



DEPARTMENT OF THE ARMY
ARMY BANDS NONCOMMISSIONED OFFICER ACADEMY
1420 GATOR BOULEVARD
JOINT EXPEDITIONARY BASE LITTLE CREEK, VA 23459-2617

ATSG-SMN (800D-100)

4 January 2024

MEMORANDUM FOR All NCO Academy Personnel

SUBJECT: Policy Memorandum #3 — Standards for civilian attire and personal appearance while conducting official business

1. Purpose. This memorandum prescribes standards of dress and personal appearance for Academy students, cadre, and staff when conducting official business.
2. References. Army Regulation 670-1, Wear and Appearance of Army Uniforms and Insignia, 26 January 2021.
3. Applicability. This policy applies to all Academy students, cadre, and staff when conducting official business both on and off the installation.
4. General Policy. Soldiers will comply with AR 670-1 standards. Their appearance will be conservative and meet the same high standards established for personnel in uniform when conducting official business both on and off the installation. Business dress, business casual, and "smart" casual styles are all acceptable.
 - a. There are numerous online sources for learning about various styles of business attire. See the enclosure for a few suggestions. A good rule of thumb: Overdressed is better than underdressed.
 - b. NCOA cadre have the authority to direct any student to change their attire if there is any question about its appropriateness for the occasion. Students who do not own or do not bring appropriate options to the course may wear or be directed to wear the AGSU or ASU Class B uniform.
5. Point of contact for this memorandum is the NCOA Deputy Commandant, MSG Boyle, at 757-462-5680 or scott.t.boyle.mil@army.mil.

A handwritten signature in black ink, appearing to read "D. Welch", is positioned above the printed name of the Commandant.

DANIEL P. WELCH
CSM, USA
Commandant

Encl.
Articles on workplace attire

ATSG-SMN (800D-100)
SUBJECT: Policy Memorandum #3 – Civilian Attire

Enclosure—Articles on workplace attire



<https://www.mrporter.com/en-us/journal/fashion/how-to-nail-smart-casual-782322>



<https://www.hockerty.com/en-ca/blog/business-casual-for-men>

<https://www.myglamorista.com/business-casual/>



<https://www.masterclass.com/articles/smart-casual-dress-code-and-attire-guide#what-is-smart-casual-attire>



<https://gardner-webb.edu/student-life/career-development/interviews/business-attire-guide/>