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DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

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Subject

1103 - UNIFORMS

1. Explanation of Material Transmitted: Beginning no later than October 2001, uniform wear is a mandatory daily requirement for the Bureau of Land Management (BLM) positions and events listed herein. This release transmits a Manual Section that incorporates these mandatory uniform requirements and sets forth policies, procedures, and responsibilities for the Uniform Program, including procedures for financial accountability and cost effectiveness, policies and procedures for wearing and procuring the official uniform, uniform classifications and components, payment of uniform allowances, and a procurement system that ensures quality uniform component items.

Major changes in this revised Manual Section include a revised Section .04 - Responsibility; an expanded section .06 - Policy; an expanded section .1 - Uniform Types, Components, Ownership, and Other Requirements; an expanded section .2 - Uniform Purchasing; a revised section .3 - The National Uniform Committee; a revised Appendix 1 - Authorized Uniform Types and Components; and a revised Appendix 2 - BLM Uniform Appearance Standards.

2. Reports Required: None.
3. Materials Superseded: The Manual Section pages superseded are listed under "REMOVE" below. No other directives are superseded.
4. Filing Instructions: File as directed below.

REMOVE

All of 1103 (Rel. 1-1619)

(Total: 20 Sheets)

INSERT:

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(Total: 15 Sheets)

Robert E. Doyle, Jr.
Assistant Director
Business and Fiscal Resources

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Authorized Uniform Types and Components

Traditional = Traditional BLM Uniform. Authorized components for this uniform type are indicated in the “Traditional” column in the table below.

Contemporary = Contemporary BLM Uniform. Authorized components for this uniform type are indicated in the “Contemporary” column in the table below.

B = Basic Components are items that must be worn by individuals authorized to wear the uniform. Employees must purchase the basic components of their uniform type before acquiring optional components.

O = Optional Components are authorized items that may be worn with the uniform. Some optional components may be worn with either uniform type as indicated below.

N/A = Not Authorized are components that must not be worn with that uniform type.

Component Name & Style Number	Worn with Uniform Type		Purchased From			
	Traditional	Contemporary	Wear-Guard	VF	Cop Shop	Prineville Men's Wear
Natural Contemporary Style Shirt	N/A	B	X			
Silver Tan Traditional Style Shirt	B	N/A		X		
Polo Shirt	O	O	X			
T-Shirt and Volunteer T-Shirt *	O	O	X			
Contemporary Sand Jeans	N/A	O	X			
Traditional Brown Jeans	O	O				X
Khaki Chino Pants	N/A	B	X			
Chocolate Brown Cargo Pants	B	N/A			X	
Khaki Chino Shorts	N/A	O	X			
Chocolate Brown Cargo Shorts	O	N/A			X	
Chocolate Brown Windbreaker Jacket	O	O	X			
Chocolate Brown Parka	O	O		X		
Chocolate Brown Rainpants	O	O		X		
Pebble Stitch Sweaters (Natural and Khaki)	N/A	O	X			

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.01 Purpose. This Manual Section establishes policy, procedures, and responsibilities for the Bureau of Land Management's (BLM) Uniform Program. It provides authorities governing the program; describes authorized uniform types and components; sets forth standards for acquiring and wearing uniform items; provides policy for uniform allowances, purchasing, and ownership; and lists authorities for the National Uniform Committee.

.02 Objectives. The objectives of the BLM Uniform Program are to:

A. Ensure easy recognition of BLM employees/volunteers by providing a uniform identity and appropriate professional image.

B. Provide functional and durable uniforms appropriate for the diversity of assigned duties, tasks, and area climates.

C. Enhance employee authority and identification when representing the BLM in such activities as assisting the public, performing law enforcement duties, and collecting fees.

D. Enhance employee pride in the organization.

E. Comply with Law Enforcement Handbook 446 (446 Departmental Manual), which requires that individuals with law enforcement authority be plainly distinguished from non-law-enforcement individuals.

.03 Authority.

A. Title 5 U.S.C. 5901 - 5902 authorize the use of appropriated funds for uniform allowances for employees required to wear the uniform and set the maximum uniform annual allowance amount at \$400 per employee.

B. Title 5 U.S.C. 5903 provides that the Office of Personnel Management may prescribe regulations necessary for the uniform administration of 5 U.S.C. 5901 et seq.

C. Title 43 U.S.C. 1737(d-g), the BLM volunteer authority, include at 1737(e) the authority to provide for costs incidental to using volunteer assistance.

D. Title 5 Code of Federal Regulations (CFR) 591.101 - 591.104, Office of Personnel Management regulations as prescribed by Title 5 U.S.C. 5903, provide for the payment of uniform allowances.

E. Department of the Interior Departmental Manual, Part 334, Uniform Allowances (334 DM), revised July 16, 1982, provides Departmental policies and procedures for paying uniform allowances.

F. Department of the Interior and Related Agencies Appropriations, Fiscal Year 1989, Public Law 100-446 (September 27, 1988), authorize a maximum annual allowance amount of \$400 for each uniformed BLM employee.

G. Comptroller General Decision B-66452 (1969) authorizes an agency to exceed the maximum uniform allowance for an employee only in situations where an employee completely changes uniform class within the same year.

.04 Responsibility. Effective management of the official BLM Uniform Program requires individual and supervisory commitment to ensure that program objectives are met. Supervisors at all levels will ensure compliance with the Uniform Program policies and procedures.

