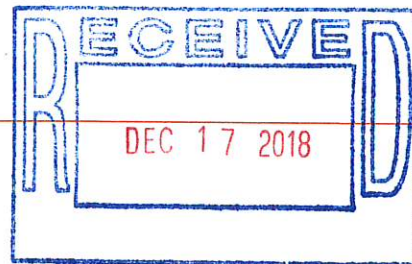


LABOR RELATIONS



December 12, 2018

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service has created a "Postal Uniform Guidelines" booklet that will be distributed to all offices with city delivery or retail employees.

We have enclosed a copy of the subject booklet.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "AS Moore".

A small, stylized handwritten mark or initial in blue ink.

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure



Postal Uniform Guidelines



2018 | *Version 1*

POSTAL UNIFORM GUIDELINES

Uniformed Postal Employees are among the most recognizable and respected figures in the nation. The Postal Service® serves over 157 million delivery points every day, presenting a valuable opportunity to leave a lasting, positive impression of USPS® with each customer interaction.

Postal uniforms provide immediate visual identification of Postal employees. It is imperative that USPS employees maintain a high standard of dress and make a consistent effort to project a professional appearance while on duty. The uniforms are practical and easy to maintain, and when worn properly, they create a positive public perception of USPS.

It's an honor to represent one of America's founding organizations. As USPS employees, we're responsible for delivering the Postal brand everyday. Employees are encouraged to not simply 'wear the Postal brand,' but to 'be the Postal brand'- in attitude and attire. It's your uniform, **wear it with pride.**

USPS® LETTER CARRIER

Type 1 Uniforms

YEAR ROUND



SHIRTS

Must be clean, pressed, and tucked in

BELTS

Must be black smooth leather with a nickel buckle and fit properly

SATCHELS⁵

Carried on the right shoulder with scanner and dog spray

SHOES

Black leather with visible SR/USA label

PANTS

Postal blue with braid stripe
Must be clean and pressed

1



Letter Carrier/MVS

Retail

References



USPS® LETTER CARRIER

Type 1 Uniforms

YEAR ROUND

TIES²

Ladies' Crossover necktab

SHIRTS

Must be clean, pressed, and tucked in

BELTS

Must be black smooth leather with a nickel buckle and fit properly

TIES²

Men's 4-in-hand, regular or pre-tied

SHOES

Black leather with visible SR/USA label

PANTS

Postal blue with braid stripe
Must be clean and pressed

2



Letter Carrier/MVS

Retail

References



HATS



White with Blue Band Sun Helmet



Postal Blue Baseball Cap⁴



Postal Navy Blue Sun Hat



Postal Blue Sun Visor

SHOES

Black leather with visible SR/USA label



KNIT SHIRTS^{1b}

Must be clean, pressed, and tucked in

BELTS

Must be black smooth leather with a nickel buckle and fit properly

SHORTS

Hem no higher than 3 inches above knee

Postal blue with braid stripe

Must be clean and pressed

SOCKS

Blue-gray, black, or white with blue stripes



KNIT SHIRTS^{1b}

Must be clean, pressed, and tucked in



BELTS

Must be black smooth leather with a nickel buckle and fit properly

CULOTTES

Hem no higher than 3 inches above knee

Postal blue with braid stripe

Must be clean and pressed

SHOES

Black leather with visible SR/USA label

SOCKS

Blue-gray, black, or white with blue stripes



USPS® LETTER CARRIER

Type 1 Uniforms

YEAR ROUND

SHIRTJACS^{1a}

Must be clean and pressed
(Shirtjacs are not to be tucked in)

PANTS

Postal blue with braid stripe
Must be clean and pressed

SHOES

Black leather with visible SR/USA label

SHORTS

Hem no higher than 3 inches above knee
Postal blue with braid stripe
Must be clean and pressed

