



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
4700 MOW-WAY ROAD, SUITE G35  
FORT SILL, OKLAHOMA 73503

IMSI-HR

6 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acceptable Dress Code for Military Personnel During Soldiers for Life (SFL) Transition Assistance Program (TAP) 5-Day Workshop

1. Reference. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 9 September 2014.
2. Purpose. To maintain professional dress standards and teach the importance of professional dress when preparing for a job interview.
3. Applicability. This policy applies to all Fort Sill military personnel while attending SFL TAP 5-day workshop.
4. Policy.
  - a. In an interview your attire plays a supporting role. Appropriate attire supports your image as a person who takes the interview process seriously and understands the nature of the industry in which you are seeking employment. In some industries, the image presented to the customer is reflective of them and your attire will be judged more critically. Your attire should be appropriate and well-fitting, but not flamboyant to the degree it overshadows the interview process.
  - b. The SFL TAP workshop is your initial transformation back to the civilian sector and the perfect venue for acclimating to civilian work attire.
  - c. Men.
    - (1) Army Combat Uniforms (ACU) or
    - (2) Dress or casual slacks, Khakis (no jeans), or
    - (3) Dress shirt, Polo or Golf style shirt with collar or sweater (no T-shirts), or
    - (4) Clean Laced or slip on dress shoes (no sneakers, tennis shoes, or flip flops).
  - d. Women.
    - (1) ACU or

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(2) Dress/skirt or casual slacks (Dress/skirt should be knee length or below) (no jeans), or

(3) High neck or jewel neck blouse, casual shirt or sweater (no T-shirts), or

(4) Clean heels or dress shoes (no sneakers, tennis shoes, or flip flops).

5. Proponent. Office of the Directorate of Human Resources. Point of contact is Chief, SFL-TAP, (580) 442-6428.



JAMES A. MILLER  
Director of Human  
Resources

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