A. The Director and Deputy Director are responsible for the overall Uniform Program. This responsibility is exercised through the Assistant Director, Business and Fiscal Resources.

B. The Assistant Director, Business and Fiscal Resources, is responsible for the general administration of the Uniform Program, including policy, standards, components, patches, and insignias.

C. The Director, National Business Center, is responsible for managing the Uniform Program, recommending policy, and developing standards and procedures.

D. The National Uniform Program Manager, under the general guidance of the Director, National Business Center, is responsible for initiating and developing program policy standards and procedures; developing item specifications; organizing National Uniform Committee meetings; administering the national uniform contract(s) as the Contracting Officer's Representative; and coordinating with program offices, State representatives, and Field Offices to achieve management goals.

E. The National Uniform Committee reports to the Assistant Director, Business and Fiscal Resources. The Committee is the principal vehicle for addressing uniform policy, standards, and guidelines. As such, the Committee represents the needs and concerns of management, employees, and volunteers; recommends uniform components, including additions and deletions; develops specifications for components; participates in selecting and reviewing national uniform contractor(s); develops policy guidelines and recommendations; and monitors Uniform Program implementation.

F. The Assistant Director, Minerals, Realty, and Resource Protection, is responsible for coordinating with the National Uniform Committee on law enforcement uniforms. This includes recommending uniform components and developing supplemental uniform policy as it relates to the wear of the uniform by law enforcement personnel. The Assistant Director,

Minerals, Realty, and Resource Protection, is also responsible for procuring and supplying controlled insignia items, such as law enforcement badges and patches.

G. State Directors and Associate State Directors (ASDs) are responsible for administering the Uniform Program and ensuring compliance with the BLM's uniform standards for their State/area. This responsibility is performed through their line managers/supervisors and in consultation with National Uniform Committee members. State Directors and ASDs are also responsible for nominating employees to serve on the National Uniform Committee.

H. Line Managers/Supervisors are key to the Uniform Program. They must ensure compliance with BLM policy; determine who will wear the uniform and when; select and authorize the uniform type(s) to be worn; provide consistent uniform authorizations, allowances, and policies to their employees/volunteers based on the individual's duties and responsibilities; and provide counseling or recommend actions for violations of uniform standards. Additionally, the supervisor is generally the reviewing official responsible for reviewing the employee's uniform drawdown card account. Supervisors must ensure the card is used consistently with policy provided in BLM Manual Section 1512, Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms.

I. Administrative Uniform Coordinators are responsible for providing guidance and assistance to offices and employees within their jurisdiction to ensure proper implementation of the Uniform Program. These coordinators also handle routine administrative activities and provide feedback to the National Uniform Committee regarding uniform issues. The coordinator may also serve as the Agency/Office Program Coordinator (A/OPC) for the BLM uniform drawdown charge card.

J. Employees and Volunteers Authorized to Wear the Uniform must familiarize themselves and comply with BLM uniform policies and should check with their supervisor with any questions regarding uniform wear or the policies and procedures outlined in this Manual Section. They are responsible for having the "basic" uniform required for their duties, wearing the uniform consistent with approved standards, and maintaining professional conduct and appearance while in uniform. They are also responsible for the care and maintenance of their uniforms.

.05 References. Additional policy and guidance concerning the uniform and related information are contained in the following:

A. References.

1. BLM Manual Section 1112 - Safety;
2. BLM Manual Section 1114 - Volunteers;

3. BLM Manual Section 1512 - Charge Cards and Convenience Checks for Travel, Purchase, Fleet and Uniforms;
4. BLM Manual Section 9210 - Fire Administration;
5. BLM Law Enforcement General Order - Uniforms;
6. BLM Handbook H-9260-1 - Law Enforcement Management;
7. BLM Privacy Act System Notice Interior/LLM-30, Uniform Accountability System-Interior; and
8. National Uniform Program Homepage on the BLM Intranet at <http://nbcweb.blm.gov>.

B. Forms.

The uniform drawdown card application form, Appendix 3, is available for printing from the following website: <http://nbcweb.blm.gov>.

.06 Policy.

A. The Official Uniform. The official BLM uniform consists only of the components listed in Appendix 1, with the exception of law enforcement components. Law enforcement uniforms are specified in the BLM Law Enforcement General Orders. No other components are authorized except as specified in .12. The uniform must be worn in accordance with the standards contained in this Manual Section, including Appendices 1 and 2.

B. Who Must Wear The Uniform. Beginning no later than October 2001, uniform wear is a mandatory daily requirement for the BLM positions and events listed in the categories below. Managers and supervisors will use discretion to authorize other employees and volunteers to wear the uniform. The mandatory wear categories are:

1. Designated law enforcement rangers.
2. All employees located in specially designated areas such as national monuments, national conservation areas, wilderness areas, wilderness study areas, the national trails system, and the national wild and scenic rivers.
3. All Information Access Center (Public Room) and front desk employees located in State, District, Field, and Project Offices.
4. All visitor-contact facility employees located in interpretive centers, museums, visitor centers, contact stations, and fee sites.
5. Employees attending special events (such as monument designations) as presenters or speakers or in any other official capacity, including organizational or logistical support. The

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5. Consumption of Alcohol While in Uniform. The consumption of alcohol while in uniform is prohibited.

6. Off-Duty Wear of the Uniform. Employees and volunteers may not wear BLM uniform components during off-duty hours. This does not include meal breaks and commuting to and from work.

7. Exemption from Standards. Line managers/supervisors may grant uniform wear exemptions for individual, medical, or safety reasons:

a. Individual. Supervisors may grant individual exemptions from the uniform wear standards on a case-by-case basis. Blanket exemptions are prohibited. Supervisors may grant individual exemptions for reasons related to religion, illness, disability, or other significant personal issues. Supervisors must not grant exemptions based solely on personal preference or convenience.

b. Medical. Employees must submit requests for exemptions for medical reasons in writing to their line manager/supervisor. Line managers or supervisors who dispute claims may require concurrence from the employee's physician.

c. Safety. Line managers/supervisors may grant exemptions for safety reasons, including extreme weather conditions. If government funds are used for safety apparel items, these purchases must be consistent with 5 U.S.C. 7903 (Special Clothing for Hazardous Occupations) and/or the Occupational Safety and Health Act of 1970. A job hazard analysis (JHA) is usually required, and any exceptions to the official uniform should be based on the results of the JHA.

8. Obsolete Uniform Components. The National Uniform Program Manager, in consultation with the National Uniform Committee, will determine which items are obsolete and will establish termination dates for these items.

.07 File and Records Maintenance. Authorizing offices must maintain a record of uniform drawdown card application forms, contractor order forms, exchange forms, and packing slips (indicating receipt of goods) for 3 years. Receipts and bankcard statements must be maintained in accordance with BLM charge card policy. Local policy must be established prescribing the filing of records. These records are subject to the requirements of the Privacy Act, 5 U.S.C. §552a, as set forth in BLM Privacy Act System Notice Interior/LLM-30, Uniform Accountability System - Interior. This notice describes the character and use of these records, and has been published in the *Federal Register*. The GRS/BLM Combined Records Schedule describes records disposition activities and prescribes disposal procedures.

.1 Uniform Types, Components, Ownership, and Other Requirements.

.11 Uniform Types.

What are the BLM uniform types?

The BLM uniform types include the contemporary uniform and traditional uniform for regular uniform wearers and law enforcement uniforms for designated law enforcement personnel. Appendix 1 lists components authorized for the contemporary and traditional uniforms. Law enforcement uniforms are separate from these two types, although some of the uniform components listed in Appendix 1 are authorized for law enforcement employees. See the Law Enforcement General Orders for law enforcement policy and uniform wear standards.

Who determines which uniform type I must wear?

Line managers/supervisors will designate the uniform types and components to be worn by their employees and volunteers.

Under what circumstances should the contemporary uniform be worn?

The contemporary uniform type is intended for employees desiring a more relaxed, casual appearance. It may be worn in office and field settings or under any circumstances deemed appropriate by the line manager/supervisor. For example, it is appropriate for Information Access Center (Public Room) and front desk personnel to wear this uniform. It is also appropriate for field office personnel who desire a less "traditional" look when carrying out their duties.

Under what circumstances should the traditional uniform be worn?

The traditional uniform type is intended as the principal uniform for employees requiring a more official and conventional appearance. It must be worn by BLM employees who attend special public events (see .06D1). It is also appropriate for Visitor Services Specialists working in high visitor contact areas or operating visitor centers to wear this uniform. Fire personnel may also prefer the traditional uniform when not engaged in firefighting duties.

.12 Approved Uniform Components.

What are the approved BLM uniform components?

The components described below and listed in Appendix 1 are the approved BLM uniform items. Approved components consist of "basic components," "optional components," and "accessory components."

A. Basic Components

Am I required to order the "basic" components? How do I purchase these components?

If you are authorized to wear the contemporary or traditional uniform, you must order and wear the "basic" set of components listed in Appendix 1 (i.e., pants, shirt, nameplate, and belt) for the uniform type you are authorized to wear. You must purchase the basic components only from the authorized sources listed in Appendix 1, and must order the basic components for your uniform type before you order any optional components.

B. Optional Components

Which optional components may I order? How do I purchase these components?

Optional items include components such as jeans, polo shirts, outerwear, and the other optional items designated in Appendix 1. Your line manager or supervisor will determine which optional items are appropriate and when and where you may wear them, based on your duties. Optional items must be ordered from the authorized uniform contractor(s) listed in Appendix 1.

C. Accessory Components

What are accessory components? How do I purchase these items?

Accessory components are personally owned items that are authorized to be worn with your uniform; these must be purchased at your expense.

What accessory components am I allowed to wear?

The following is a list of the approved accessory components:

- Shoes/Boots. You must wear dark brown, cordovan (burgundy/brown), or black shoes/boots with your uniform. Shoe laces must be black or brown. Your supervisor may authorize you to wear other footwear (e.g., athletic shoes), based on field conditions and your duties (such as hiking or river activities).

- Socks/Hosiery. If visible, your socks or hosiery must be color coordinated with footwear. White or natural socks are permissible when shorts are worn, or when athletic shoes are worn.

- Mittens or Gloves. You may wear plain brown or black mittens or gloves made of either cloth or leather with your uniform.

● Hats. When approved by your line manager or supervisor, you may wear non-uniform accessory hats (such as western-style hats) when performing normal, routine duties. You may wear accessory hats with both uniform types as long as the hat does not detract from the overall appearance of the uniform. Hats must be brown, tan, or natural in color and must not bear any commercial logo, emblem, cartoon, or other design or print. If a hat is required at an official function such as a media event or awards ceremony, you must wear the official BLM baseball cap in lieu of your accessory hat. This policy is designed to preclude a group of BLM employees, all in full uniform, from being seen in a variety of hats.