SOCKS

Blue-gray, black, or white with blue stripes



USPS® LETTER CARRIER

Type 1 Uniforms

YEAR ROUND



SHIRTS²

Must be clean, pressed, and tucked in

WIND BREAKER^{1b}

Ties are not to be wore with knit shirts

ALL WEATHER GEAR (AWG) JACKET

A tie must be worn whenever a jacket or coat is worn

CULOTTES

Hem no higher than 3 inches above knee

Postal blue with braid stripe

Must be clean and pressed

PANTS

Postal blue with braid stripe

Must be clean and pressed

SOCKS

Blue-gray, black, or white with blue stripes

SHOES

Black leather with visible SR/USA label



TIES

The tie is optional when wearing a sweater

SHIRTS²

Must be clean, pressed, and tucked in

SWEATERS

Flat or bulky knit sweater



Bulky Knit Sweater



Flat Knit Sweater

PANTS

Postal blue with braid stripe
Must be clean and pressed

SHOES

Black leather with visible SR/USA label



USPS® LETTER CARRIER

Type 1 Uniforms

YEAR ROUND



USPS® LETTER CARRIER

YEAR ROUND

Type 1 Uniforms - Rain Gear

! Rain gear to be worn over approved Postal uniform only

SUN HELMET

White with blue band

RAIN PARKAS

RAIN HOODS

Optional rain hood

SATCHELS⁵

Carry on the right shoulder with scanner and dog spray

RAIN PANTS

Optional rain leggings

LONG RAIN COATS

SHOES

Black leather with visible SR/USA label
Optional black overshoes or galoshes

9



Letter Carrier/MVS

Retail

References



USPS® LETTER CARRIER

Type 1 Uniforms - All Weather Gear

COLD WEATHER

! All weather gear to be worn over approved Postal uniform only

FUR TROOPER CAP

TIES

4-in-hand, regular or pre-tied

PARKA WITH HOOD

A tie must be worn whenever a jacket or coat is worn

PANTS WITH REFLECTIVE TRIM

WATERPROOF OVERSHOES



KNIT WATCH CAP

With convertible face mask

TIES

4-in-hand, regular or pre-tied

SHIRTS

Must be clean, pressed, and tucked in

BOMBER^{1c} JACKET

A tie must be worn whenever a jacket or coat is worn

PANTS

Postal blue **without** braid stripe

Must be clean and pressed

SHOES

Black leather with visible SR/USA label



TIES

4-in-hand, regular or pre-tied

The tie is optional when wearing a sweater

SHIRTS

Must be clean, pressed, and tucked in

SWEATERS

Flat or bulky knit sweater



Bulky Knit Sweater



Flat Knit Sweater

PANTS

Postal blue **without** braid stripe

Must be clean and pressed

SHOES

Black leather with visible SR/USA label



USPS® RETAIL CLERK

Type 2 Uniforms

YEAR ROUND

TIES

Must be worn

NAME BADGES

Must be worn
on the right side

BELTS

Must be black
leather with gold
buckle or silver
logo buckle

SHOES

Black leather
with visible
SR/USA label

SHIRTS

Must be clean,
pressed, and
tucked in

TIES

Must be worn

PANTS

Postal navy blue
or heather gray

Must be clean
and pressed



SHIRTS

Must be clean, pressed, and tucked in

NAME BADGES

Must be worn on the right side

BELTS

Must be black leather with gold buckle or silver logo buckle

PANTS

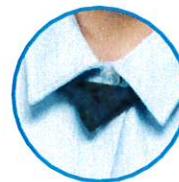
Postal navy blue or heather gray

Must be clean and pressed

TIES

Tie must be worn
Silver logo button cover or knotted loop tie options

Tie Options



Navy Postal logo with red pin-dot



Stars and Stripes

SHOES

Black leather with visible SR/USA label



USPS® RETAIL CLERK

Type 2 Uniforms - Retail Men

YEAR ROUND

NAME BADGES

Must be worn
on the right side

TIE BAR

Silver with
postal logo

PANTS

Postal navy blue
or heather gray
Must be clean
and pressed

SHOES

Black leather with
visible SR/USA label

TIES

Tie must be worn
Stars and Stripes
or navy option

Tie Option



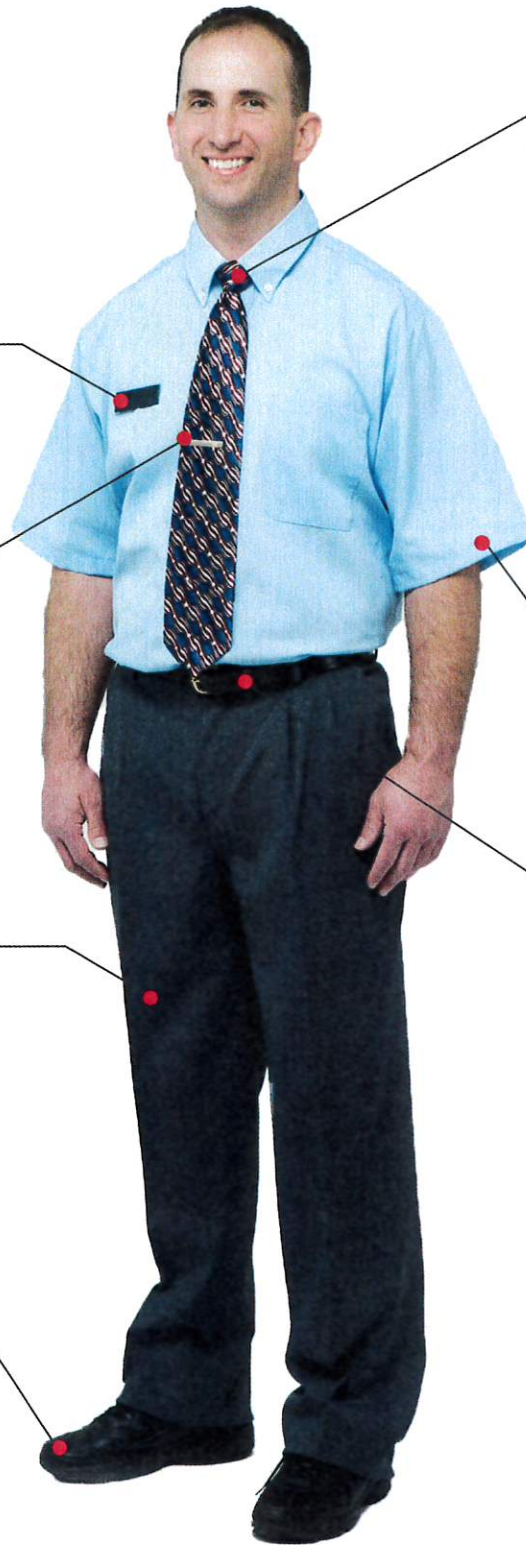
*Navy Postal logo
with red pin-dot*

SHIRTS

Must be clean,
pressed, tucked in

BELTS

Must be black
leather with gold
buckle or silver
logo buckle



USPS® RETAIL CLERK

Type 2 Uniforms

YEAR ROUND

TIES

Tie must be worn

