

CHAPTER 11-00
G E N E R A L

- 11-00-00 Purpose of Part 11
- 10 Annual Review of Instructions
- 20 Authority
- 30 Definitions of Terms Used in Part 11

11-00-00 PURPOSE OF PART 11

Part 11 establishes regulations in the Department of Health, Education, and Welfare for furnishing uniforms or paying uniform allowances under the Federal Employees Uniform Allowance Act. It also establishes Departmental policy concerning uniforms furnished or maintained under other legislative authority.

11-00-10 ANNUAL REVIEW OF INSTRUCTIONS

Part 11 (and supplements thereto in the form of Manual material or Manual Guides) shall be reviewed annually for adequacy by heads of operating agencies who shall, by March 30 of each year, certify to the Director of Administration by memorandum that such review has been made.

11-00-20 AUTHORITY

The Federal Employees Uniform Allowance Act (Title IV, Public Law 763, 83d Congress, as amended by Public Law 37, 84th Congress, 68 Stat. 1105) authorizes annual appropriations for the purpose of providing uniforms or paying uniform allowances to employees required by regulation or law to wear prescribed uniforms in the performance of their official duties. The cost of uniforms or allowances provided pursuant to this authority shall not exceed \$100 per annum per employee. Uniforms authorized by the Act do not include protective clothing except where employees are required by regulations to wear a distinctive type of protective clothing.

11-00-30 DEFINITIONS OF TERMS USED IN PART 11

Act is the Federal Employees Uniform Allowance Act.

Employee is any officer or employee of this Department, other than a Commissioned Officer of the Public Health Service.

Uniform means those items of distinctive clothing an employee is required to wear as a condition of his employment.

(11-00-30 continued)

Initial allowance is a cash payment covering the cost of prescribed uniform (but not exceeding \$100 per annum) which is paid in advance of the period of service involved.

Pro-rated allowance is a cash payment covering the cost of prescribed uniform items pro-rated on a pay period basis which is paid at the end of the period of service involved.

Heads of operating agencies (the Director of Administration for the Office of the Secretary) include persons designated by them.

A regularly scheduled tour of duty, as defined in the Personnel Manual, is a tour scheduled in advance in writing to be performed at a definite and certain time, day, and/or hour of any day on at least one day of each administrative work week.

DEPARTMENT COMMITTEE ON UNIFORMS AND UNIFORM ALLOWANCES

11-05-00 Organization
10 Responsibilities
20 Committee Members

11-05-00 ORGANIZATION

- A. The Department Committee on Uniforms and Uniform Allowances shall consist of representatives of staff offices in the Office of the Secretary and of the interested operating agencies, as follows:
1. Office of Financial Management.
 2. Division of General Services.
 3. Division of Personnel Management.
 4. Office of the General Counsel.
 5. Public Health Service.
 6. Saint Elizabeths Hospital.
 7. Social Security Administration.
- B. The head of each of the above offices or operating agencies shall designate its representative and may designate an alternate representative. Such designations shall be made by memorandum to the Chairman of the Department Committee on Uniforms and Uniform Allowances.
- C. The Assistant Secretary for Administration shall designate one member to serve as Chairman.

11-05-10 RESPONSIBILITIES

- A. The Committee shall review and recommend action to the Assistant Secretary for Administration on operating agency reports of the Annual Review of Uniform Regulations, proposals for changes in Schedules of Uniform Allowances, and similar matters as assigned.
- B. In making such reviews, the Committee shall be responsible for insuring consistent and equitable treatment of employees in accordance with the best interests of the Government, considering such matters as:

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(11-05-10B continued)

1. reasonableness of the required uniform in relation to the assignment and validity of estimated uniform costs;
 2. comparative advantages of furnishing uniforms and of paying allowances in lieu of furnishing uniforms
 - a. to the Government
 - b. to the employee
 3. consistency among operating agencies in practices related to requiring uniforms, in amounts and types of uniform allowances and similar factors.
- C. Each committee member shall be responsible for presenting or explaining proposed changes in uniforms or uniform regulations submitted by his organization, and for explaining his organization's approaches and needs in connection with other matters which may come before the committee. Members may bring other persons to committee meetings, when it is deemed desirable, for instance persons having detailed knowledge of matters under consideration by the committee.

