

**APPROPRIATE WORKPLACE ATTIRE**  
**Memorandum of Agreement**  
**Between**  
**Oklahoma City Air Logistics Complex and AFGE Local 916**

This Memorandum of Agreement (MOA) institutes direction and guidance for appropriate attire while still meeting acceptable standards for safety and depicting good taste and judgement, for the bargaining unit employees in the Oklahoma City Air Logistics Complex (OC-ALC). By mutual agreement, the following will apply to all bargaining unit employees working within OC-ALC:

Any area which requires employees to wear uniforms or specified protective clothing, established directives governing the wearing of uniforms or specified protective clothing will apply. Safety of the employee will always take priority over personal preference. Therefore, in all instances, current, applicable safety policies and directives will be followed. Employees are expected to observe sensible dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Due to the assortment of work functions and locations, appropriate dress standards may vary significantly.

Employees who work in industrial areas are expected to dress in suitable "work" clothing. Where appropriate and not prohibited by safety directives or the Industrial Hygiene Survey, employees may wear cropped pants or shorts as long as the bottom of the shorts or cropped pants are no higher than three inches from the top of the knee. The supervisor has the authority/responsibility to determine when long pants are necessary to protect the employee through the JHA/JSTO process. OC-ALC/SE, Safety Office will have final approval as to specific tasks and work areas that are prohibited from wearing cropped pants or shorts. In accordance with AFI 36-703, Civilian Conduct and Responsibilities, employee attire will be in good repair, and should not be considered offensive, disruptive or unsafe. Revealing or see-through clothing, spaghetti strapped tank tops, halter tops, short shorts, mini-skirts, cut-offs, bare midriffs, and clothing depicting lewd and/or offensive words/pictures are not appropriate.

Employees will be required to take personal responsibility to preclude any exposure that could lead to injury and/or health issues. Management will not provide additional protective clothing and/or sun protection, outside the normal personal protective equipment that has already been provided, to include but not limited to sunscreen, knee pads or elbow pads.

Employees working in an office environment are expected to dress in appropriate business attire. Dressing in a manner that is suitable for the position assigned is imperative. The intent of this document is not to dictate style and taste, but an employee will exercise good taste and judgment to project a proper and professional image. Office areas not providing air conditioning will be addressed on a case-by-case basis.

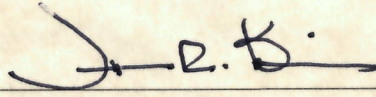


When management determines that an employee's dress does not meet the standards outlined above, management will advise the employee that the dress does not meet the standard. If the attire is deemed to be disruptive, the employee will be allowed to use a reasonable amount of approved leave, in order to change into something more appropriate. Further infractions may result in a disciplinary action being taken.

Management reserves the right to cancel this agreement at any time, but will provide a two week notice to union officials and employees.

  
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JEREMY L. ROSS  
President, AFGE Local 916

31 Aug 21  
(date)

  
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JEFFREY R. KING  
Major General, USAF  
Commander, OC-ALC

31 Aug 21  
(date)