

PPT/SE Office Attire for Passport Specialists

Normal office attire is aimed at establishing a range of articles of clothing that helps an agency present a professional appearance to the public. Appropriate office attire helps employees appear professional and credible to both the public and their co-workers. We must all be aware that what we wear to work is a reflection of our own professionalism, the professionalism of others around you and that of the Department of State.

For US Government Passport Agency employees, the union agreement covers attire. The following is the quote from the new union contract.

Article 6, Section 7, of the Agreement Between Passport Services and the National Federation of Federal Employees – Local 1998, states:

7. OFFICE ATTIRE: Employees will observe reasonable dress, appearance and grooming standards as determined by each regional union/management council where the Regional Director is on the committee. Where the Regional Director is not on the committee, the decision of the committee shall be referred to the local union representative and the Regional Director for consideration. If both agree, the policy shall be adopted. If the union/management council recommendation is not adopted, existing practices shall continue. All attire standards will be conducive to a working environment that is safe, productive and non-disruptive and conveys a sense of service and professionalism to the public.

With changes in the attitude of the business world and cultural distinctions around the U.S. there is no longer a clear-cut standard for business or office attire.

The definitions of office attire outlined herein will be 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 be also recognized that there is an inherent distinction between 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/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 take 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.

Monday - Thursday

Men: A dress shirt (a tie may be worn if so desired), shirt with a collar, polo shirt, or turtleneck. Slacks (dress slacks, khakis, cords). No jeans (this includes colored denim jeans). No sweatshirts or sweatpants. No shorts. No athletic shoes. Sandals are acceptable if socks are worn.

Women: Dress shirt, blouse, sweater, knit shirt (comparable to polo shirt) or turtleneck. No strapless, spaghetti strap, midriff exposing, halter or other revealing shirts or blouses. Slacks (no jeans), dresses, or skirts (no jeans skirts). Stretch pants are not acceptable unless worn with a long (mid-thigh) sweater or tunic. No sweatshirts or sweatpants. No shorts, skorts, or revealing tops. Mini skirts are permitted, provided they are not extremely short or revealing. No athletic shoes. Dress sandals or open toe shoes are acceptable.

Friday - (casual day)

All: May wear a shirt with a collar (polo shirt), turtleneck, blouse, or a sweater. Plain and neat tee shirts are acceptable. (Passport or Department logo tee shirts are acceptable, as are NFFE/IAM logo tee shirts and CFC shirts). Jeans, jean skirts, or overalls are acceptable as long as there are no holes. No stretch pants unless worn as outlined above. No shorts, extremely short mini-skirts, or skorts. No strapless, spaghetti strap, midriff exposing, halter or other revealing tops. No sweatpants or sweatshirts. Athletic shoes are acceptable. Sandals are acceptable if hosiery or socks are worn.

Government and Contract Passport Processing Clerks

Due to limited or no contact with the public, individuals whose job title is Passport Processing Clerk may wear casual clothes, including a plain tee shirt (without a logo) and jeans. Clean sweatshirts are acceptable. (Passport or Department logo sweatshirts and tee shirts are acceptable, as are NFFE/IAM logo tee shirts and CFC shirts). No stretch pants unless worn with a sweater or tunic. No shorts, skorts, extremely short mini-skirts, or revealing tops. No sweat pants. Athletic shoes are acceptable. Sandals are acceptable if socks are worn.

Established 11/4/99
Revised 9/7/01 to add new union contract language
Slight changes in 2002, 2003, 2008.