11-05-20

COMMITTEE MEMBERS

The Department Committee on Uniforms and Uniform Allowances consists of:

Division of Personnel Management (Chairman)	Miss Janice C. Simpson
Office of Financial Management	Mr. Robert C. Harris Mr. Wilford J. Forbush, alternate
Division of General Services	Mr. Kelly T. McCracken
Office of the General Counsel	Mr. Manuel B. Hiller Mr. Paul J. Woodman, alternate
Public Health Service	Mrs. Mary B. Dawson
Saint Elizabeths Hospital	Mr. Raymond A. Williams Mr. F. M. Hall, alternate
Social Security Administration	Mr. T. Bosworth Hulcher

(11-05-10B continued)

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CHAPTER 11-10
USE OF AND PAYMENT FOR UNIFORMS

11-10-10 Policy for Prescribing and Maintaining Uniforms
20 Policy on Methods for Paying Allowances

11-10-10 POLICY FOR PRESCRIBING AND MAINTAINING UNIFORMS

- A. On and after July 1, 1956, no employee of the Department shall be required to wear a uniform unless such uniform is furnished under the authority of the Federal Employees Uniform Allowance Act or some other law or regulation, or unless allowances are provided under the Act, except: (effective 10/21/56) employees working a non-regularly scheduled tour of duty shall not be paid uniform allowances.
- B. Heads of operating agencies are authorized to prescribe uniforms only where the wearing of such uniforms is necessary or desirable because of the nature of the employee's duties, including his contacts with patients or members of the public in an official capacity requiring his identification. The uniform shall be the most economical type adequate for the purpose for which it is required. Heads of operating agencies may prescribe less than the full uniform or provide exemptions from uniform requirements for the following types of employees:
1. Temporary employees
 2. Employees temporarily assigned to positions for which uniforms are prescribed
 3. WAE employees
 4. Part-time employees.
- C. At the discretion of the heads of operating agencies, uniforms may be furnished under any other applicable provision of law or regulation. This authority may be used for each position category of employee as an alternative to, but not an addition to, the authority of the Federal Employees Uniform Allowance Act.
- D. When uniforms are furnished under the provisions of the Act, heads of operating agencies shall issue instructions governing the issuance, replacement and return of the uniforms.
- E. The Act does not authorize the maintenance or cleaning of uniforms. However, uniforms furnished employees under the authorization of this Act, or uniforms acquired by employees with allowances authorized by this Act, may be cleaned, laundered, or repaired under other authorities where these exist. (Comptroller General's Decision B-126437 of March 1, 1956.)

11-10-20 POLICY ON METHODS OF PAYING ALLOWANCES

A. Pro-rated allowance:

1. A pro-rated allowance, unless otherwise indicated, shall be paid to each employee within the position categories listed in the appropriate schedule in Chapter 11-20.

Pro-rated allowances shall be paid in twenty-six equal installments, payable at the end of each pay period during which an employee otherwise eligible is on the rolls. These allowances shall be paid to full-time employees even though the employees are not on the rolls during a portion of the pay period or are in a non-pay status during a portion of the pay period.

2. All other than full-time employees working a regularly scheduled tour of duty shall be paid that proportion of the pro-rated allowance which their regularly scheduled tour of duty time bears to eighty hours. (Effective 10/21/56)
3. An allowance shall not be paid to employees in a non-pay status during an entire pay period, to employees on terminal leave, or to employees suspended or separated for any reason and later reinstated.
4. Employees, except those not working a regularly scheduled tour of duty, shall receive the full bi-weekly payment to which they are entitled on the basis of their scheduled working time even though they are reassigned to a position with no uniform requirements during the course of a pay period. These same employees, reassigned during the course of a pay period from one position to another with varying uniform allowance rates, shall receive the full bi-weekly payment to which they are entitled on the basis of their scheduled working time at the higher of the two rates.

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B. Initial Allowance

Where unusual circumstances exist under which the payment of a prorated allowance as described above would cause undue hardship to an employee, or where other unusual conditions are present, initial allowances shall be paid to employees in the position categories designated as eligible for these initial allowances in Chapter 11-20. After the passage of one full year from the date the initial allowance is paid, an allowance to provide for replacement of the prescribed uniform shall be paid, as provided in Chapter 11-20.