● Jewelry. You may wear limited personal jewelry, such as a belt buckle, tie tac, or earrings, as long as such jewelry does not detract from the appearance and professionalism of the uniform and does not interfere with your safety. Line managers/supervisors should consider local or cultural customs.

● Turtleneck tops. You may wear a plain chocolate-brown turtleneck, including a dickey style, under the long-sleeve uniform shirt only.

● Undershirts. You may wear a T-shirt under your uniform shirt, provided the T-shirt is white or natural in color with no logos, emblems, or designs that are visible through your uniform shirt.

.13 Uniform Insignia, Identifiers, Badges, and Other Items.

What insignias, badges, and name identifiers are authorized for my uniform?

The only authorized insignias, badges, name identifiers, or other items that you may wear with your uniform are:

- The official BLM emblem (or BLM volunteer emblem if you are a volunteer).
- The Department of the Interior rocker (traditional uniform only).
- The BLM name identifiers (nameplate, embroidered name, or volunteer nameplate as appropriate).
- Approved unit identifiers (see .13C).
- A local union pin if specified in your local agreement.
- Length-of-service pins.
- Emergency Medical Technician pin.

● The law enforcement badge if you are a designated law enforcement officer. You must not wear a badge if you are not a designated law enforcement employee.

A. Nameplates.

How should I wear my nameplate?

If you wear the traditional uniform, the nameplate must be worn one-eighth inch above the top of the right pocket of the shirt. If you want to wear the nameplate on a contemporary uniform shirt, you should place it one-eighth inch above where a right pocket would be located. Nameplates are also optional on T-shirts and polo shirts. If you wear the traditional uniform, you should wear your nameplate on the outermost garment in the same location as worn on the uniform shirt.

Must I wear my nameplate if safety is a concern?

You should not wear your nameplate if it would present a safety hazard.

How should my nameplate be engraved?

Wording on the nameplate must include your first name or initial, your last name, and any other identifying information required by your line manager/supervisor.

What vendor carries the nameplate?

You must order your nameplate only from the authorized contractor (see Appendix 1).

B. Embroidered Names.

May I have my name embroidered on my uniform shirt?

If you wear the contemporary uniform, you may have your name directly embroidered on most of the contemporary uniform upper garments by the uniform contractor. Wording of your name may be first name only, first and last name, or first initial and last name, whichever is approved by your line manager or supervisor.

C. Unit Identifiers.

Our organization would like to develop a special organizational ballcap or patch that we can wear on our uniform. Is this authorized?

Field Offices or organizational units (e.g., interagency visitor centers, communication centers, fire or aviation units, etc.) may request a unit-specific baseball cap, patch, or pin to wear with or on the official BLM uniform. Your organization must submit such requests through the National Uniform Program Manager, who will review the request with the National Uniform Committee. If the Committee concurs, the Uniform Program Manager will then submit the request to the Assistant Director, Business and Fiscal Resources, for approval.

What standards apply to unit identifiers?

Unit identifiers must adhere to the following standards:

- Baseball Caps. Baseball-style caps must be brown, tan, or natural in color and can be either mesh or enclosed style.
- Patches. Patches must not exceed the size of the large BLM shoulder patch and must be designed for wear on the right sleeve of the shirts and/or outer garments.
- Pins. Pins must not exceed one-half inch at the largest dimension. Pins must be worn centered one-half inch above the name or as a tie tac. No more than three approved pins may be worn on a uniform. When multiple pins are worn, they must be centered horizontally one-half inch above the name.

If our request is approved, how should we pay for our unit identifier?

Your organization may purchase unit identifiers with organizational funds, but you must not charge them to an employee's uniform allowance, the uniform drawdown card, or to the central uniform fund. Unit identifiers are government property.

D. Identification on Civilian Clothing.

What uniform items may I wear with civilian clothing to identify myself as a BLM employee?

If you do not wear the uniform, you may wear the BLM nameplate, the pocket insert, and/or the BLM baseball cap with civilian attire during the course of official duties.

.14 Non-Uniform Items.

A. Ornaments.

May collar brass, rank insignia, or other ornaments be worn on the official uniform?

Collar brass, rank insignia, ribbons, decorations, pin-on jewelry, non-issue nameplates, or other similar items must not be worn on your uniform.

B. Awards and Special Projects Clothing.

We received special organizational t-shirts as a group award. May we wear these with our uniform?

Clothing items such as organizational T-shirts, polo shirts, or similar items that are provided to employees under an awards program, or purchased with personal funds, must not be worn with, or in lieu of, the official BLM uniform. These promotional items are not considered part of the Uniform Program. These items may be procured (if available) from BLM national uniform vendors, but they shall not be part of the uniform contract, nor shall they be subject to any of the provisions of the contract. Uniform funding (via the uniform drawdown card) will not be used to procure these items. Only approved unit identifiers (see .13C) may be worn with the official uniform.

C. Safety and Speciality Items.

How are safety and speciality items acquired?

Safety and speciality items are not part of the BLM Uniform Program. Employees should seek guidance from their supervisor and/or safety managers on acquiring and wearing protective clothing, such as safety shoes/boots, fire/flame retardant/resistant clothing, flight suits, chest boots/waders, hard hats, protective helmets, flotation jackets, special cold-weather gear, special river patrol and bike patrol clothing, and other health/safety-related special clothing needs. The requirement for these items must be consistent with conditions specified in 5 U.S.C. 7903 (Special Clothing for Hazardous Situations) and/or the Occupational Safety and Health Act of 1970. The uniform allowance must not be used for purchasing these items, although government funds may be used as long as the items are approved by the supervisor/safety manager. When purchased with BLM funds, safety and speciality items are government property.

