



PARTNER LANGUAGE TRAINING CENTER EUROPE
UNIT 24502, APO AE 09053

GCMC-PLT-D

May 2016

MEMORANDUM FOR RECORD

SUBJECT: PLTCE Dress Code Policy

1. Due to Force Protection measures and a multinational training environment, all students and staff will wear civilian clothing.
2. All military service regulations governing the wear of civilian clothes while performing official duties apply. PLTCE has further defined appropriate attire for civilian dress in this policy.
3. Business casual dress code is strongly encouraged. At a minimum students will follow the guidelines below:
- 4. Acceptable Clothing during duty hours:**
 - a. Slacks, pants and jeans – must be clean and wrinkle free. Women’s Capri pants are authorized as long as they extend below the knee.
 - b. Shirts – casual shirts with collars (for men) or women equivalent, polo shirts, sweaters, and turtlenecks are allowed.
 - c. Skirts and dresses – length should be no shorter than 1 inch above the knee
 - d. Footwear – loafers, boots, flats, clogs, dress heels and leather deck shoes are acceptable.
- 5. Prohibited Clothing during duty hours:**
 - a. Military uniforms or any other official military clothing
 - b. Clothing that either directly or indirectly affiliates the wearer with any service or DoD element (e.g., Navy Football shirts, Agency Polos, morale shirts, etc)
 - c. Clothing that advertises, condones, depicts, or promotes alcohol/tobacco/drug use
 - d. Clothing with vulgar, offensive, provocative, or obscene pictures or language
 - e. Clothing with holes or tears
 - f. Shorts of any kind

- h. Workout/gym apparel (sweat pants, skin tight leggings, etc..)
- i. Pajama garments
- k. Backless tops, elongated armholes, low-cut neckline, and over-sized shirts
- l. Halter tops, strapless tops, tank tops, and see-through clothing
- m. Kilts, visible undergarments and exposed midriffs
- n. Slippers, athletic shoes, flip-flops, shower shoes, bare feet or open-toed shoes for males
Note: Women's open-toed shoes must conform to standard business casual dress. Footwear with open toes which would be worn to the pool, the beach, or worn for other recreational purposes are NOT authorized, including but not limited to Vibram Five-Finger shoes.
- o. Hats, gloves and sunglasses will not be worn indoors

6. Appearance:

- a. Hair and fingernails must be clean, neat and conservative
 - b. Men: faces must be clean-shaven, with mustaches and sideburns neatly trimmed
 - c. Personal hygiene must be maintained daily
 - d. Body piercings: military men and women will not have any visible piercing other than one set of earrings for women.
7. Civilians are expected to conform to the same clothing policy while attending PLTCE.
8. While off duty, all personnel will ensure that their dress and personal appearance are commensurate with the high standards associated with military service.
9. For questions regarding this policy, please contact the First Sergeant at DSN 314 440-3487

WERT, KEITH L. 1098654140
Approved by Keith L. Wert
10/20/14 10:00 AM

KEITH L WERT, GS-15
Director