C. Allowances Not Considered Pay Or Salary

Uniform allowances shall not be considered as pay, salary, or compensation within the meaning of the Civil Service Retirement Act of May 29, 1930, (P.L. 279, 71st Congress), as amended, or as wages within the meaning of Section 209 of the Social Security Act (P.L. 271, 74th Congress), as amended, or Chapters 21 and 24 of the Internal Revenue Code of 1954 (P.L. 591, 83rd Congress).

CHAPTER 11-15

DELEGATIONS OF AUTHORITY RELATING TO FURNISHING UNIFORMS
UNDER THE FEDERAL EMPLOYEES UNIFORM ALLOWANCE ACT

- 11-15-00 Purpose
10 Authority Retained
20 Requests for Changes in Delegations
30 Delegations by the Administrative Assistant Secretary
40 Restrictions Applying to Delegations

11-15-00 PURPOSE

This Chapter delegates authority to authorize the furnishing of uniforms under the authority of the Federal Employees Uniform Allowance Act, as amended, (5 U.S.C. 2131) to employees of Saint Elizabeths Hospital.

11-15-10 AUTHORITY RETAINED

- A. The Administrative Assistant Secretary retains the authority to:
1. Authorize the furnishing of uniforms under the Federal Employees Uniform Allowance Act, as amended, in other parts of the Department, and
 2. Establish allowances authorized by the Act in any case where an operating agency elects to require employees to furnish their own items of the prescribed uniform. (See Section 11-10-10A)

11-15-20 REQUESTS FOR CHANGES IN DELEGATIONS

- A. Requests for changes in delegations by addition or deletion shall be submitted to the Administrative Assistant Secretary through usual administrative channels.

11-15-30 DELEGATIONS BY THE ADMINISTRATIVE ASSISTANT SECRETARY

The Administrative Assistant Secretary (under authority of Organization Manual 2-500) hereby delegates authority to authorize the furnishing of uniforms under the Federal Employees Uniform Allowance Act, as amended, (5 U.S.C. 2131) to the following officials:

<u>To Whom Delegated</u>	<u>Area of Authority</u>
Superintendent	Saint Elizabeths Hospital
Assistant Superintendent	
Executive Officer	

DELEGATIONS OF AUTHORITY RELATING TO FURNISHING UNIFORMS
UNDER THE FEDERAL EMPLOYEES UNIFORM ALLOWANCE ACT

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15-40 RESTRICTIONS APPLYING TO DELEGATIONS

- A. The authority hereby delegated shall be exercised in accordance with applicable laws and regulations and with Department policies and instructions.
- B. Schedules of Uniforms Furnished authorized under this delegation shall be issued as a Saint Elizabeths Hospital supplement to General Administration Manual Chapter 11-70. (Five copies of each such Schedule shall be forwarded to the Office of Management Policy as provided in Issuance Manual 6-00-50D.)

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CHAPTER 11-20
SCHEDULES OF UNIFORMS UNDER THE
FEDERAL EMPLOYEES UNIFORM ALLOWANCE ACT

11-20-10 Use and Revision of Schedules

11-20-10 USE AND REVISION OF SCHEDULES

A. Use of Schedules. When uniforms are prescribed pursuant to Chapter 11-10 and operating agencies elect to make provision under the authority of the Act, initial and pro-rated allowances shall be paid, or uniforms shall be provided, to employees in accordance with the appropriate schedules in the succeeding chapters in this Part.

1. When Uniforms are Not Furnished. Employees, who are required to supply their own items of prescribed uniform and with respect to whom the appointing authority has found that a substantial portion of their duties fall within the designated categories, shall receive a uniform allowance prescribed by the appropriate section of this chapter. Unless otherwise specified in subsequent chapters, the uniform allowance for each category of employee shall be pro-rated on a pay period basis.

2. When Uniforms Are Furnished. Employees, with respect to whom the appointing authority has found that a substantial portion of their duties fall within the designated position categories, shall be furnished their uniforms in accordance with the items of uniform listed in the appropriate chapter of this Part.

B. Revision of Schedules. Revisions to the schedules in this Part may be proposed by the heads of operating agencies to the Director of Administration. Such requests for revisions shall:

1. Describe the category of employees who are to be furnished uniforms or paid allowances under this Act.

2. State whether, under the Act, employees are to be paid initial allowances, paid pro-rated allowances, or to be furnished uniforms.

