



United States Department of State
Washington Passport Agency
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Washington, D.C. 20036

Washington Agency Regional Union Management Council Agreement Regarding Office Attire for Washington Passport Agency Employees

This Washington Agency Regional Union Management Council Agreement (WARUMCA) is subject to all provisions in the Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 3, 2001; hereafter referred to as the Agreement, in particular, Article 6, Section 7 titled, “Office Attire”.

There will be a 45-day grace period from the date of the signing of this agreement prior to full implementation. However, employees should strive to begin meeting the acceptable “Office Attire” requirements immediately.

Grooming and dress standards are necessary to project a professional work environment. The contract between Passport Services and the National Federation of Federal Employees Local 1998 stipulates that “Employees will observe reasonable dress, appearance and grooming standards.” Reasonable standards are those that are conducive to a working environment that is safe, productive and non-disruptive and conveys a sense of service and professionalism to the public. It is understood that Washington Passport Agency staff members’ clothing will be clean, pressed and free of rips, tears, and holes. Friday is designated as “Dress Down” or “Casual Dress Day” at the Washington Passport Agency.

The definitions of office attire outlined herein are an attempt to meet the guidelines of both the professional look needed and the desire for the casual dress that people find comfortable. It should also be recognized that there is an inherent distinction regarding acceptable fashion between men and women and it is hoped that no one finds offense in attempting to establish guidelines for both.

The employee’s Supervisor and/or Section Chief or Manager will address any situation in which inappropriate attire is worn and/or any exceptions to the dress standard. Employees who are improperly attired may be required to leave work to change their attire. Employees will have to use their own leave if they are away from work to change improper attire. The key in looking at your wardrobe should be if there is any doubt whatsoever that what you plan to wear may not be considered appropriate, then it probably is not.

Acceptable Office Attire Monday – Thursday, Men

Business Suits

Sports Coat

A dress shirt (a tie, bolo or bow tie may be worn if so desired)

Shirt with a collar, or turtleneck

Slacks (dress slacks, khakis, corduroys). **No jeans.**

Dress shoes, soft soled casual shoes that are office appropriate, dress sandals

No athletic shoes unless medically documented

Hiking and all-weather boots in winter

Acceptable Office Attire Monday – Thursday, Women

Dress shirt, blouse, sweater, knit shirt or turtleneck.

Slacks, dresses or skirts. **No jeans or jean skirts.**

Tank tops or spaghetti strap tops or dresses worn with jacket or sweater

Dress sandals, open toe shoes, boots are acceptable.

No athletic shoes unless medically documented

Hiking and all-weather boots in winter

Casual Friday or other “Dress Down” days, as designated by Management

In addition to items that constitute acceptable attire during the workweek, employees may wear the following on Fridays:

Plain and neat tee shirts (free of offensive/obscene graphics, language, artwork, slogans, etc) or polo shirts

Passport or Department logo tee shirts, polo shirts

Jeans and jean skirts are acceptable, as long as there are no holes, rips or tears.

Athletic shoes

Athletic jerseys

Hawaiian Shirts

Acceptable Office Attire – OVERTIME

Employees who work overtime Monday – Friday must meet Casual Friday or “Dress Down” day attire standards, as noted above.

Attire Not Permitted

Ripped and/or ragged clothing

Cropped or low-riding clothing that exposes navel, midriff or buttocks

Strapless, halter or other revealing shirts or blouses

Sheer garments (without appropriate undergarments)

Attire Not Permitted (continued)

Pants longer than floor length

Mini-skirts

Shirts worn outside pants that are longer than knee length

Shorts (other than Bermuda shorts or approximate knee length)

Skorts, Work pants, painter's pants, overalls

Track and sweat suits, sweatshirts, sweatpants, "Workout", or exercise wear

Baseball caps, hats/headgear – unless medically documented or for religious purposes, plastic caps and "doo" rags

Rubber flip-flops

Bedroom slippers

Dated: _____

For the Union:

For Management:
