



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY  
2480 LLEWELLYN AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY TO  
ATTENTION OF

30 July 2004

POLICY STATEMENT NO. 21

DRESS CODE FOR KIMBROUGH AMBULATORY CARE CENTER

1. It is the duty of all Army personnel on the staff to comply with the provisions of Army Regulation (AR) 670-1, Wear and Appearance of Army Uniforms and Insignia, dated 5 September 2003, and for military personnel of other armed services whose place of duty is Kimbrough Ambulatory Care Center (KACC) to comply with the uniform regulations of their respective services. Further, all military and civilian personnel working at KACC must present a professional appearance that stresses personal grooming, dress and safety. Department, division, and service chiefs will be responsible for ensuring that their personnel are appropriately attired and groomed while on duty. I expect all officers and non-commissioned officers, to include those of other services working at KACC, to lead by example and enforce the standards of this policy, and AR 670-1, or the equivalent Air Force or Navy regulation.

2. Paragraph 3 of this policy applies specifically to military personnel; paragraph 4 applies to all personnel (military, Department of the Army (DA) civilians, and contract civilians).

3. Policy regarding soldiers' uniforms and appearance. Throughout this paragraph, reference is made to AR 670-1, which is available electronically through the U.S. Army Publishing Directorate's web site (<http://www.usapa.army.mil>).

a. Authorized on-duty uniforms. The battle dress uniforms (BDU) (temperate, hot weather, and enhanced hot weather), maternity work uniform, hospital duty uniform, hospital maternity uniform, class B Army green uniform, and class B Army green maternity uniform are the prescribed duty uniforms for all soldiers assigned and attached to KACC. The criteria for wearing these uniforms is discussed below.

(1) *BDU*. The BDU is authorized for on-duty wear by all soldiers assigned and attached to KACC, subject to the approval of their supervisors. It will be worn in accordance with (IAW) AR 670-1, chapter 3.

(2) *Maternity work uniform*. A variation of the BDU, this uniform is authorized for year-round on-duty wear by pregnant soldiers assigned and attached to KACC who are pregnant. It will be worn IAW AR 670-1, chapter 4.

(3) *Hospital duty uniform*. This uniform, commonly referred to as "hospital whites," is authorized for year-round wear by all officers in the Army Nurse Corps (ANC), Army Medical Specialist Corps (AMSC), and by enlisted personnel with medical military occupational specialties (MOS), provided they are working in medically-related duties. It will be worn IAW AR 670-1, chapters 8 (male) and 9 (female).

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(4) *Hospital maternity uniform.* This uniform is authorized for year-round wear by pregnant ANC and AMSC officers, and by enlisted personnel with medical MOS, provided they are working in medically-related duties. It will be worn IAW with AR 670-1, chapter 9.

(5) *The class B Army green uniform.* This uniform may be worn by all officer and enlisted soldiers, regardless of branch or MOS. For Medical Corps (MC) and Medical Service Corps (MSC) officers, and enlisted soldiers in other than medical MOS, the class B green uniform is the only alternative on-duty uniform to the BDU. It will be worn IAW AR 670-1, chapters 15 (male) and 16 (female).

(6) *The class B green maternity uniform.* This uniform may be worn in lieu of the maternity work uniform by all pregnant soldiers, regardless of branch or MOS. For pregnant officers in the MC or MSC, enlisted women in other than medical MOS, and enlisted women in medical MOS not employed in medically-related duties, it is the only alternative on-duty uniform to the maternity work uniform. It will be worn IAW AR 670-1, chapter 17.

#### b. Other uniforms authorized for wear.

(1) *The class A green uniform.* This uniform will be worn by all soldiers on certain special occasions that require such uniform. It may also be worn as an alternative on-duty uniform by soldiers whose duties are strictly administrative in nature. It will be worn IAW AR 670-1, chapters 15 (male) and 16 (female).

#### (2) *The improved physical fitness uniform (IPFU).*

(a) The IPFU is authorized for wear on and off duty, on and off the installation, when authorized by me or the Medical Company commander. It is authorized for wear in transit between the individual's quarters and duty station. The standards of wear and appearance specified in AR 670-1, chapter 14, will apply at all times. The IPFU may be worn by soldiers performing details and may be worn by soldiers performing their normal duties as long as it does not interfere with their normal duty performance, as in patient care.