3. In cases where pro-rated allowances are proposed, the per annum allowance per employee pro-rated on a pay period basis.

4. Include a schedule like or similar to Exhibit XII-20-1, which will state:

a. The specific items of wearing apparel prescribed as a uniform for each position category listed in item 1.

b. The cost of each uniform item.

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11-20-108 continued)

- c. The number of each uniform item required per employee each year. (Where the item is expected to wear more than one year, enter the ratio which one year bears to estimated life. For instance, a coat expected to last four years would be entered as 1/4.)
 - d. The annual cost of each uniform item per employee.
 - e. The annual cost of the complete uniform per employee.
5. Explain the reason for significant differences, if any, between the proposed treatment of any position category and the treatment of similar position categories in the Department, for instance, significant differences in prescribed uniform items.
- C. Effective Dates. Except as otherwise specified herein, the provisions of the schedules in the following chapters were effective July 1, 1956.

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POSITION CATEGORY	PRESCRIBED UNIFORM	ESTIMATED		
		Unit Cost	Average No. Required	Annual Cost
Dental Assistant Female	Dress, white simple, one piece construction	\$ 5.25	6	\$31.50
	Cap, white, red cross type	1.45	6	<u>8.70</u>
				\$40.20
Dental Hygienist Female	Dress, white, simple, one piece construction	5.25	5	31.50
	Cap, white, red cross type	1.45	6	<u>8.70</u>
				\$40.20
Kitchen Helper Female	Dress, blue, simple, one piece construction	5.25	6	31.50
Kitchen Helper Male	Shirt, white, short sleeves	2.25	6	13.50
	Trousers, white duck	4.25	6	<u>25.50</u>
				\$39.00
Inspector, Border Quarantine Female	Shirts, Khaki	3.00	6	18.00
	Skirt, Khaki	7.50	3	22.50
	One piece dress	9.00	3	27.00
	Cap	1.75	3	5.25
	Tie, black	1.50	2	3.00
	Insignia, Cap. and collar	7.00	1	7.00
	Bag, brown leather	10.00	1/2	<u>5.00</u>

SCHEDULES OF UNIFORMS UNDER THE FEDERAL
EMPLOYEES UNIFORM ALLOWANCE ACT - Office of the Secretary

11-30-10 Allowances When Uniform Is Not Furnished.

11-30-10 ALLOWANCES WHEN UNIFORM IS NOT FURNISHED

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allowance</u>	<u>Pay Period Allowance</u>	<u>Effective Date</u>
Employees engaged in chauffeuring services	Business Suit (Navy Blue or Charcoal Grey) White Shirt Coordinated Tie Overcoat (Navy Blue or Charcoal Grey for Winter uniform) Shoes		\$125* initial allowance 125* annual allowance for replacement purposes to be paid when the employee furnishes a receipt for replacement items.	7/31/66*

*Mandatory increase of allowance in effect on April 1, 1966.
This allowance may not be reduced. Section 407, Public Law
89-504, approved July 18, 1966, effective July 31, 1966.

**DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
WASHINGTON, D.C. 20201**

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

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SCHEDULES OF UNIFORMS UNDER THE FEDERAL EMPLOYEES UNIFORM
ALLOWANCE ACT - SOCIAL SECURITY ADMINISTRATION

11-40-10 Allowances when Uniform is Not Furnished

11-40-10 ALLOWANCES WHEN UNIFORM IS NOT FURNISHED

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>	<u>Effec- tive Date</u>
Nurse Female	Uniform dress Hose Cap	\$75.82*	\$2.92*	7/31/66

*Mandatory increase of allowance in effect on April 1, 1966. This allowance may not be reduced. Section 407, Public Law 89-504, approved July 18, 1966, effective July 31, 1966.



CHAPTER 11-50

SCHEDULES OF UNIFORM ALLOWANCES UNDER THE
FEDERAL EMPLOYEES UNIFORM ALLOWANCE ACT - PUBLIC HEALTH SERVICE*

- 11-50-00 Purpose
 - 10 General
 - 20 Service-wide Allowances
 - 30 Bureau of Health Services' Allowances
 - 40 Bureau of Disease Prevention and Environmental Control's Allowances

11-50-00 PURPOSE

This Chapter sets forth allowances which are authorized for Public Health Service civil service employees who are required to wear uniforms but for whom such uniforms are not furnished. The allowances are in accordance with the Federal Employees Uniform Allowance Act, as amended by the Federal Pay and Fringe Benefits Act of 1966 (P.L. 89-504).

