



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



JUL 15 2008

PERSONNEL BULLETIN NO. 08-11

SUBJECT: Dress Code

- 1. Purpose.** This Personnel Bulletin establishes criteria for appropriate attire which applies to Department of the Interior employees while in a working status.
- 2. Policy.** It shall be the policy of the Department of the Interior that all non-uniformed service employees in a working status shall wear appropriate attire that is:
 - consistent with occupational health and safety standards;
 - commensurate with their position description and job duties;
 - neat, clean, and in good condition;
 - comparable to the attire of those with whom they are doing business or officially meeting;
 - considerate of the culture, weather, and seasons in the geographic area;
 - consistent with established standards for attire in their field of work or profession; and
 - not provocative or offensive.

An employee's immediate supervisor is the final authority on what is or is not appropriate attire, unless otherwise established by that office. All supervisors should consult with their Human Resources Specialist before taking any action concerning appropriate attire.

This policy shall be subject to any dress code identified in an applicable collective bargaining agreement. Additionally, management is reminded they must fulfill any labor-management bargaining obligations prior to implementing this policy.

Sharlyn A. Grigsby
Director, Human Resources