

Central Office Human Resources Service

Human Resources Letter

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Workplace Attire

(For Central Office Employees Only)

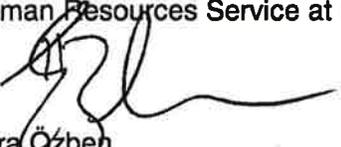
The employees within VA Central Office (VACO) have significant face-to-face contact with veterans, members of the business community, veterans' service organizations, and other key public officials. In providing services, it is paramount that the workforce projects a professional image.

Employees within the VACO should wear business attire year round in the workplace. In manual labor or workshop environments, blue-collar work wear or khaki type pants are considered appropriate business attire. Employees may be required to wear customary business attire (i.e., jacket) when participating in scheduled meetings. All dress attire contingencies could not be addressed; therefore, employees should exert sound judgment in the choice of their workplace attire. Supervisors, managers, and team leaders are responsible for monitoring employee dress attire and may opt to allow more casual dress during seasonally warm days.

The following are examples of inappropriate attire (year round):

Any color jean pants; shorts; casual style capri pants; excessively baggy, faded, wrinkled, worn, or torn clothing; extremely short dresses or skirts; sweat suits and any other exercise clothing; leggings or stretch pants; see-through clothing; tank tops, tube tops, crop tops, halter tops; clothing with slogans, sayings, advertisements, pictures, or offensive designs; bare backs, bare fronts or bare midriffs; athletic shoes (tennis, basketball, walking, etc.) or loose footwear, such as flip-flops or slippers; and hats or caps.

If an employee is uncertain about what is acceptable business attire please consult with your immediate supervisor. You may also contact the Employee/Labor Relations and Benefits Division in the Central Office Human Resources Service at (202) 461-7908 or EmployeeRelations-COHRIS@va.gov.


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