Note: When uniforms are furnished to Public Health Service civil service employees, such uniforms are furnished under authority of Section 509 of the Public Health Service Act, as amended (42 U.S.C. 227), rather than under the Federal Employees Uniform Allowance Act. (See also PHS Delegation of Authority No. 11.)

11-50-10 GENERAL

- A. Public Health Service officials authorized to prescribe a uniform for which an allowance will be paid are designated in General Administration Manual Chapter PHS:2-35.
- B. Allowances for uniforms may not be paid, unless (or until) the position category, the articles of apparel and the allowances have been approved by the Assistant Secretary for Administration, for entry in the Schedules issued in Part 11 of this Manual.
 - 1. Section 11-50-20 provides schedules of allowances for uniforms authorized for Service-wide use, when such uniforms are specifically prescribed by authorized PHS officials.
 - 2. Other sections of this Chapter list additional allowances established to meet the needs of specific PHS program areas.
- C. Requests for changes in the Schedules shall be made through usual administrative channels to the PHS Representative on the Department Committee on Uniforms and Uniform Allowances (General Administration Manual 11-05). Such requests shall be supported by the information required by Chapter 11-20.

*See Chapter 11-60 for Freedman's Hospital

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SCHEDULES OF UNIFORM ALLOWANCES UNDER THE FEDERAL
EMPLOYEES UNIFORM ALLOWANCE ACT - PUBLIC HEALTH SERVICE

11-50-20 SERVICE-WIDE ALLOWANCES

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>FEMALE:</u>			
Dental Assistant	Dress		
Dental Hygienist	Cap		
Dietetic Intern	Hose	*\$75.82	\$ 2.92
Dietitian			
Nurse			
Nursing Assistant			
Therapist, Occupational			
Therapist, Physical			
	When prescribed for Physical Therapist in addition to above items:		
	Slacks		
	Shirt	* 93.72	3.60
 <u>MALE:</u>			
Dental Assistant	Coat		
Dietitian	Trousers		
Nurse	Shirt		
Therapist, Occupational	Tie	* 75.82	2.92
Therapist, Physical			
 Nursing Assistant	 Trousers		
	Shirt	* 56.06	2.16

*See page 7.

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**SCHEDULE OF UNIFORM ALLOWANCES UNDER THE FEDERAL
EMPLOYEES UNIFORM ALLOWANCE ACT - PUBLIC HEALTH SERVICE**

11-50-30 BUREAU OF HEALTH SERVICES' ALLOWANCES

A. Bureau-wide Allowances

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>FEMALE:</u>			
Elevator Operator	Dress	*\$56.06	\$ 2.16
Medical Aide	Dress		
	Cap		
	Hose	* 75.82	2.92
Physical Therapy Assistant	Dress		
Electrocardiograph Tech- nician	Hose	* 70.98	2.73
Medical Technician (Bacteriology, Chemistry, Cytology, General, Hematology, Histopathology, Mycology, Parasitology, Serology, Transfusion Service)			
Medical Radiology Technician			
Medical Technologist			
<u>MALE:</u>			
Elevator Operator	Trousers		
	Shirt		
	Tie	* 56.06	2.16
Medical Aide	Shirt	* 56.06	2.16
Physical Therapy Assistant	Trousers		
Dental Laboratory Technician			
Electrocardiograph Technician	Trousers		
Medical Technician (Bacteriology, Chemistry, Cytology, General, Hematology, Histopathology, Mycology, Parasitology, Serology, Transfusion Service)	Shirt (Intern)	*59.80	2.30
Medical Radiology Technician			
Medical Technologist			

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(11-50-30A continued)

Bureau-wide Allowances (Continued)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allowance</u>	<u>Pay Period Allowance</u>
	<u>Summer Uniform</u>		
Chauffeur Guard	Trousers		
	Shirt		
	Tie		
	Cap	*\$75.82	\$ 2.92
	<u>Summer and Winter Uniform</u>		
Chauffeur Guard	Coat (Wool)		
	Trousers (Wool)		
	Overcoat (Wool)		
	Shirt		
	Tie		
	Cap		
	Trousers		
	Shirt		
	Tie		
	Cap	* 123.71	4.76

