

# Directive

4735.2

01/17/2013

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## **CLOTHING AND IDENTITY APPAREL POLICY**

### **1. PURPOSE**

This directive establishes a clothing and identity apparel program for Grain Inspection, Packers and Stockyards Administration, Federal Grain Inspection Service (FGIS) field personnel.

### **2. REPLACEMENT HIGHLIGHTS**

This directive establishes a cutoff date (per fiscal year) for ordering apparel and also revises the vendor information and list of available apparel. This directive supersedes FGIS Directive 4735.2, dated 02-09-2012.

### **3. BACKGROUND**

The Federal Grain Inspection Service has a longstanding employee clothing program. Prior to the establishment of FGIS, the Grain Division of the Agricultural Marketing Service provided coveralls to agricultural commodity graders who performed export stowage examinations to ensure their safety and provide ready identification as Federal inspectors. In response to requests from inspection personnel and to increase the professional appearance of FGIS personnel, the Agency, in cooperation with the National Council of Federal Grain Inspection Locals, established a 1-year pilot clothing program in the New Orleans area that provided expanded clothing choices to employees. The pilot was designed to determine employee interest and obtain experience in implementing a voluntary clothing program. The pilot proved so successful that all FGIS field offices were given the opportunity to participate.

FGIS has continuously expanded the list of approved clothing to include: a wider variety of steel toe footwear; and jackets, along with cargo pants, ladies and men's sweaters, T-shirts (to be worn under another type of shirt), cargo type pants, multi-pocketed vest, gloves and watch cap. FGIS requested and received permission from the Department to use the USDA logo on the approved clothing.

#### **4. POLICY**

FGIS' clothing program enhances the professional appearance of our personnel, promotes a service-oriented work ethic, and improves employee morale. A standard dress policy benefits our customers by ensuring that official services are provided by readily identified FGIS inspectors.

The current FGIS clothing program provides an annual allowance for eligible and participating employees to purchase specified clothing items from an FGIS contracted vendor. Employees eligible to participate in the clothing program include all permanent full-time (including seasonal) inspection personnel 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.

On October 1 of each fiscal year (provided adequate funding is available for the clothing program) eligible employees will have internet access to the Agency-designated supplier's catalog of approved clothing and the custom order form. Eligible employees receive a \$150 annual allotment for approved purchases and are responsible for placing their own orders, making exchanges, or returning incorrect orders directly with the Agency-designated supplier. The FGIS approved clothing catalog can be viewed on the Agency's internal website at <http://ingipsa/Program-Essentials/FGIS.aspx> (FGIS [Clothing Catalog](#)) or, after the employee has established an account, at [www.Zeffi.com](http://www.Zeffi.com). Employee ordering will cease sometime near the end of August to allow for the fiscal year ending accounting process. Participating employees are also responsible for repair and cleaning of their clothing.

Employee identification badges are worn above or on the left pocket of the shirt or blouse. Agency supplied clothing shall be worn only while performing official duties, including appropriate lunch breaks, commuting between work locations, etc.

#### **5. FURTHER INFORMATION**

Direct any questions concerning this directive to Sherri Murphy, Policies, Procedures and Market Analysis Branch (PPMAB) at [Sherri.L.Murphy@usda.gov](mailto:Sherri.L.Murphy@usda.gov) (202) 720-4684 or Patrick McCluskey, PPMAB, [Patrick.J.McCluskey@usda.gov](mailto:Patrick.J.McCluskey@usda.gov) (816) 659-8403.

*/s/Robert Lijewski*

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