May I affix a BLM emblem to a safety item?

Affixing BLM patches to safety or speciality items may be warranted when it is appropriate to help identify the employee and to project a positive BLM image to the public. Your line manager or supervisor will determine if emblems or patches are appropriate for safety items.

May I wear safety clothing with my uniform?

Special garments may, with supervisory approval, be used in combination with uniform components. For example, to reduce the time it takes to appropriately dress for a firefighting situation, firefighters may wish to wear the uniform shirt with the non-uniform Nomex pants.

.15 Volunteer Identification.

May volunteers wear the official BLM uniform?

Volunteers whose work involves public contact or high public visibility may be authorized to wear the BLM uniform. Such authorization allows the volunteer to obtain all items required for the type of uniform authorized and to wear the uniform in accordance with BLM policy. Volunteers authorized to obtain and wear the official uniform must wear BLM volunteer emblems. Volunteer uniform items must be purchased from the authorized BLM uniform contractor(s).

A. Volunteer Item Purchases.

How should volunteer uniform items be purchased?

Offices should purchase volunteer uniform components with a BLM charge card (with purchase authority) instead of using a uniform drawdown card. Uniform drawdown cards must not be issued to volunteers. Local offices are responsible for ensuring that the cost of uniform components does not exceed \$400 per individual on an annual basis. See .16 for uniform ownership policy.

B. Volunteer Components.

What volunteer components exist within the uniform program for volunteers not needing to wear the official BLM uniform?

Volunteers with reduced or temporary public visibility may be issued any or all of the items listed below. These special items may be worn with personal clothing.

- Volunteer Baseball Cap. A volunteer baseball cap is authorized for wear with personal clothing when a method of identification less than the entire official uniform is appropriate, such as for volunteers assisting in cleanup projects.

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● Volunteer Vest. A volunteer vest is authorized for wear with personal clothing when a method of identification less than the entire official uniform is appropriate, such as for providing services as a campground host. If a nameplate is worn on the vest, it must be placed on the right front panel centered above where a breast pocket would be placed.

● Volunteer Generic Nameplates. The volunteer generic nameplate, worn on civilian clothing, identifies an individual as a volunteer but does not have the individual's name on the nameplate. Volunteers should wear this nameplate when working for a short period of time and when recognition as a BLM volunteer is beneficial. Because this nameplate does not identify an individual by name, it can be reissued as often as needed.

● Individualized Nameplate. Organizations should issue individualized nameplates to volunteers when they provide services for a prolonged period of time and when identification by name is beneficial. If worn on the uniform or volunteer vest, this nameplate must be placed in accordance with .13A.

● Volunteer T-Shirts. Organizations may order BLM uniform T-shirts with the BLM volunteer insignia embroidered on them. Organizations may print additional lettering on the back or front of these T-shirts for special volunteer projects (e.g., "River Cleanup Crew").

C. Volunteer Agreements.

What needs to be included in the Volunteer Agreement for uniform wear?

The Volunteer Agreement(s) for individuals or groups authorized to wear BLM Uniform components must contain the following statement: "This volunteer, who is a member of _____ (complete as appropriate) is authorized to wear the BLM uniform while performing official BLM volunteer services. Policies and procedures outlined in BLM Manual Section 1103, which is provided with this agreement, must be followed."

D. Group-Sponsored Purchases for Volunteers.

May an outside organization pay for uniforms for BLM volunteers?

Cooperating groups or organizations may pay for uniform items for BLM volunteers. Uniform components purchased by cooperating groups or organizations are subject to BLM ownership requirements described in .16.

.16 Uniform Ownership.

Should I return my uniform to the Government when I leave BLM?

All components addressed in this Manual Section become the property of the employee once they are in the employee's possession, except BLM emblems and DOI rockers, law enforcement badges and patches, unit identifiers (see .13C), safety and speciality items (see .14C), and items issued on a temporary basis (see .17). Line managers/supervisors will determine whether or not volunteer uniforms

must be returned to the BLM when the volunteer leaves. Removable BLM patches (including law enforcement patches) and DOI rockers must be removed from uniforms upon termination of an employee or a volunteer agreement and returned to the BLM. This does not include BLM emblems embroidered or silk screened on garments.

Is it okay to give BLM emblems to collectors or others who do not work for BLM?

No; BLM patches and the DOI rockers must not be distributed to collectors, visitors, or to anyone who does not work for BLM.

.17 Temporary Issuance of Components.

How should our office buy uniform items for short-term temporary employees and volunteers? Who owns these components?

You may bulk-order BLM uniform components from the uniform contractor(s) with the BLM integrated charge card (with purchase authority) and issue them to short-term temporary employees or volunteers (an example is a volunteer who needs a parka when conducting a field visit.) Such components are Government property and must be returned to the issuing office.

.18 Recycle/Exchange Programs.

Our office would like to establish a recycle and exchange program for uniform components that are voluntarily turned in by employees who no longer need the uniform. What policy applies to such a program?