TIES

Tie must be worn

NAME BADGES

Must be worn on the right side

SHIRTS

Must be clean, pressed, and tucked in

SWEATERS

Navy blue with corporate emblem

VESTS

Navy blue with corporate emblem

SHOES

Black leather with visible SR/USA label

PANTS

Postal navy blue or heather gray
Must be clean and pressed



USPS® RETAIL CLERK

Type 2 Uniforms

YEAR ROUND

KNIT POLOS³

Short or long sleeve polos must be clean, pressed, and tucked in

NAME BADGES

Must be worn on the right side

BELTS

Must be black leather with gold buckle or silver logo buckle

PANTS

Postal navy blue or heather gray

Must be clean and pressed

SKORTS

Women's Postal navy blue or heather gray skort must be worn no shorter than top of the knee cap

SHOES

Black leather with visible SR/USA label

SOCKS OR HOSIERY

Must wear uniform socks or hosiery in navy blue or natural skin tones



POSTAL UNIFORM GUIDELINES REFERENCES

Postal uniforms must be purchased through authorized vendors only.

¹Type 1 - Letter Carriers and Motor Vehicle Services (MVS) Drivers (ELM 933.12)

^{1a} Shirtjacs are not to be tucked in or worn with any outer garments (e.g., sweaters, jackets, etc.) except rain gear. They are not to be worn with ties.

^{1b} Knit shirts are to be worn tucked in. They may be worn only with authorized sweaters or windbreakers.

^{1c} Craft tabs are worn only on bomber jackets and windbreakers.

^{1d} Vests must always be worn with shirts and ties. They may also be worn with jackets or parkas.

²Type 1 - Warm Weather items, Summer Shirt and Tie (ELM 934.32)

Where a convertible collar, short- or long-sleeve summer shirt is authorized, the tie is not necessarily required. The tie must be worn whenever a jacket or coat is worn. After consulting with representatives of affected employees at the Post Office, if the postmaster decides a tie is to be worn with the convertible collared summer shirt, the tie is worn by all affected employees at that Post Office. However, if the decision is that a tie need not be worn, individual employees who desire to wear the tie may do so even though the majority are without ties.

³Type 2 - Retail Operations (ELM 933.21)

Unless approved by local management, the polo shirts must be tucked in and worn with authorized slacks, skirts, or skorts. A necktie is not to be worn with the knit shirt. This shirt may be layered under other authorized clothing.

⁴Type 1 - Newly hired employees: Mandatory Wearing of Cap (ELM 934.12)

Wearing of the cap is mandatory for (a) casual employees, (b) new employees who are not required to wear a uniform during the first 90 days of their employment, and (c) all other employees who are authorized only a cap as a means of identifying them with the Postal Service. No substitute headgear may be worn by these employees.

⁵ **Satchels** - All satchels must be Postal issued

Uniformed employees may only purchase and wear authorized items based on their position type.



This booklet provides general dress code guidelines for City Letter Carriers, Motor Vehicles Service (MVS) Drivers, and Retail Clerks. Please reference section 930 of the Employee and Labor Relations Manual (ELM) for official Postal uniform requirements:

<http://about.usps.com/manuals/elm/elmc9.pdf>

Access liteblue.usps.gov under MyHR tab for the Uniform Program Guidelines.

If you have questions or issues concerning:

- Uniform vendors
- Uniform manufacturers
- Uniform program policies
- Grievances regarding uniforms
- Citibank issues

**You may contact the
Uniform Program Office:**

Uniform Program
Labor Relations
475 L' Enfant Plaza, SW
Room 9520
Washington, DC 20260-4101

Email:

uniformprogram@usps.gov

Uniform Program Hotline

202-268-8391

Fax:

202-268-6771

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