



PARTNER LANGUAGE TRAINING CENTER EUROPE

Unit 24502
APO AE 09053-4502



GCMC-PLT-D

12 July 2018

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, somewhat informal but neat, is strongly encouraged. At a minimum students will follow the guidelines below:
4. **Acceptable Clothing during duty hours:**
 - a. Slacks/pants/jeans – must be clean and wrinkle free. Women’s Capri pants are authorized as long as they extend below the knee.
 - b. Shirts –button up or polo collared shirts (for men), professional blouses or shirts with or without collars (for woman), sweaters, and turtlenecks are allowed for both genders. All button up shirts will be tucked into the pants or skirt.
5. **Prohibited Clothing during duty hours:**
 - a. Military uniforms (to include PT uniforms) or any combination of dress that includes 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
 - g. Other clothing one would wear for outside summer sports (to include hoodies or zip-up hoodies)
 - h. Sweatpants, jogging suits, workout/gym apparel worn as outer garments (to include skin tight leggings)

- i. Velour casual or dressy leisure/pajama garments
- j. Skirts shorter than 1 inch above the knee
- k. Backless tops, elongated armholes, low-cut neckline, and over-sized shirts
- l. Halter tops, strapless tops, tank tops, and see-through clothing
- m. Pajamas, kilts, visible undergarments and exposed midriffs
- n. Slippers, 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 will not be worn inside PLTCE facilities (barring religious or documented medical reasons)
- p. Sunglasses will not be worn inside PLTCE facilities (barring documented medical reasons)

4. 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. Earrings: No enlarged or stretched out holes in the ears.
 - e. Other body piercings: military men and women will not have any visible piercing other than one set of earrings for women.
6. Civilians are expected to conform to the same clothing policy while attending PLTCE.
7. While off duty, all personnel will ensure that their dress and personal appearance are commensurate with the high standards associated with military service. Due to Force Protection concerns, personnel will not wear clothing that directly or indirectly affiliates the wearer with any service or DoD element (e.g., Navy Football shirts, Agency Polos, morale shirts, etc)
7. For questions regarding this policy, please contact the First Sergeant at DSN 314 440-3487

KEITH L WERT, GS-15
Director