



DEFENSE LOGISTICS AGENCY
DEFENSE SUPPLY CENTER, COLUMBUS
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IN REPLY
REFER TO

DSCC-D

APR 12 2002

MEMORANDUM FOR DSCC ASSOCIATES

SUBJECT: Guidance for Associate Dress

DSCC associates are to be commended for the high level of professionalism they bring to their job and to their support of the war fighter. In keeping with our high level of achievement, associates are encouraged to dress in a professional manner appropriate for the workplace. As we change the way we do business, more of our customers and Command visitors are on Center and in Building 20. Accordingly, how we are viewed as a Center is important.

DSCC asks each of you to consider the image that you project at work. Business casual dress is acceptable at DSCC. However, employees should dress more formally as customer interaction dictates. Conversely, exceptions to business casual dress are permissible for special events such as Multi-Cultural Day or to attend an informal, organizational-wide event.

DSCC supervisors are responsible for monitoring associate dress. Those who are dressed inappropriately for the workplace may be counseled. An individual whose attire is unacceptable may be directed to leave the work place and to return to work when dressed in appropriate attire.

Associates meeting with outside individuals represent not just DSCC, or DLA, but the entire government. When employees dress appropriately for the workplace, this reinforces the positive, professional DSCC image that we want to encourage and maintain.


ALAN S. THOMPSON
Rear Admiral, SC, USN
Commander