(b) Pregnant soldiers will wear the IPFU until the uniform becomes too small or uncomfortable. Pregnant soldiers are authorized to wear the T-shirt outside the trunks. Pregnant soldiers will not be required to purchase a larger IPFU in order to accommodate the pregnancy. When the uniform becomes too small or uncomfortable, pregnant soldiers may wear equivalent civilian workout clothes.

#### c. Military headgear.

(1) In accordance with AR 670-1, paragraph 1-10k, headgear will be worn with the military uniform (except the IPFU) except under the following circumstances:

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(a) Headgear is not required to be worn if it would interfere with the safe operation of military vehicles. The wearing of military headgear is not required while in or on a privately owned vehicle (to include a motorcycle or bicycle), a commercial vehicle, or on public conveyance (such as a subway, train, plane, or bus).

(b) Soldiers will not wear headgear indoors unless under arms in an official capacity, or when directed by the commander, such as for indoor ceremonial activities.

(c) Male and female soldiers are not required to wear headgear to evening social events (after Retreat) when wearing the Army blue and white uniforms, the enlisted green dress uniform, the Army green maternity dress uniform (females only), or the mess and evening mess uniforms.

(d) Soldiers will carry their headgear when it is not worn. Soldiers will not attach headgear to the uniform, or put it in a uniform pocket.

(2) No hat areas. In addition to the exceptions for wearing headgear stated in paragraph (1), above, three “no hat” areas are authorized on the premises of KACC. Personnel in uniform, moving between the specific locations listed below, may do so without wearing headgear, and will not render hand salutes.

(a) Between the exit adjacent to the OHESS Satellite Clinic and the exit to B Wing (rear entrance of Radiology).

(b) Between the Dental Clinic No. 3 entrance and the Rascon Center (bldg 2481).

(c) Between the Information Management Division trailers and the exit to bldg 2480 that is adjacent to them.

(3) Except as specified above in paragraphs 3c(1) and (2), and when wearing the IPFU, military personnel will wear headgear at all times when outdoors and in uniform. This includes smoke breaks in the gazebos. (Smoking is not condoned even though smoking areas have been identified.)

#### d. Wearing of jewelry.

(1) Soldiers may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army uniforms, unless prohibited by me for safety or health reasons. Any jewelry soldiers wear must be conservative and in good taste. Identification bracelets are limited to medical alert bracelets and MIA/POW identification bracelets. Soldiers may wear only one item on each wrist.

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(2) No jewelry, other than described in paragraph (1), above, will appear exposed while wearing the uniform; this includes watch chains, or similar items, and pens and pencils. The only authorized exceptions are religious items described in AR 670-1, paragraph 1-7b, a conservative tie tack or tie clasp that male soldiers may wear with the black four-in-hand necktie; and a pen or pencil that may appear exposed on the hospital duty, food service, combat vehicle crewman's, or flight uniforms.

(3) Body piercing. When on an Army installation or other places under Army control, soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while they are in uniform, in civilian clothes on duty, or in civilian clothes off duty (this includes earrings for male soldiers). The only exception is for female soldiers, as indicated in paragraph (4), below. (The term skin is not confined to external skin, but includes the tongue, lips, inside of mouth, and other surfaces of the body not readily visible.)

(4) Females are authorized to wear prescribed earrings with the service, dress and mess uniforms.

(a) Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly to the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe.

(b) Females are not authorized to wear earrings with any class C (utility) uniform (BDU, hospital duty, physical fitness, field, or organizational).

(c) When on duty in civilian attire, female soldiers must comply with the specifications listed in paragraph (a), above, when wearing earrings, unless otherwise authorized by me. When females are off duty, there are no restrictions on the wear of earrings.

