

Directive

9180.62

01/07/02

CLOTHING AND IDENTITY APPAREL POLICY

1. PURPOSE

This directive transmits information regarding the clothing and identity apparel program for Grain Inspection, Packers and Stockyards Administration, Federal Grain Inspection Service (FGIS) field personnel.

2. REPLACEMENT HIGHLIGHTS

This directive supersedes FGIS Directive 9180.62, dated 04-01-98 [misnumbered 5200.2]. This directive is revised to note that the available clothing list is updated annually at the beginning of the calendar year.

3. BACKGROUND

In 1977, FGIS recognized the need for expanding an Agency policy of providing coveralls to Agricultural Commodity Graders for use when performing export stowage examinations. The Agency provided coveralls for safety reasons and for ready identification of FGIS employees. The Agency formalized a clothing and identity apparel program in 1994. Additionally, FGIS furnishes each employee a name tag bearing the FGIS emblem.

Since implementing the clothing and identity apparel program, the Agency has continually amended the list of available clothing in response to inquiries from inspection personnel and to increase the professional appearance of FGIS field personnel. Future revisions to the list of available clothing occur annually at the beginning of each calendar year.

4. POLICY

Private and government employers recognize the beneficial impact of a professional appearance on service delivery and employee moral and attitude. A standard dress policy improves service delivery by readily identifying FGIS inspectors from inspectors of other companies and promotes a service-oriented work ethic.

Participation in the clothing and identity apparel program is voluntary. Employees eligible to participate in the clothing program include all permanent full-time (including seasonal) inspection personnel, all other full-time agricultural commodity graders, and all part-time and intermittent agricultural commodity aids and technicians who have worked for the Agency for at least 2,250 hours within the last 3 years.

Participating employees wear a white or navy shirt or blouse, with the FGIS emblem on the left sleeve (1-1/2 inches below the top center shoulder seam) or left breast pocket and blue or tan pants or coveralls. The employee identification badge is worn above or on the left pocket of the shirt or blouse.

Eligible employees are allotted \$150.00 on January 1 for annual clothing purchased from the available list. Employees are provided a custom order form with sizing information and are responsible for placing their orders, making exchanges, or returning incorrect orders directly to an Agency-designated supplier. Agency-supplied clothing is worn only while performing official duties, including appropriate lunch breaks, commuting time, etc. Participating employees are responsible for any appropriate repair and cleaning of their clothing.

Revisions to the Agency clothing voucher must be approved prior to issuing the calendar year clothing voucher. Revisions to the clothing voucher are made at the beginning of the calendar year when the vouchers are issued.

/s/ John Giler

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