MS
Deputy Chief of Staff

DISTRIBUTION:

Electronic Bulletin Board

Appendix A
References

**Section I
Required Publications**

This section contains no entries

**Section II
Related Publications**

MAMC Infection Control Manual

**Section III
Prescribed Forms**

This section contains no entries

**Section IV
Referenced Forms**

This section contains no entries

Appendix B
Prohibited Attire

T-shirt style tank tops (men's and women's), spaghetti strap women's tank tops and men's sleeveless shirts

Shorts

Overalls, sweatshirts, sweats or other athletic apparel (unless appropriate to the work area and assigned duties, i.e., Logistics, Facilities Engineering and the Communication Center)

Camouflage clothing (non-military)

Undershirts worn as outer garments, unless performing manual labor

Low cut necklines, exposed backs or midriffs or any clothing that exposes undergarments

Form fitting and revealing clothing such as stretch pants, stirrup pants and see-through apparel that provide a bra-less appearance, reveal undergarments or a lack thereof

Dresses, skirts, skorts or culottes shorter than two-three inches above the knee

Clothing with obscene, indecent, sexist, extremist, racist or any other offensive or derisive logos, pictures or slogans

Flip-flops and slippers