

**United States Department of Agriculture  
Animal and Plant Health Inspection Service**

# WS Directive

4.185 8/14/97

**UNIFORM STANDARDS AND GUIDELINES**

1. PURPOSE

To provide guidelines to WS personnel for wearing, maintaining, and acquiring uniforms.

2. REPLACEMENT HIGHLIGHTS

This directive replaces WS Directive 4.185 dated 9/17/96.

3. POLICY

Each Director or State Director has the authority to approve or disapprove the wearing of uniforms in his or her region, State, or area of responsibility.

Directors or State Directors implementing this policy may authorize and require some or all employees to wear uniforms.

Uniforms may be worn by Federal and cooperative WS employees, regardless of type of appointment, and official WS program volunteers when conducting work-related duties.

Identifiable uniform components and accessories may not be worn for personal use.

Employees are responsible to dress and groom in a manner that reflects a professional image on the U.S. Government, Agency, and themselves. Uniforms are to be kept clean and maintained in *good* condition. Frayed or outmoded uniform components and accessories posing a safety hazard will not be worn.

Wearing of uniforms will be monitored annually through WS field inspection reports and/or performance evaluations and appraisals.

4. REGIONAL/STATE POLICY GUIDELINES

In addition to this directive, Directors or State Directors must develop regional or State policy guidelines which describe and identify:

a. Who or What positions are authorized to wear uniforms;

b. What job-related activities or circumstances make the wearing of uniforms mandatory or required; and,

c. Annual procurement allowances if different from the amount authorized in this directive.

5. UNIFORM COMPONENTS

a. Field Uniform. The basic field uniform consists of an approved shirt, belt, and blue denim jeans. Additionally, uniform accessories listed in Section 5 may be worn in any combination with the basic field uniform, as appropriate, and where approved by the respective Director or State Director.

All uniform components and accessories, with the exception of blue denim jeans and 100% cotton shirts, must be ordered from the uniform catalog. Blue denim jeans may

be purchased locally but must meet style, color, and/or manufacturer requirements as described below.

(1) shirts. Two styles of shirts offering different material blends are approved and available in both male and female tailored long and short sleeves. These shirts may be purchased locally, as long as they are of similar color to the other 65/35 blend uniform shirt.

(2) Belt. Black basket weave unisex with a metal buckle.

(3) Blue denim jeans. Only Wranglers, Levis, Lee brands or an equivalent quality of denim jeans may be worn with the shirt. Jeans must be clean and orderly without signs of excessive wear, fading, or rips. Tie dye, acid wash, or irregular style/color blue denim jeans will not be permitted.

b. Dress Uniform. WS does not have an official formal dress uniform. A regular business suit, sport jacket, tie, slacks, skirt, blouse, or dress should be worn when appropriate. A name plate bearing the USDA or APHIS emblem or one that identifies WS is recommended but not required.

## 6. ACCESSORIES

Directors and State Directors may approve accessory items deemed necessary for employees who wear uniforms on a regular basis. Approved accessories include:

a. Caps and hats. Only approved caps and hats are permitted to be worn with the uniform.

b. Trousers, slacks, skirts, and hiking shorts. These items may be worn in lieu of blue jeans as appropriate and where approved by the respective Director or State Director.

c. Outer garments (jackets, parkas, and coats)

D. Vests

E. Coveralls

F. Rain gear

G. Name plate Name plates will be worn immediately above the right shirt or outer garment pocket.

H. WS and cooperative shoulder patches.

## 7. PATCHES

A 3- or 3 1/2-inch USDA shoulder patch is required on all shirts, jackets, parkas, coats, and coveralls and shall be worn 2 inches below the shoulder seam on the left shoulder. The right shoulder is not required to have a patch; however, Directors or State Directors may authorize the wearing of only one patch. The patch must be either a WS patch cooperative program patch and shall be worn 2 inches below the seam. Baseball-style caps will have a 3-inch USDA patch attached front and center. Knitted caps and western style hats are not required to have patches.

USDA or WS patches will not be permitted on clothing other than approved uniform components or accessories and may not be loaned or distributed to non-APHIS individuals without State Director approval.

8. ACQUISITION

Acquisition and replacement costs for uniform components and accessories will be the responsibility of each State WS program. Federal appropriations and/or cooperative funds may be used to procure uniforms. A maximum expenditure of \$250 per employee per fiscal year is authorized for purchasing or replacing uniform components and accessories. Directors and State Directors may set this allotment at a lesser amount. Only employees in States or program areas adopting this policy will be granted the allowance.

At the discretion of Directors and State Directors, uniform components and accessories may be purchased and distributed to temporary and volunteer employees. The procurement allowance will be prorated on the full-time equivalents of those employees.

Uniform components may be procured by Directors or State Directors, or they may authorize employees to purchase approved items themselves. Allowances incurred by employees should be claimed on a SF-1164, Claim for Reimbursement for Expenditures on Official Business, or paid directly with a Government Visa credit card.

9. INQUIRIES AND LIAISON RESPONSIBILITIES

Each Regional Office and NWRC will designate a uniform coordinator to serve as a liaison between field employees and the Uniform Committee and to address inquiries and concerns from field employees. Personnel from the Eastern Region, Western Region, and NWRC should contact Douglas Hall (706/546-2020), Larry Handegard (406/657-6464), and Ann Hannos (303/236-7842) respectively, regarding uniform questions. Uniform coordinators will report uniform issues to the Uniform Committee, as appropriate. The committee chairperson will be responsible for evaluating issues and concerns identified and notifying the Director of the Operational Support Staff with suggested uniform policy.

10. REFERENCES

APHIS Directive 4591.2, Uniform Allowance and Wearing Guidelines (7/20/93)  
Federal Employees Uniform Allowance Act (5 U.S.C. 5901-5902), as amended



Deputy Administrator