Offices are encouraged to establish a recycle/exchange program for uniform components that are in good condition. The setup of a program may vary from office to office, but each program must adhere to the following:

- All items must be donated.
- Donated items should be clean and in good condition. Frayed and badly worn items should not be accepted.
- No item may be sold.
- Allowance authorization funds must not be taken away from an individual acquiring a used item.

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.19 Alterations, Maternity Components, and Non-Standard Sizes

What alterations are available from the uniform contractors?

The only no-cost contractor-provided alteration is hemming. If employees need to have components altered beyond hemming, employees may use their uniform card for additional alterations by the uniform contractor or by a local tailor.

Are maternity uniform items available?

Maternity shirts and slacks are available in selected styles from the uniform contractor(s).

Are uniforms available for hard-to-fit employees?

Uniforms for hard-to-fit employees are available in selected styles from the uniform contractor(s). Non-standard sizes are available for many, but not all, of the BLM uniform components.

.2 Uniform Purchasing.

What do I need to do to purchase my uniform?

You must obtain either verbal or written approval from your supervisor to wear the uniform. If you are required to wear the uniform, you are also entitled to a uniform allowance and a uniform drawdown card. When applying for the uniform drawdown card (see Appendix 3), your supervisor will authorize the credit limit (not to exceed \$400/fiscal year).

.21 Uniform Allowances.

Who receives a uniform allowance and how is it used?

Line managers/supervisors must authorize an annual uniform allowance for employees required to wear the uniform. The uniform allowance is provided to help defray the cost of wearing a uniform. It is not intended to cover the total cost of all uniform items. Cleaning and upkeep are the responsibility of the employee. Employees are not required to expend the full amount of their allowances.

How are uniform allowances funded?

The BLM distributes funds to States/Centers for the purchase of uniforms. These funds are allocated to each State/Center based on the projected number of uniform credit cardholders per State/Center. The States will then distribute these funds to the various Field and District Offices. The allocation of uniform funds by State/Center is identified in the Annual Work Plan.

A. Uniform Drawdown Card.

How will my uniform allowance be made available for me to use?

Your uniform allowance will be made available to you when you are issued a uniform drawdown charge card in accordance with BLM Manual 1512, Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms. When you apply for your uniform drawdown card, your supervisor will determine your annual uniform allowance charge limit. During the year, you “draw down” this charge limit as you purchase uniform items; the charge limit will then be refreshed at the beginning of the next fiscal year. The new balance available will be equal to the last authorized allowance in the preceding fiscal year.

How do I apply for a uniform drawdown card?

Complete a uniform drawdown card application form (see Appendix 3), with assistance from your supervisor and uniform Agency/Organization Program Coordinator (A/OPC); instructions are provided with the form. Forward the original copy of this form to the bank through your A/OPC. Copies of this form must be maintained at the local office in accordance with .07.

What restrictions apply to the uniform drawdown card?

The uniform drawdown card must not be used for:

- Purchases other than the specific uniform components specified in Appendix 1.
- Uniform purchases for anyone other than the cardholder.
- Uniforms for volunteers.

B. Allowance Amount.

What uniform allowance charge limits are available?

The uniform drawdown card is issued in charge limit increments of \$50, with a maximum annual charge limit of \$400. This \$400 limit is the maximum annual uniform allowance that is permitted by law (rare exceptions are discussed in .21C). Uniform allowances for volunteers also must not exceed \$400 per year. Since volunteer uniforms are acquired using the BLM integrated charge card (in lieu of the uniform drawdown card), line managers/supervisors must ensure that volunteer uniform purchases do not exceed \$400 per person per fiscal year.

C. Allowance Adjustments.

How do I change my uniform allowance charge limit?

After approval from your supervisor, you must submit changes to your uniform allowance amount and uniform drawdown charge limit through your uniform A/OPC, who will process the change through the bank. Line managers/supervisors should document changes to uniform charge limit amounts.

Is it possible to legally exceed the \$400 per year uniform allowance limit?

Under certain circumstances, employees may be allowed to exceed the annual \$400 uniform allowance when they change job types and their new duties require a complete change in uniform type. For example: A BLM Range Technician has spent \$200 for the contemporary uniform components. Within the same fiscal year, this individual becomes a BLM Law Enforcement Ranger and is required to spend an additional \$300 to acquire the mandatory law enforcement uniform components. In this case, the employee would be allowed an increase in \$100 in the regular uniform allowance.

Do I need approval to spend more than the \$400 maximum annual uniform allowance?

Yes; you must submit your request to exceed the \$400 maximum annual allowance in writing to the National Uniform Program Manager. The National Uniform Program Manager, in consultation with the National Uniform Committee, will review your request and, if approved, will seek approval from the Department of the Interior or the Office of Personnel Management, as appropriate.

D. Employees Not Required to Wear the Uniform.

My supervisor allows me to wear the uniform although I am not required to wear it. Am I entitled to a uniform allowance?

Although your duties may not require a uniform, your line manager or supervisor may authorize you to wear the uniform anyway. In this situation, your supervisor is not required to authorize a uniform allowance for you. However, if you should ever be required to wear the uniform, your line manager or supervisor must then authorize a uniform allowance for you.

.22 Office Purchases.

What is an "office purchase"?

An office purchase is the authorized purchase of uniform items by a BLM organization using the BLM integrated charge card (with purchase authority) in lieu of the uniform drawdown card.

Under what circumstances are office purchases authorized?

