

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 05/04/2009)

Subject: Management of Uniforms

Purpose: To outline the requirements for purchase, control, and disposal of uniforms and all components. The benefit of this Directive and Standard (D&S) is to establish appropriate control mechanisms for Reclamation uniforms to prevent compromise of the uniforms or facilities by unauthorized individuals.

Authority: Federal Employees Uniform Allowance Act of 1954, Pub. L. 83-763; Federal Salary and Fringe Benefits Act of 1966, Pub. L. 89-554; Federal Employees Pay comparability Act of 1990, Pub. L. 101-509; 5 U.S.C. 5901 – 5903, 7903; 5 CFR 591.101-104; Department of Interior Accounting Handbook, Chapter 9, Section 2 – Uniform Allowances; Federal Personnel Manual Supplement Series 300 Employment (General), FPM R300.4.6F.

Approving Official: Director, Security, Safety, and Law Enforcement (SSLE)

Contact: SSLE Office, 84-45000

1. **Introduction.** This D&S describes procedures for the purchase, issuance, and disposal of uniforms and other authorized clothing that display the common visual identity. This D&S complements other previously issued D&S related to uniforms, including *Uniforms and Authorized Apparel*, ADM 05-06 and *Police Officer and Security Guard Uniforms*, SLE 04-01.
2. **Scope.** This D&S applies to all clothing developed or used for official purposes, including patches, official (full-time) uniforms, and part-time uniforms, but not badges. (Badges will be covered in a separate D&S.) This D&S does not apply to authorized clothing that may be purchased as non-monetary awards or by individual employees.
3. **Applicability.** This D&S applies to employees, volunteers, and others required to wear a Reclamation uniform.
4. **Definitions.**
 - A. **Official (Full-time) Uniform.** An official (full-time) uniform is specified clothing that Reclamation requires an employee or volunteer to wear to provide a distinctive and easily identifiable appearance in performing their job. It may include, but is not limited to, such items as shoes, boots, hats, shirts, slacks, skirts, or other outerwear. It does not include normal business or work attire purchased at the discretion of the employee.

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B. **Part-time Uniform.** A part-time uniform is apparel specifically authorized by Reclamation and provided to employees or volunteers for the purpose of increasing visual recognition of Reclamation employees. It is worn only on occasions when the employee or volunteer is representing Reclamation to members of the public or other jurisdictions.

5. Responsibilities.

A. The Director, SSLE is responsible for:

- (1) Security oversight of all Reclamation uniforms;
- (2) Controlling procedures for badges;
- (3) Reviewing and auditing area office approval processes for procurement of uniforms;
- (4) Working with acquisitions staff to establish a single procurement contract for Reclamation patches, and coordinating issuance of patches to the uniform vendor; and
- (5) Authorizing employees to wear security and law enforcement uniforms.

B. Regional directors are responsible for:

- (1) Implementing this D&S, as well as other uniform-related Reclamation Manual Policy, D&S, and the visual identity online manual;
- (2) Serving as or appointing a uniform coordinator;
- (3) Establishing an auditable approval process to authorize an individual employee to procure an authorized uniform. This approval process will also be used to track patch and uniform issuance by employee, return, and disposal;
- (4) Authorizing an employee to wear an official uniform, except security and law enforcement uniforms, in accordance with associated uniform-related D&S; and
- (5) Ensuring that employees wearing uniforms wear only authorized uniform components for their position.

C. Uniform coordinators, or other authorized officials, are responsible for:

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- (1) Ensuring each employee purchasing and wearing a uniform is authorized;
- (2) Ensuring that employees do not purchase any unauthorized uniform components;
- (3) Ensuring that proper procurement procedures are followed;
- (4) Ensuring the approval process is followed correctly prior to an employee purchasing of a uniform;
- (5) Ensuring proper return and destruction of all patches and uniforms; and
- (6) Managing of funds associated with uniform procurement, including ensuring approved uniform allowances are not exceeded.

D. All employees are responsible for:

- (1) Adhering to this D&S and all other uniform Reclamation Manual Policy, D&S, and the visual identity online manual, including *Uniforms and Authorized Apparel*, ADM 05-06 and *Police Officer and Security Guard Uniforms*, SLE 04-01;
- (2) Following all approval processes for uniforms prior to procurement; and
- (3) Turning in all uniform components when they wear out, or upon the retirement, resignation, reassignment of the employee, or when the employee is no longer authorized to wear a Reclamation uniform.

6. Reclamation Uniforms.

A. **Design.** The standards for all Reclamation uniforms are found in associated uniform D&S and the visual identity online manual, including *Uniforms and Authorized Apparel*, ADM 05-06 and *Police Officer and Security Guard Uniforms*, SLE 04-01. Any uniform components not meeting these standards will be considered unauthorized and are not allowed. Additionally, non-uniform components will not be worn with authorized Reclamation uniform components.

B. **Purchase.**

- (1) All uniforms will be procured through appropriate procurement methods.
- (2) Those items defined as components of any uniform (including, security, law enforcement, part-time, guide, volunteer, firefighter, disaster response) must be

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purchased and worn only by those Reclamation employees authorized to wear such uniforms; no other Reclamation employees or offices are authorized to purchase and/or wear these items.

- C. **Issuance.** All uniforms will be issued and accounted for according to the system established by each uniform coordinator. Issuance, return, and disposal will be tracked by the uniform coordinator for each employee.
- D. **Application.** Uniforms will be worn only while on duty.
- E. **Return and Disposal.** All uniform components will be returned to the uniform coordinator when they wear out, or upon an employee's resignation, retirement, reassignment, or when that employee is no longer authorized to wear a Reclamation uniform. Once all patches have been removed, uniforms will then be disposed. Disposal methods may include, but are not limited to, donation, throwing away, or reuse. Uniform disposal will be coordinated with the appropriate disposal and/or property person in each office, as necessary.

7. **Reclamation Patches.**

- A. **Design.** Patches have been designed and approved for the following functional areas: Police, Security, and Firefighter. These are the only patch designs approved for use. No other patches are allowed for use in Reclamation. Any additional requests for patch designs shall be forwarded to the Director, SSLE for consideration.
- B. **Licensing.** Reclamation's patch is licensed and is considered an official piece of identification. All regulations associated with licensing apply.
- C. **Purchase.** All patches will be procured through a single contract vehicle managed in the SSLE Office.
- D. **Issuance.** Patches are considered accountable property and will be issued and accounted for accordingly. Patch issuance, return, and disposal will be tracked by the uniform coordinator for each employee.
- E. **Application.** Patches will be affixed only to official uniform clothing (shirts and jackets) as authorized in *Police Officer and Security Guard Uniforms*, SLE 04-01.
- F. **Trading.** Patches will not be traded, except for the traditional and customary exchange of patches between recognized and vetted law enforcement, security, and firefighting entities.

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- G. **Return and Disposal/Destruction.** All patches will be returned to the uniform coordinator when they wear out, or upon an employee's resignation, retirement, reassignment, or when the employee is no longer authorized to wear a Reclamation uniform. Patches will then be destroyed or reused. Destruction methods may include, but are not limited to, burning or shredding. Patch destruction will be coordinated with the appropriate disposal and/or property person in each office, as necessary.
8. **Violation.** Administrative disciplinary action will be considered for all violations of this D&S.