

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.185 12/11/12

UNIFORM STANDARDS AND GUIDELINES

1. PURPOSE

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

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 4.185 dated 10/14/2005.

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. EMPLOYEE RESPONSIBILITIES

The employee shall:

- a. Use uniforms and uniform components with USDA and/or APHIS-WS logos or markings for officially approved activities only.
- b. Return to APHIS-WS all uniforms and uniform components with USDA and/or APHIS-WS logo or markings prior to separation from APHIS-WS.

6. UNIFORM COMPONENTS

a. Field Uniform. The basic field uniform consists of a uniform shirt, belt, and blue denim jeans. Additionally, uniform accessories listed in Section 7 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 may be purchased locally but must meet style and/or manufacturer requirements as described below. All uniform components and accessories must be in the approved uniform colors (navy blue or gray).

1. Shirts. Shirts (tailored, polo, tee-shirts, sweat shirts) offering different materials and/or blends are approved and should be available in both male and female, long and/or short sleeve styles. These shirts may be purchased locally, as long as the USDA approved logo (see USDA, Office of Communications, Design Center) is placed correctly. The approved USDA logo is required on all shirts and shall be worn on the upper left chest above the pocket (if present), or 2 inches below the shoulder seam on the left shoulder. If a WS cooperative program logo is worn, it shall be worn on the right sleeve 2 inches below the seam.

2. Belt. Should be Black; 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, low-rise, 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.

7. ACCESSORIES

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

Approved accessories must be in approved uniform colors (navy blue or gray). Approved accessories include:

- a. Caps and hats. Only caps and hats with the approved USDA logo placed front and center are permitted to be worn with the uniform. Western style hats will be allowed in those states where approved by the respective Director or State Director. The USDA logo is not required on western style hats;
- b. Trousers, slacks, skirts, BDUs, 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. Name plates (if worn) will be placed immediately above the shirt or outer garment pocket; and
- f. WS and cooperative shoulder patches, if authorized by the respective Director or State Director, will be worn on the right sleeve 2 inches below the shoulder seam.

8. PATCHES

The approved USDA logo patch may be substituted for direct embroidery or silk screening on all shirts, jackets, parkas, caps, and coats, and shall be worn on the upper left chest above the pocket (if present); or 2 inches below the shoulder seam on the left shoulder. If a WS cooperative program patch is worn, it shall be worn on the right sleeve 2 inches below the seam. Baseball-style caps will have the approved 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.

9. 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 \$800 per employee per fiscal year is authorized for purchasing or replacing uniform components and accessories (5 CFR 591.103). 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.

10. IMPLEMENTATION PERIOD

Within one calendar year from the effective date of this Directive all uniform components worn by Wildlife Services employees will conform to the requirements as described.

11. REFERENCES

APHIS Directive 205-1, Uniform Allowance and Wearing Guidelines (02/15/84;

http://www.aphis.usda.gov/library/directives/pdf/205_1.pdf).

APHIS Directive 4591.2, Uniform Allowance and Wearing Guidelines (09/19/07;

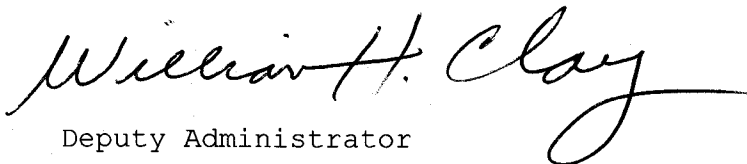
http://www.aphis.usda.gov/library/directives/pdf/MRP4591_1.pdf).

Code of Federal Regulations, Title 5, Part 591, Subpart A - Uniform Allowances.

Federal Employees Uniform Allowance Act (5 U.S.C. 5901-5902), as amended by Public Law (P.L.).

USDA, Office of Communications, Design Center. Visual Management Guide: The USDA Symbol, Its Purpose and Use

(http://www.usda.gov/wps/portal/usda/usdahome?navid=OC_BEEER).


Deputy Administrator