

The following message is being transmitted to you as an OCIO service to all USDA employees.

Agency E-mail administrators: Please forward this message to all USDA employees.

FROM: Kathleen Merrigan , Deputy Secretary

USDA is a positive and professional organization. Your image as a positive and professional employee is reflected through your dress style. Dressing professionally to present a favorable personal appearance is a reflection of you, and, thus, USDA.

That said, during the summer months, we are promoting “casual Fridays.” Of course, good judgment must be exercised. Avoid wearing shorts, short skirts, crop tops, t-shirts, faded or torn blue jeans, exercise clothes, or flip flops. If there is any doubt, supervisors and employees should communicate openly with one another. This is especially true for questions regarding work clothing or protective equipment required for safety and protective purposes. Employees who are members of a bargaining unit should refer to any applicable collective bargaining agreement(s). And, the right to wear appropriate religious dress will be respected in the implementation of this policy.

If you have any questions about this policy, please contact your servicing Human Resources Department or contact Departmental Administration Director of Human Capital Management, Ms. Jill Crumpacker, at 202-690-5991, or email at Jill.Crumpacker@USDA.gov.