

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS
ICE HEALTH SERVICE CORPS**

IHSC DRESS CODE

**IHSC Directive: 01-26
ERO Directive Number: 11770.2
Federal Enterprise Architecture Number: 306-112-002b
Effective: February 3, 2020**

By Order of the Assistant Director
(b)(6),(b)(7)(C), DHSc, FACHE

(b)(6),(b)(7)(C)

1. **PURPOSE:** The purpose of this directive is to set forth policy and procedures governing the appropriate dress code of U.S. Immigration and Customs Enforcement (ICE) Health Service Corps (IHSC) personnel.
2. **APPLICABILITY:** This directive applies to all U.S. Immigration and Customs Enforcement (ICE) Health Service Corps (IHSC) personnel, including but not limited to, U.S. Public Health Service (PHS) Commissioned Corps officers, civil service employees, and contract personnel. It is applicable to IHSC personnel supporting health care operations in ICE-owned and contracted detention facilities (CDFs) and to IHSC Headquarters (HQ) staff. This directive applies to contract personnel when supporting IHSC in detention facilities and at HQ. Federal contractors are responsible for the management and discipline of its employees supporting IHSC.
3. **AUTHORITIES AND REFERENCES:**
 - 3-1. Title 5, U.S. Code, Section 5901 (5 USC § 5901), Uniform allowances.
 - 3-2. Title 5, U.S. Code, Section 5902 (5 USC § 5902), Increase in maximum uniform allowance.
 - 3-3. Title 5, U.S. Code, Section 5903 (5 USC § 5903), Regulations.
 - 3-4. Title 5, U.S. Code, Section 8331 (5 USC § 8331), Definitions.
 - 3-5. U.S. Department of Homeland Security (DHS). (2014). Business Casual Dress Guidance.
 - 3-6. DHS. (2015). DHS Contracting Officer's Representative (COR) Essential

Element Guidebook.

- 3-7. U.S. Immigration and Customs Enforcement (ICE). (2015). Enforcement and Removal Operations Contracting Officer's Representative Supplement.
 - 3-8. ICE. (2015). Memorandum of Understanding Between ICE and National ICE Council 118, American Federation of Government Employees, AFL-CIO.
 - 3-9. ICE. (2012). Employee Code of Conduct (ICE Directive 1033.1).
 - 3-10. ICE. (2008). ICE/DRO Detention Standard: Visitation.
 - 3-11. ICE. (2008). Office of Detention & Removal Operations (DRO) Policy and Procedure Manual Addition: Chapter 16.11. Removals by Special Charter Aircraft.
 - 3-12. ICE. (2007). Uniform and Grooming Policy (ICE Directive 11056.1).
 - 3-13. ICE. (2007). Memorandum of Agreement between the DHS and the U.S. Department of Health and Human Services, U.S. Public Health Service.
 - 3-14. ICE. (2006). Table of Offenses and Penalties (TOP) (ICE Directive 1022.1).
 - 3-15. Commissioned Corps of the U.S. Public Health Service (USPHS). (2009). Uniform Regulations (Inst 131.01). In *Commissioned Corps Issuance System (CCIS)*.
 - 3-16. USPHS. (n.d.). Book 4: Uniforms (CCI 400 Series). In *CCIS*.
 - 3-17. USPHS. (2014). Amendment to Uniform Policies (PPM 14-002). In *CCIS*.
 - 3-18. USPHS. (2006). Uniform Cover – Emergency Assembly Areas (POM 06- 001). In *CCIS*.
 - 3-19. USPHS. (2017). Uniform of the Day (POM 17-002). In *CCIS*.
 - 3-20. USPHS. (2018). Disciplinary Action (CCD 111.02). In *CCIS*.
4. **POLICY:** All IHSC personnel must dress appropriately while on duty. Federal and contract civilian staff must adhere to the dress code described in this section. Active duty members of a uniformed services must wear their uniforms in accordance with guidance set forth by the local uniform authority.
- 4-1. **General.** Unless specified, staff must follow the duty site's dress code guidance. Staff must wear attire that is appropriate for their specific position, work setting, and assigned duties. Unless specified, all staff must

wear an identification (ID) badge at all times while performing duties. Personnel who do not comply are subject to appropriate administrative action. ICE does not purchase or procure attire for staff.