B. Additional Allowances for Personnel of Division of Indian Health (Division-wide)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allowance</u>	<u>Pay Period Allowance</u>
<u>FEMALE:</u>			
Admitting Office and Medical Record Clerical Personnel	Dress	* 56.06	\$ 2.16
	Executive Housekeeper	Dress Hose	*70.98
Public Health Nurse Practical Nurse (Public Health Nursing Asst.)	Dress, Summer		
	Dress, Winter		
	Coat, Winter		
	Raincoat		
	Sweater		
	Hat, Summer Hat, Winter	*112.55	4.33

See page 7.

(11-50-30B continued)

Additional Allowances for Personnel of Division of Indian Health
(Division-wide)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
MALE:			
Executive Housekeeper	Trousers Shirt	*\$56.06	\$ 2.16

C. Additional Allowances for Personnel of Alaska Native Health
Facilities (except Mt. Edgecumbe)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>FEMALE:</u>			
Baker	Dress		
Cook	Cap	*\$ 61.15	\$ 2.35
Kitchen Helper			
Meat Cutter			
<u>MALE:</u>			
Baker	Trousers		
Cook	Shirt		
Kitchen Helper	Cap	* 61.15	2.35
Meat Cutter			

*See page 7.

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SCHEDULE OF UNIFORM ALLOWANCES UNDER THE FEDERAL
EMPLOYEES UNIFORM ALLOWANCE ACT - PUBLIC HEALTH SERVICE

11-50-40 BUREAU OF DISEASE PREVENTION AND ENVIRONMENTAL CONTROL'S ALLOWANCES

A. Additional Allowances for Personnel of the National Communicable Disease Control Center, Atlanta, Georgia (Center-wide)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>MALE:</u>			
Guard	Coat, Blue Wool Trousers, Blue Wool Trousers, Summer Overcoat Shirt, White Tie Belt, heavy duty. Cap	*\$123.71 ^{1/}	4.76

^{1/} Allowance is paid in full on initial appointment. After completion of one year's service, it is paid in biweekly installments.

B. Additional Allowances for Personnel of the Foreign Quarantine Program

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>Quarantine Service, MALE:</u>			
Biological Aide	Uniform (Khaki)		
Biological Laboratory Technician	Uniform (Blue) Coat		
Biologist	Shirt		
Entomologist	Cap		
Inspector, Quarantine	Belt		
Inspector, Sanitation	Hose		
Special Assistant for Inspectional Services, Washington, D. C. Area	Tie	*\$123.71	
Pilot			
Training Administrator, Rosebank Quar. Sta., Staten Island, N. Y.			

*See page 7.

Medical Officer

775

\$123.71

(11-50-40B continued)

Additional Allowances for Personnel of the Foreign Quarantine
Program (continued)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>FEMALE:</u> Inspector, Quarantine	Uniform (Khaki Shirt and Skirt) Dress Cap Coat (Khaki) Tie Bag, Brown Leather	* \$123.71	

*Mandatory increase of allowance in effect on April 1, 1966. This allowance may not be reduced. Section 407, Public Law 89-504, approved July 18, 1966, effective July 31, 1966.

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CHAPTER 11-50
SCHEDULES OF UNIFORM ALLOWANCES UNDER THE
FEDERAL EMPLOYEES UNIFORM ALLOWANCE ACT - PUBLIC HEALTH SERVICE*

11-50-00 Purpose

- 10 General
- 20 Service-wide Allowances
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Note: When uniforms are furnished to Public Health Service civil service employees, such uniforms are furnished under authority of Section 509 of the Public Health Service Act, as amended (42 U.S.C. 227), rather than under the Federal Employees Uniform Allowance Act. (See also PHS Delegation of Authority No. 11.)

