



U.S. ARMY

U. S. ARMY SERGEANTS MAJOR ACADEMY

Educating Today's Leaders for Tomorrow



SMC Business Casual Guidance



Sergeant Major
Course

United States Army Sergeants Major Academy

Fort Bliss, Texas 79918-8002



"Educating Today's Leaders for Tomorrow!"



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SMC Business Casual Appropriate Dress Goals

The primary goal of the SMC appropriate dress guidelines is to convey a professional image while allowing a more relaxed operating atmosphere within the educational environment. Every person within the SMC is personally responsible for maintaining a professional appearance at all times during the workday when business casual has been deemed the uniform of the day. How individuals present themselves conveys a strong message about not only them, but about the professionalism of the organization.

In general, appropriate clothing should be clean, neat, pressed or free of wrinkles, and in good condition (not excessively worn or faded). Wearing clothing defined as Inappropriate can be considered a direct contradiction of the stated guidelines.





Appropriate Business Casual Examples

Males

Examples of business casual attire for males include collared shirts (such as knit, polo, or banded collar-type), sweaters (including turtlenecks), pressed or ironed casual slacks (such as khakis or chinos), and socks and shoes. Shirts with small, tasteful insignia or logo (e.g., Polo, Nautica, or golf shirts) are acceptable. Shirts should be tucked in.

Females

Examples of casual attire for women include casual dresses, pressed or free of wrinkles, casual slacks (such as khakis or chinos), skirts (including loose-fitting split skirts), sweaters (including turtlenecks), and blouses.





Inappropriate Business Casual Examples

Examples

- ☐ Jeans of any kind or color
- ☐ Capri, cargo, tactical (5.11, Propper, Blackhawk, Vertex) or bellbottom pants
- ☐ Sweatshirts, sweatpants, or athletic gear
- ☐ T-shirts, halters, tank tops, or crop tops
- ☐ Athletic shoes, deck shoes, work or hiking boots
- ☐ Casual sandals or flip-flops
- ☐ Shorts
- ☐ Shirts with slogans

Judgement and common sense are important. As a general rule, if you aren't sure whether an article of clothing is appropriate, don't wear it.





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Business Casual Examples



— Casual —



Business Casual



Business



Business Casual Examples

Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.

Female:

- Suit Jacket or Cardigan Can Be Added for a Classy Look
- More Colors & Patterns Acceptable
- Khaki Pants, Nice Trousers, or Fingertip-length Skirt
- Flats or Heels Acceptable
- Low-Heels Acceptable
- Suit Jacket or Business Dress
- Suit Pants or Slacks
- Skirts & Dresses Extend to Knee

Male:

- Jacket or Vest Can Be Added For Classy Look
- Collared or Polo Shirt
- More Patterns & Colors Accepted
- Tie Optional
- Khaki Pants or Nice Trousers
- Suit Pants or Nice Trousers
- Dress Shoes

Keep Colors To: [Solid Colors]

Keep Colors To: [Solid Colors]

Tips for Success in Any Business Situation

- When in doubt, dress conservatively.
- A suit (suit & tie for males) will suffice in most situations
- Make sure your outfit is wrinkle-free.
- Stick with solid colors and tighter-woven fabrics or simple patterns.
- Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.
- Wear a belt and a watch.
- Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.
- Shirts with lettering or graphics should not be worn.
- Check your outfit for missing buttons, lint, or a crooked tie.
- A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).

PURDUE CCO





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QUESTIONS