4-2. Dress Code in the Office Setting. When the duty site does not specify a dress code and duties are in an office, the staff member complies with the office setting dress requirements.

4-2.1 Men wear appropriate business attire. Appropriate business attire consists of, at a minimum:

4-2.1.a Slacks;

4-2.1.b Collared shirt;

4-2.1.c Jacket for meetings or briefings; and

4-2.1.d Footwear must be clean, well-maintained, professional and appropriate for business attire. Athletic footwear is not allowed, except as noted for medical exceptions.

4-2.2 Women wear appropriate business attire. Appropriate business attire consists of, at a minimum:

4-2.2.a Dress (miniskirts or mini dresses are not appropriate);

4-2.2.b Blouse and skirt;

4-2.2.c Business slacks and blouse; or

4-2.2.d Footwear must be clean, well-maintained, professional and appropriate for business attire. Athletic footwear is not allowed, except as noted for medical exceptions.

4-2.3 Jewelry and other accoutrements must be conservative and appropriate to the business setting. Clothes must be properly pressed. Hair must be neatly groomed and not faddish in appearance.

4-2.4 Each Friday is designated as "Casual Friday." Proper dress on these days is equivalent to business casual (i.e., khaki-type pants/slacks and collared shirt; no tie required). Athletic shoes or "sneakers" are not authorized for wear on Fridays unless a special organizational activity or work requirement warrants an exception.

Shorts are inappropriate in the office setting.

4-2.4.a Appropriate attire for women on “Casual Friday”:

- Pants, such as khakis, dress jeans (not torn, patched or faded), chinos, corduroy, microfiber wool, wool flannel, or gabardine;
- Denim dresses or skirts;
- Skirts;
- Capri pants or cropped (ankle) pants;
- Sweaters/knit tops, such as cardigans, crew necks, turtlenecks, mock turtlenecks or v-necks;
- Tee shirt tops or knit tops, made of cotton or a more refined nature, worn under a jacket or top; and
- Footwear must be clean, well-maintained, professional and appropriate for business attire. Athletic footwear is not allowed, except as noted for medical exceptions.

4-2.4.b Appropriate attire for men on “Casual Friday”:

- Pants (khakis, dress jeans [not torn, patched or faded], chinos, corduroy, microfiber, wool, wool flannel, or gabardine);
- Blazers;
- Cardigan sweaters;
- Sweaters, worn alone or with a blazer;
- Banded collar shirts or collared shirts (e.g., golf or polo shirts);
- Shirts (e.g., chambray, denim, knit, turtleneck, mock turtleneck); and
- Footwear must be clean, well-maintained, professional and appropriate for business attire. Athletic footwear is

not allowed, except as noted for medical exceptions.

4-2.5 The IHSC Assistant Director, supervisor, or government technical monitor may authorize their subordinates, or contract staff, to wear jeans and other suitable work type clothes when moving office equipment, or when performing similar types of heavy or dirty work. Jeans must be free of rips or tears.

4-3. Dress Code in the Clinic Setting. When the duty site does not specify a dress code and the duties are in the clinic, the staff member complies with the clinic setting dress requirements. This does not apply to uniformed staff members.

4-3.1 Clinic staff may wear cotton or knit shirts, polo shirts, dresses, button down shirts and/or blouses. Pants must be in good condition, wrinkle-free, and fit well. Scrub pants, tops, and jackets may be worn; they must comply with all other dress code standards. Detention facilities do not allow clinic staff to wear red, orange, or dark/navy blue scrubs.