11-50-10 GENERAL

- A. Public Health Service officials authorized to prescribe a uniform for which an allowance will be paid are designated in General Administration Manual Chapter **PHS:2-35**.
- B. Allowances for uniforms may not be paid, unless (or until) the position category, the articles of apparel and the allowances have been approved by the Assistant Secretary for Administration, for entry in the Schedules issued in Part 11 of this Manual.
 - 1. Section **11-50-20** provides schedules of allowances for uniforms authorized for Service-wide use, when such uniforms are specifically prescribed by authorized PHS officials.
 - 2. Other sections of this Chapter list additional allowances established to meet the needs of specific PHS program areas.
- C. **Requests** for changes in the Schedules **shall** be made through usual administrative channels to the PHS Representative on the Department **Committee** on Uniforms and Uniform Allowances (General Administration Manual **11-05**). Such requests shall be supported by the information required by **Chapter 11-20**.

***See** Chapter U-60 for Freedmen's Hospital

11-50-20 SERVICE-WIDE ALLOWANCES

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allowance</u>	<u>Pay Period Allowance</u>
<u>FEMALE:</u>			
Dental Assistant Dental Hygienist Dietetic Intern Dietitian Nurse Nursing Assistant Therapist, Occupational Therapist, Physical	Dress Cap Hose	"\$75.82	\$ 2.92
	When prescribed for Physical Therapist in addition to above items:		
	Slacks Shirt	* 93.72	3.60
 <u>MALE:</u>			
Dental Assistant Dietitian Nurse Therapist, Occupational Therapist, Physical	coat Trousers Shirt Tie	* 75.82	2.92
Nursing Assistant	Trousers Shirt	* 56.06	2.14

*See page 7.

11-50-30 BUREAU OF HEALTH SERVICES' ALLOWANCESA. Bureau-wide Allowances

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allowance</u>	<u>Pay Period Allowance</u>
<u>FEMALE:</u>			
Elevator Operator	Dress	*\$56.06	\$ 2.16
Medical Aide	Dress Cap		
	Hose	* 75.82	2.92
Physical Therapy Assistant	Dress		
Electrocardiograph Technician	Hose	* 70.98	2.73
Medical Technician (Bacteriology, Chemistry, Cytology , General, Hematology , Histopathology, Mycology , Parasitology, Serology, Transfusion Service)			
Medical Radiology Technician			
Medical Technologist			
<u>MALE:</u>			
Elevator Operator	Trousers shirt		
	Tie	* 56.06	2.16
Medical Aide	shirt	* 56.06	2.16
Physical Therapy Assistant	Trousers		
Dental Laboratory Technician			
Electrocardiograph Technician	Trousers		
Medical Technician (Bacteriology, Chemistry, Cytology , General, Hematology , Histopathology , Mycology , Parasitology , Serology, Transfusion Service)	Shirt (Intern)	*59.80	2.30
Medical Radiology Technician			
Medical Technologist			

-See page 7.

TN-68.1(2/6/68)

Supersedes page 3, TN-164

GENERAL ADMINISTRATION

(11-50-30A continued)

Bureau-wide Allowances (Continued)

<u>Position Category</u>	<u>Prescribed Uniform.</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
	<u>Summer Uniform</u>		
Chauffeur Guard	Trousers Shirt Tie Cap	*\$75.82	\$ 2.92
	<u>Summer and Winter Uniform</u>		
Chauffeur Guard	Coat (Wool) Trousers (Wool) Overcoat (Wool) Shirt Tie Cap Trousers shirt Tie Cap	* 123.71	4.76

**B. Additional Allowances for Personnel of Division of Indian Health
(Division-wide)**

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>FEMALE:</u>			
Admitting Office and Medical. Record Clerical Personnel	Dress	* 56.06	\$ 2.16
Executive Housekeeper	Dress Hose	*70.98	2.73
Public Health Nurse Practical Nurse (Public Health Nursing Asst.)	Dress, Summer Dress, Winter Coat, Winter Raincoat Sweater Hat, Summer Hat, Winter	*112.55	4.33

*See page 7.

(11-50-30B continued)

Additional Allowances for Personnel of Division of Indian Health
(Division-wide)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
MALE:			
Executive Housekeeper	Trousers Shirt	*\$56.06	\$ 2.16

C. Additional Allowances for Personnel of Alaska Native Health
Facilities (except Mt. Edgecumbe)

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>
<u>FEMALE:</u>			
Baker Cook Kitchen Helper Meat Cutter	Dress Cap	*\$ 61.15	\$ 2.35
<u>MALE:</u>			
Baker Cook Kitchen Helper Meat cutter	Trousers Shirt Cap	* 61.W	2.35

*See page 7.