(5) Ankle bracelets, necklaces (other than those described in AR 670-1, paragraph 1-7b), faddish (trendy) devices, medallions, amulets, and personal talismans or icons are not authorized for wear in any military uniform, or in civilian clothes on duty.

e. Hair standards and grooming policies. These are prescribed in AR 670-1, paragraph 1-8, and apply to all military personnel working at KACC, regardless of the duties they perform.

f. Fingernail standards. In accordance with AR 670-1, paragraph 1-8c, all soldiers will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of 1/4 inch, as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties. See paragraph 4f, below, for additional fingernail standards for personnel involved in patient care.

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4. Policy applying to clothing and appearance of military personnel, DA civilians, and contractor employees.

a. Laboratory coats (white or green, long or short).

(1) Laboratory coats may only be worn within KACC's buildings.

(2) Laboratory coats may be worn while in uniform or civilian clothing. A nameplate (military personnel only) will be centered on the right breast pocket, parallel to and one-half inch below the top of the pocket. In the absence of a pocket, a nameplate will be worn centered horizontally on the right side and slightly above the top edge of the top button.

b. Surgical scrub suits.

(1) Wearing of surgical scrub suits by staff is mandatory in the following areas:

(a) Operating rooms.

(b) Central Materiel Supply.

(2) Personnel required to leave areas in which scrub suits are worn will wear protective covers appropriate to their disciplines over the scrub suits (laboratory coat or scrub gown). Wearing of scrub attire outside building 2480 is prohibited unless responding to an emergency.

c. Smock and disposable overcoats. Wearing of clinic-laundered or disposable smock overcoats may be worn as personal protective equipment in the following areas:

(1) Operating rooms.

(2) Clinical areas where invasive surgery is performed.

(3) Post-anesthesia Care Unit.

d. Shoe covers, surgical head covers and surgical masks will be removed before departing an operating room and removed upon exiting a procedure room. These items will not be worn while traveling through the hallways of KACC or anywhere else on the installation.

e. Wearing of KACC identification badges. KACC identification badges will be worn at all times while within the facility. Badges will be removed when leaving the facility, when participating in any type of ceremony (inside or outside of the facility), and when inappropriate for wear while conducting official business. The placement of the badge is as follows:

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- (1) Class A and B Army green uniforms – Male. Left breast pocket.
- (2) Class A and B Army green uniforms – Female. Left epaulet or left lapel.
- (3) Pullover sweater. Left shoulder epaulet.
- (4) BDU. Left breast pocket or left collar.
- (5) Hospital duty and maternity uniforms. Left lapel.
- (6) Scrub protective cover. Above the waist, attached to cover gown or coat.
- (7) Civilian attire. Must be visible on upper body clothing.

f. Fingernail standards for employees involved in patient care.

(1) The following fingernail standards are applicable to all military and civilian employees, to include contractor and volunteer personnel, who work in patient care areas at KACC and have the potential to touch patients in the performance of their duties. These standards are in line with one or more of the following: AR 670-1, Walter Reed Army Medical Center, U.S. Army Medical Command, the Joint Commission on Accreditation of Healthcare Organizations, and the Centers for Disease Control and Prevention.

(2) Standards. All personnel will keep their fingernails clean and neatly trimmed. Males will keep their nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of 1/4 inch, as measured from the tip of the finger. Nail polish, if worn, will be neat in appearance and not chipped. No artificial nails or nail enhancements, to include such things as overlays, wraps, tips, and attached decorations, are permitted.

g. All personnel are expected to wear clothes that project a professional image.

h. Prohibited clothing. Except as noted, the following types of clothing are prohibited at all times while on duty:

- (1) Shorts.
- (2) Jeans, if soiled, torn, or otherwise in ill-repair, or unsuitable attire for the type of duties being performed.
- (3) Soiled or torn clothing.
- (4) Suggestive or revealing clothing. This is clothing that fails to adequately cover the priv-

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ate areas of the body, such as bikini tops.

(5) Hair curlers, stockings on heads, and similar hair styling apparatus.

(6) Sandals and open-toe shoes will not be worn in job settings where the employee is at potential risk for foot injury, such as exposure to blood and body fluids, hazardous chemicals, and trauma from falling objects.



BILLIE J. MIELCAREK

COL, SP

Commanding

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