4-3.2 Prohibited clothing includes:

4-3.2.a Sweatshirts, hoodies, fleece jackets, shorts, and skirts above the knee. No sleeveless dress, blouse, or shirt is permitted unless wearing a jacket or sweater over the sleeveless clothing item.

4-3.2.b Any dirty, torn/ripped or odorous clothing or footwear.

4-3.2.c Poorly or tight fitting clothing.

4-3.2.d T-shirts, unless worn underneath tops.

4-3.2.e Open toe shoes, open-heeled shoes, shoes with open-toes and open-heels, and faddish shoes (e.g., brightly colored or neon shoes). Any footwear deemed unsafe that may hinder an individual's ability to evacuate (e.g., high-heels greater 3 inches).

4-3.2.f Red, orange, and dark/navy blue scrubs.

4-3.2.g Any clothing items deemed to be a potential hazard in a corrections setting (e.g., tie, scarf). These items may pose

a strangulation threat to staff.

- 4-3.3 Direct caregivers must wear appropriate attire and closed toe shoes at all times. Athletic shoes in quality conditions and in white or neutral color tones are acceptable. Footwear must be appropriate to the duties and responsibilities performed by the individual and provide stability (i.e., nursing shoes, dress shoes, tennis shoes.)
 - 4-3.4 Staff must groom hair in a manner in which the hair does not come into contact with the patient or obscure vision.
 - 4-3.5 Facial hair, including mustache and beard, must be short, neatly trimmed, and maintained. Staff required to wear tight-fitting face pieces (e.g., N-95 respirator) must trim their beards so it does not interfere with the successfully fit-tested face seal of the respirator or with valve function.
 - 4-3.6 If providing patient care, staff fingernails must be short (1/4 inch from fingertip). Fingernail polish in conservative colors may be worn. Artificial nails are prohibited if employee provides patient care.
 - 4-3.7 Jewelry must be minimal and conservative. Large dangling hoops, earrings or chains are not permitted.
 - 4-3.8 No hats or head coverings may be worn inside, except for approved departments and for those worn for religious or medical purposes.
 - 4-3.9 Piercings must not be excessive or present a source of entanglement. Earlobe piercings are limited to two earrings per ear lobe in conservative colors and size.
 - 4-3.10 Perfume, cologne, after-shave, and fragrant lotions should not be overpowering and used in good taste.
- 4-4. **Dress Code in Temporary Duty Station (TDY) Status.** All personnel traveling on official IHSC business represent the organization and the Department of Homeland Security. Travelers on TDY status must travel in clothes appropriate for attending briefings or making presentations (i.e., khaki-type pants and collared shirt for men and slacks and a blouse for women), as luggage could be lost in transit.
- 4-5. **Dress Code in Special Air Charters.** Staff assigned to special air charters must follow dress code and other requirements as ICE Policy, Removalsby

Special Charter Aircraft, describes. Staff do not wear an ID badge as dictated in ICE Policy.

4-6. Contract Staff. The contract between the vendor and ICE specifies responsibilities and procedures. Contract staff must adhere to all applicable duty station dress code policies. Government technical monitor(s), with the oversight of the contract by the contracting officer, monitor compliance with the local dress code policy. Contract staff who fail to meet applicable dress code policy may be subject to administrative action. The contract vendor establishes administrative actions.

4-6.1 When a contract staff's duty station does not have a dress code policy and duties are in an office setting, the contract staff member follows the office dress code as 4.1 describes.

4-6.2 When contract staff's duty station does not have a dress code policy and duties are in a clinic setting, the employee follows the clinic dress code as 4.2 describes.

4-7. Federal Civil Service Staff. ICE employees must present a professional and positive image to the public and with personnel within and external to ICE. While on official duty, federal employees must adhere to applicable local dress code policies where they are stationed and in a manner appropriate for the position and duties performed. Federal employees who fail to meet standard of attire may be subject to disciplinary actions following ICE 1022.1 Table of Offenses and Penalties (TOP).

4-7.1 Federal employees reference the following guidance regarding dress code.

4-7.1.a ICE 1033.1 Employee Code of Conduct.