11-50-40 BUREAU OF DISEASE PREVENTION AND ENVIRONMENTAL CONTROL'S ALLOWANCE

A. Additional Allowances for Personnel of the National Communicable Disease Control Center, Atlanta, Georgia (Center-wide),

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allowance</u>	<u>Pay Period Allowance</u>
<u>MALE:</u>			
Guard	Coat, Blue Wool Trousers, Blue Wool Trousers, Summer overcoat Shirt, White Tie Belt, heavy duty. Cap	*\$123.71^{1/}	4.76

1/ Allowance is Paid in full on initial appointment. After completion of one year's service, it is Paid in biweekly installments.

B. Additional Allowances for Personnel of the Foreign Quarantine Program

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allowance</u>	<u>Pay Period Allowance</u>
<u>Quarantine Service, MALE:</u>			
Biological Aide	Uniform (Khaki)		
Biological Laboratory Technician	Uniform (Blue) coat		
Biologist	Shirt		
Entomologist	Cap		
Inspector, Quarantine	Belt		
Inspector, Sanitation	Hose		
Special Assistant for Inspectional Services, Washington, D. C. Area	Tie	*123.71	
Pilot			
Training Administrator, Rosebank Quar. Sta., Staten Island, N. Y.			
Medical Officer		\$123.71	

*See page 7.

CHAPTER 11-90
SCHEDULES OF UNIFORMS UNDER THE FEDERAL
EMPLOYEES UNIFORM ALLOWANCE ACT - OFFICE OF EDUCATION

11-90-10 Allowances When Uniform Is Not Furnished

11-90-10 **ALLOWANCES WHEN UNIFORM IS NOT FURNISHED**

<u>Position Category</u>	<u>Prescribed Uniform</u>	<u>Annual Allow- ance</u>	<u>Pay Period Allow- ance</u>	<u>Effec- tive Date</u>
Chauffeur	Winter uniform coat Cap Trousers Tie Overcoat Summer uniform coat Trousers Cap Tie		\$125* initial allowance \$125* annual allowance for replacement purposes to be paid when the employee furnishes a receipt for replacement items	7/31/66*

*Mandatory increase. of allowance in effect on April 1, 1966. This allowance
~~effective July 1, 1966.~~ Section 407, Public Law 89-504, approved July 18, 1966,
31, 1966.





Memorandum**MAR 6 1991**

Date

From Acting Director; Office of
Human Resource Programs, **ASPER****Subject** Federal Pay Reform Adjustment to Uniform Allowance Payments**To** Directors of Personnel for OS, PHS, and SSA

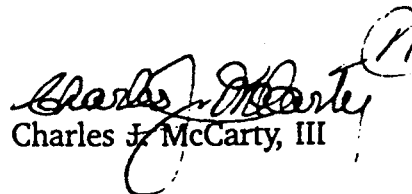
The Office of Personnel Management (OPM) recently published implementing regulations covering several provisions of the Federal Employees Pay Comparability Act of 1990 (FEPCA). The FEPCA revision to 5 U.S.C., Section 5901, increased the maximum yearly uniform allowance from \$125 to **\$400**, as a change that does not require new or revised regulations.

In this Department, payment of uniform allowances to more than 6000 eligible civilian employees is administered in accordance with the General Administrative Manual (GAM), Chapter 11, which was last revised in March, 1971. **ASPER** will be working with ASMB over the next few weeks to update GAM Chapter 11. Since the maximum uniform allowance that may be paid has already been increased by statute, increased amounts may be paid to **HHS** employees now under the conditions described below.

The Public Health Service should revise PHS Instruction 594-1 to reflect current management decisions regarding increases within the new maximum allowed by Law. OS and SSA should exercise delegated authorities contained in the GAM and issue determinations for payment of increased amounts.

Increased uniform allowance payments are handled through the Department's central payroll system, and must be individually processed by our Servicing Personnel Offices. Payments may be approved retroactively to any pay period beginning after February 14, 1991. Please provide this office and the **SPOs** who service your employees with copies of revised OPDN policies for payment of increased allowances as soon as possible.

Your timely assistance is greatly appreciated. You can contact Dave **Selner** at (FTS) 475-0109 if you have any questions.


Charles J. McCarty, III