Office purchases of uniform components may be made for the following:

- Volunteers. Since volunteers cannot be issued uniform drawdown cards, the BLM integrated charge card may be used to purchase volunteer uniform items from the authorized contractors. The same allowance limits (\$400 per fiscal year maximum) apply to volunteers as to BLM employees.

- Temporary Employees. The BLM integrated charge card may be used to purchase uniform items for temporary employees when there is not enough time to issue the employee a uniform drawdown card prior to their need for the uniform or when the duration of their appointment does not warrant issuing a uniform drawdown card.

.23 Personal Purchases.

May I use my own funds to purchase BLM uniform items?

You may use your personal funds to acquire uniform items when your uniform allowance is depleted, or if you are permitted (but not required) to wear a uniform and no uniform allowance has been authorized for you.

.3 The National Uniform Committee.

What is the purpose of the National Uniform Committee?

The primary purpose of the Committee is to provide a means for employees to present their concerns regarding the Uniform Program. The Committee is the principal vehicle for addressing policy issues, components, and standards for the program.

.31 Committee Membership.

What members make up the National Uniform Committee, and what are the responsibilities of these members?

The Committee consists of a chairperson, the National Uniform Program Manager, and up to eight additional members and advisors, as follows:

- Chairperson. The chairperson is an Associate State Director selected by the Assistant Director, Business and Fiscal Resources. The chairperson is responsible for chairing committee meetings and presenting committee recommendations to the Field Committee or Executive Leadership Team regarding uniform policy standards, procedures, changes, deletions, or additions.
- National Uniform Program Manager. This individual is responsible for proposing and organizing committee meetings, ensuring proper representation at committee meetings, training new committee members on the complexities of the program, proposing discussion items, formalizing minutes of meetings, and preparing decision documents. This individual is authorized to chair committee meetings if the chairperson is absent.
- Committee Members. Committee members represent employees from all across the BLM and from all program areas. Members are nominated by State Directors and selected by the committee chairperson.
- Advisors. Advisors may be asked to provide advice to the committee on uniform-related issues as needed.

Who does the Committee report to?

The National Uniform Committee reports to the Assistant Director, Business and Fiscal Resources.

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.32 Meetings.

When are meetings held?

Meetings, including teleconferences, will be held whenever needed. Travel funds for on-site meetings will be provided by each participant's office or State.

How many members are required for a quorum?

Participation by at least two-thirds of the committee members is required for a quorum.

Are minutes recorded at these meetings? May I obtain a copy?

Minutes of all committee meetings are recorded and maintained by, and available from, the National Uniform Program Manager.

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Authorized Uniform Types and Components

Traditional = Traditional BLM Uniform. Authorized components for this uniform type are indicated in the "Traditional" column in the table below.

Contemporary = Contemporary BLM Uniform. Authorized components for this uniform type are indicated in the "Contemporary" column in the table below.

B = Basic Components are items that must be worn by individuals authorized to wear the uniform. Employees must purchase the basic components of their uniform type before acquiring optional components.

O = Optional Components are authorized items that may be worn with the uniform. Some optional components may be worn with either uniform type as indicated below.

N/A = Not Authorized are components that must not be worn with that uniform type.

Component Name & Style Number	Worn with Uniform Type		Purchased From			
	Traditional	Contemporary	Wear-Guard	VF	Cop Shop	Prineville Men's Wear
Natural Contemporary Style Shirt	N/A	B	X			
Silver Tan Traditional Style Shirt	B	N/A		X		
Polo Shirt	O	O	X			
T-Shirt and Volunteer T-Shirt *	O	O	X			
Contemporary Sand Jeans	N/A	O	X			
Traditional Brown Jeans	O	O				X
Khaki Chino Pants	N/A	B	X			
Chocolate Brown Cargo Pants	B	N/A			X	
Khaki Chino Shorts	N/A	O	X			
Chocolate Brown Cargo Shorts	O	N/A			X	
Chocolate Brown Windbreaker Jacket	O	O	X			
Chocolate Brown Parka	O	O		X		
Chocolate Brown Rainpants	O	O		X		
Pebble Stitch Sweaters (Natural and Khaki)	N/A	O	X			

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Component Name & Style Number	Worn with Uniform Type		Purchased From			
	Traditional	Contemporary	Wear-Guard	VF	Cop Shop	Prineville Men's Wear
Tan 4-Layer Vest	O	O	X			
Dark Brown Coverall	O	O	X			
Belt	B	B		X		
Ballcap and Volunteer Ballcap *	O	O	X			
Tie	O	O	X			
Nameplate **	B	O		X		
Name Embroidery	N/A	O	X			
Volunteer Nameplate *	N/A	N/A		X		
Volunteer Vest *	N/A	N/A	X			
Pocket Insert ***	N/A	N/A		X		

* The volunteer items may be worn with civilian clothing.

** The nameplate is required with the traditional uniform, and may be worn with the contemporary uniform. It also may be worn with civilian clothing by individuals who do not wear the uniform but need to identify themselves as BLM employees or volunteers.

*** The pocket insert is worn in the left front shirt pocket of a civilian shirt or sport coat; it can be worn at meetings by supervisors or employees who need to be identified as BLM employees.

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BLM Uniform Appearance Standards

General Wear

Uniform items must not be worn with civilian attire, unless authorized by BLM policy. Contemporary and traditional shirts and pants must not be mixed (e.g., the traditional tan shirt must not be worn with the contemporary khaki chino pants).