4-7.1.b Memorandum of Understanding Between U.S. Immigration and Customs Enforcement and National ICE Council 118, American Federation of Government Employees, AFL-CIO.

4-7.1.c Office of Detention & Removal Operations. Policy and Procedure Manual Addition: Chapter 16.11, Removals by Special Charter Aircraft.

4-7.1.d When the federal employee's duty station does not have a dress code policy and duties are in an office setting, the federal employee follows the office dress code as 4.1 describes.

4-7.1.e When the federal employee's duty station does not have a dress code policy and duties are in a clinic setting, the federal employee follows the clinic dress code as 4.2 describes.

4-8. U.S. Public Health Service Commissioned Corps Officers. Mandatory Wear of the Uniform. Except as noted in section 4-7.1, all officers must wear the prescribed PHS uniform in the performance of their official duties. Officers who fail to wear the uniform as directed may be subject to disciplinary actions following CCIS Disciplinary Actions.

4-8.1 Exceptions.

4-8.1.a An officer participating in the Junior Commissioned Officer Student Training and Extern Program (COSTEP) or Senior COSTEP is not required, but encouraged, to wear the PHS uniform.

4-8.1.b IHSC may request an exception for PHS officers in specific situations, as needed. A request for exception must specifically address why wearing the uniform is not in the best interest of the officer, the organization, and the PHS Commissioned Corps. However, an approved exception does not relieve the officer from the responsibility to own and wear the Corps uniform, or meet other Corps requirements as appropriate.

4-8.1.c PHS prohibits uniform wear in locations other than the United States (the United States includes the 50 U.S. States, the Commonwealth of Puerto Rico, American Samoa, Guam, U.S. Virgin Islands, and the District of Columbia), unless specifically directed or authorized to wear the uniform by the Office of the Surgeon General (OSG).

4-8.2 Officers may wear appropriate civilian attire to and from their duty station while not on official duty. Officers must comply with established Commissioned Corps guidance regarding uniforms and reference the following.

4-8.2.a Uniform Regulations (Inst 131.01).

4-8.2.b Book 4: Uniforms (CCI 400 Series).

4-8.2.c Amendment to Uniform Policies (PPM 14-002).

4-8.2.d Uniform Cover – Emergency Assembly Areas (POM 06- 001).

4-8.2.e Uniform of the Day (POM 17-002).

4-8.3 As 4-5.1.c notes, PHS prohibits officers from wearing the uniform outside the United States; includes officers whose official duty require travel outside the United States. Officers whose duty involves travel outside the United States and air operations should follow dress code guidance described in the Office of Detention & Removal Operations, Policy and Procedure Manual Addition, Chapter 16.11 - Removals by Special Charter Aircraft. Additionally, officers participating in air operations do not wear an ID badge as policy dictates.

5. RESPONSIBILITIES:

5-1. PHS Officer

5-1.1 Adheres to all the PHS uniform policies and procedures.

5-2. PHS Officer's Supervisor(s) and Chain of command

5-2.1 Enforces uniform standards in accordance with policy.

5-3. Civil Service Employee

5-3.1 Upholds the standards of conduct.

5-4. Civil Service Employee's Supervisor

5-4.1 Enforces uniform standards in accordance with policy.

5-5. Contract staff

5-5.1 Adheres to IHSC dress code policies.

5-5.2 Adheres to contract's dress code policy and standards of conduct.

5-6. Contracting Officer (CO)

5-6.1 Negotiates and awards contract actions. In administering contracts, the CO may delegate some functions.

5-6.2 Determines whether the appointment of one or more contract officer representatives (COR) is appropriate for each contract, purchase order, basic ordering agreement, task/delivery order, and interagency agreement. When an assignment is appropriate, the CO verifies current certification for the nominated COR prior to the initial appointment.

5-6.3 Retains ultimate responsibility for contract administration and terminates the COR's appointment in writing under the following conditions:

5-6.3.a Upon contract close out;

5-6.3.b When an appointment is no longer valid or required;

5-6.3.c Failure or inability of the COR to appropriately fulfill the responsibilities outlined in the appointment letter; or

5-6.3.d For any other reason the CO may deem appropriate.

5-7. Contract Officer Representative

5-7.1 Implements responsibilities received from the contracting officer.

5-8. Government Technical Monitor of Contractor (GTM)

5-8.1 Government technical monitor(s), with the oversight of the contract by the contracting officer, monitors compliance with the local dress code policy.

5-8.2 Contact the COR with any questions about the contract and appropriate administrative actions, as needed.

6. PROCEDURES:

6-1. Federal Civil Servants

6-1.1 When a federal civil servant fails to maintain a neat, clean, and businesslike appearance, or fails to comply with uniform or dress standards while on duty, the supervisor references the ICE Table of Offenses and Penalties and issues a penalty as appropriate.

6-1.2 When a federal civil servant fails to maintain proper hygiene to the extent that it is either a health and safety consideration or disruptive

in the workplace, the supervisor references the ICE Table of Offenses and Penalties and issues a penalty as appropriate.

6-2. PHS Officer

6-2.1 When a PHS officer fails to adhere to Commissioned Corps uniform policies and procedures, the supervisor, or chain of command, references the CCIS Disciplinary Action and issues a penalty as appropriate.

6-3. Contractor

6-3.1 When a contract staff member fails to meet applicable dress code policy, the GTM notifies the COR and requests appropriate administrative action. The contract or contractor's employer establishes administrative actions and contractor receives administrative action as appropriate.

7. HISTORICAL NOTES: This directive replaces OM 14-002, *IHSC Dress Code*, dated 29 Jan 2014. This is the first issuance published under the new Policy and Procedure System.

7-1. Changes

7-1.1 Updated Section 3, Authorities and References

7-1.2 Updated Section 4-1, Dress Requirements for PHS Officers

8. DEFINITIONS:

8-1. Contract Administration Plan. Contract Administration Plan, sometimes referred to as a Contract Management Plan, documents the approach for monitoring and managing a contract award at a level of detail appropriate to the complexity of the acquisition. At a minimum, the plan identifies the roles of, and involvement by, members of the contract management team (e.g., requiring activity/program management officer personnel, program managers, contracting officer's representative, legal counsel, financial and procurement officials, contracting officer, property administrators, security officer) throughout the contract period of performance.

8-2. Conspicuous. Obvious to the eye, attracting attention, striking, bright in color. Should blend with (not stand out from) a professional appearance in uniform. What is conspicuous on one person may not be noticeable on

another. If attention is naturally drawn to or distracted from the professional appearance, it is conspicuous.

- 8-3. **Conservative.** Not conspicuous or detracting from the professional appearance while in uniform.
- 8-4. **Direct Care Giver.** Staff who provide hands-on care at any time. Examples include nurses, physicians, advanced practice providers, dentists, behavior health providers, and medical assistants.
- 8-5. **Faddish.** A style followed for a short period of time with exaggerated zeal. Styles are enduring; fads are generally short in duration and frequently started by an individual or event in the civilian community. Fads are generally conspicuous and detract from a professional appearance.
- 8-6. **Compliments Skin Tone.** A conservative color which contributes to the wearer's natural skin tone. Conservative colors are generally inconspicuous and do not detract from a professional appearance in uniform.
- 8-7. See definitions for this policy in the IHSC Glossary, located in the [IHSC Policy Library](#).

9. APPLICABLE STANDARDS: None

10. RECORDKEEPING. Records generated as described in this policy may be maintained as provided in the Department of Homeland Security Grievances, Appeals and Disciplinary Action Records System of Records Notice, 73 Fed. Reg. 61882 (Oct 17, 2008) and any other applicable systems.

11. NO PRIVATE RIGHT STATEMENT. This directive is an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

12. POINT OF CONTACT: Chief, IHSC Personnel Unit.