Shirts

Worn neatly, tucked in
All buttons kept buttoned, except top (collar) button
Clean, unwrinkled, and neat at beginning of workday
Must not be excessively worn or faded
Collar and cuffs not frayed

Pants and Jeans

Not shiny, baggy, or excessively tight
Clean, unwrinkled, and neat at beginning of workday
Must not be excessively worn or faded
Pockets must not bulge
Hems no lower than heel welt and no higher than three inches above the ground
Must be worn with the uniform belt

Outerwear

Must not be excessively dirty, worn, or faded
Traditional uniform must have nameplate on outerwear

Coveralls

Must not be excessively worn
Must be clean at beginning of workday

Belt

Must not be excessively worn
Key rings (if worn) must be inconspicuous, holding only keys essential to official duties

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Ties

Tip of the tie no higher than one inch above the buckle and no lower than the middle of the buckle

When a tie tac is worn, it must be centered on the tie at center of pocket level

Nameplate

Centered over and one-eighth inch above right pocket, or where a right pocket would be located

Socks and Hosiery

Color coordinated with shoes

Free of holes, pilling, patterns, sagging, runs, or excessive wear

Footwear

Dark brown, cordovan, or black

Black or brown laces

Maintained in a clean/serviceable condition

Approval to wear other footwear (e.g., athletic shoes) may be authorized by line managers/supervisors

Hats

Clean and unstained

Ballcap worn level with bill centered in front

Western or other hats worn level, with the brim approximately two fingers' width above the eyebrow

Uniform Program Card Account Setup/Application Form

Return Copy to : Bank of America Government Card Services
P.O. Box 1637
Norfolk, VA 23501-1637
Facsimile: (757) 624-6323

TO BE COMPLETED BY EMPLOYEE/SUPERVISOR PLEASE TYPE OR PRINT ALL INFORMATION

First Name:	Last Name:	MI	SSN										
-------------	------------	----	-----	--	--	--	--	--	--	--	--	--	--

Agency Name: DOI, Bureau of Land Management		Mailing Address : Home ___ Business ___ (check one)	
Email Address:	Street		
Office Phone Number:	City	State	Zip

By signing below, I a) request that a Uniform Program Government Card be issued in my name, b) agree to use the Card for official uniform expenses only, in accordance with Agency/Organization policy, and to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card and c) authorize Bank of America to verify information on this application. **PLEASE RETAIN A COPY FOR YOUR RECORDS.**

Employee's Signature _____	Date _____
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I hereby approve the issuance of a Uniform Program Government card to the above employee with an annual uniform allowance credit limit of \$ _____. Uniform type (check one) ___ Contemporary ___ Traditional ___ Both

Supervisor's Signature _____	Date _____
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TO BE COMPLETED BY AGENCY PROGRAM COORDINATOR PLEASE TYPE OR PRINT ALL INFORMATION

Accounting Code: 2002 _____ UNFM _____ 265C

Enter fiscal year, subactivity code, program element code, "UNFM", organization code, and "265C". Accounting code will consist of 23 digits when properly completed.

Central Account #	5	5	6	8	-	1	6	0	0	-	0	0	0	0	-	1	9	0	4
-------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Please Complete the Uniform Account Hierarchy Below:

HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8
00000003	00000005	3313694					

FIPS Code: 1411	Account Type: Standard _____ Limited Use _____	If Limited, Date to Activate: Mo. ___ Day ___ Yr. ___ Date to Deactivate: Mo. ___ Day ___ Yr. ___
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Branch Code (see codes below)			Auth. Option # (see codes below)		
If Credit Limits:	Branch Code is:	Auth. Option # is:	If Credit Limit is:	Branch Code is:	Auth. Option # is:
\$50	UP0001	03747	\$250	UP0005	03743
\$100	UP0002	03746	\$300	UP0006	03742
\$150	UP0003	03745	\$350	UP0007	03741
\$200	UP0004	03744	\$400	UP0008	03740

By signing below, I hereby authorize, on behalf of the Agency/Organization indicated above, that a Government Card be issued to the employee named above. **RETAIN A COPY FOR YOUR RECORDS.**

Name of Agency Official:	Title:
Signature:	Date:

UNIFORM PROGRAM CARD ACCOUNT SETUP/APPLICATION FORM INSTRUCTIONS

1. The form is completed in two parts--the first part is completed by the employee and his/her supervisor and the second part is completed and signed by the Agency Program Coordinator (APC).
2. The employee requesting a uniform card will fill out the top part of the form and sign it. The supervisor will determine the uniform allowance credit limit amount (must be in an increment of \$50), the uniform type (contemporary, traditional, or both) and will also sign the form.
3. The APC portion is completed as follows:
 - (1) Accounting Code. Your accounting code must be entered in this exact format.
 - (2) The next section is the employee's organizational Hierarchy Code. APCs must become familiar with their hierarchy codes. The codes for hierarchy 1, 2, and 3, are always the same for uniforms and are pre-printed on the form. Uniform hierarchy codes can be obtained from the State Uniform Coordinator or the National Uniform Coordinator.
 - (3) The next blocks are the Branch Code and Auth. Option #. These codes are related to the allowance amount authorized for the employee. Use the key on the form to determine what codes are required. For example, if the employee is authorized a \$200 allowance, the Branch Code is "UP0004" and the Auth. Option is "03744".
 - (4) The form must be signed by an authorized Uniform APC.
4. The APC should make a copy of the form and mail it (or fax it) to Bank of America. Bank of America's address and fax number are printed on the top of the form.