



Department of Defense

INSTRUCTION

NUMBER 1400.25, Volume 591
March 12, 2009

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees

References: See Enclosure 1

1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)) and DoDD 1400.25 (Reference (b)), this Volume of this Instruction cancels subchapter 591 of DoD 1400.25-M (Reference (c)), establishes policy, assigns responsibilities, and sets forth requirements for the determination of uniform allowance rates for DoD civilian employees according to section 1593 of title 10, United States Code (U.S.C.) (Reference (d)).

2. APPLICABILITY

a. This Volume applies to:

(1) OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

(2) DoD civilian employees furnished uniforms or paid a uniform allowance under Reference (d) and who would be covered by section 5901 of title 5, U.S.C. (Reference (e)) were it not for the provisions of Reference (d).

b. This Volume does not apply to employees furnished uniforms or paid a uniform allowance under other provisions of law or regulation.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. Secretaries of Military Departments and Heads of Defense Agencies or DoD Field Activities who employ one or more categories of employees required to wear uniforms are authorized to determine which categories of employees are furnished a uniform or are eligible for the uniform allowance rates established in accordance with Reference (d) and this Volume. This authority may be further delegated, in writing. Management officials delegated the authority are hereafter referred to as authorized management officials.

b. A category of employees will be required to wear uniforms only after a determination has been made that the nature of their work makes the wearing of a uniform necessary.

c. Employees who are required to wear uniforms will be furnished the uniform at a cost not to exceed \$800 per year or paid a uniform allowance equal to the cost of the uniform or \$800 per year, whichever is less.

d. Authorized management officials may propose a higher initial maximum uniform allowance rate when a determination is made that the established annual uniform allowance rate is not sufficient to provide a uniform the first time a category of employees becomes subject to a uniform requirement. The USD(P&R) is the deciding authority. The higher initial uniform allowance rate may be paid only in the year the employee first becomes subject to a uniform requirement if the higher initial uniform allowance rate is approved according to the provisions of Enclosure 3, paragraph 2, of this Volume. A higher initial maximum uniform allowance rate will apply only for the first year in which the employees are required to wear a uniform and may not exceed the average total cost for the basic uniform.

e. Higher initial uniform allowance rates are in place for DoD uniformed police personnel (\$1800) and DoD firefighters (\$1600). The approvals are documented in Volume 72, Number 35, Federal Register (Reference (f)) and Volume 73, Number 122, Federal Register (Reference (g)) and will remain in effect until a new higher initial uniform allowance rate is requested by an authorized management official and approved using procedures contained in Enclosure 3 of this Volume.

f. Overseas commanders will determine whether the wearing of a uniform by DoD civilian employees assigned overseas (including indigenous or other third-country national personnel) is in the best interests of the Department of Defense. If overseas commanders determine the wearing of a uniform is in the best interests of the Department of Defense, they must comply with the provisions of this Volume for all DoD civilian employees and with the total

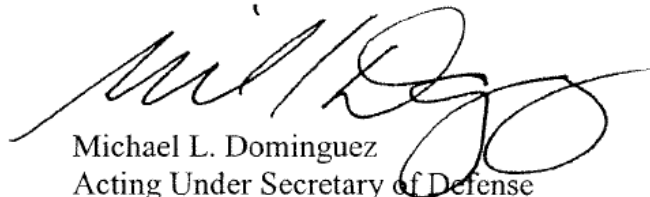
compensation comparability program as established in Chapter 8 of DoD Manual 1416.8-M (Reference (h)) for DoD foreign national and third-country employees.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. Enclosure 3 provides the overarching procedures and requirements for implementing the provisions of this Volume.

7. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately and will cover all payments for fiscal year 2009 and thereafter.



Michael L. Dominguez
Acting Under Secretary of Defense
(Personnel and Readiness)

Enclosures

1. References
 2. Responsibilities
 3. Procedures
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (c) Subchapter 591, "Standards for Furnishing Uniforms or Paying Uniform Allowances to DoD Civilian Employees," of DoD 1400.25-M, "Department of Defense Civilian Personnel Manual," December 1996 (hereby canceled)
- (d) Section 1593 of title 10, United States Code
- (e) Sections 5901 through 5903 of title 5, United States Code
- (f) Page 7959 of Volume 72, Number 35, Federal Register, February 22, 2007
- (g) Page 35669 of Volume 73, Number 122, Federal Register, June 24, 2008
- (h) DoD Manual 1416.8-M, "DoD Manual for Foreign National Compensation," January 12, 1990

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

- a. Have overall responsibility for the policy on uniform allowance rates for DoD civilian employees.
- b. Exercise final approval authority on DoD Component requests to establish a higher initial maximum uniform allowance rate.

2. DEPUTY UNDER SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DUSD(CPP)). The DUSD(CPP), under the authority, direction, and control of the USD(P&R), shall:

- a. Oversee the implementation of DoD policy and procedures on uniform allowances for DoD civilian employees according to this Volume.
- b. Review requests to establish higher initial maximum uniform allowance rates and forward recommendations for approval to the USD(P&R).
- c. Monitor DoD civilian uniform requirements to ensure equity and consistency in uniform allowance rates.

3. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

- a. Determine the occupational groups included in each category of employees required to wear uniforms.
- b. Issue written guidelines for each category of employee subject to the same uniform requirements.
- c. Develop and submit requests for higher initial maximum uniform allowance rates to the DUSD(CPP).
- d. Ensure requests for higher initial maximum uniform allowance rates are forwarded to the appropriate OSD functional manager for DoD Component coordination, where designated, prior to submission to the DUSD(CPP).

ENCLOSURE 3

CIVILIAN UNIFORM ALLOWANCE RATE IMPLEMENTATION PROCEDURES

1. UNIFORM ALLOWANCE RATES

a. Authorized management officials will issue written guidelines for each category of employee subject to the same uniform requirement. Guidelines will:

(1) List the occupational groups included in the category of employees covered by the guidelines.

(2) Document the determination that the nature of the work makes the wearing of a uniform necessary.

(3) State whether the DoD Component will furnish uniforms or pay an allowance.

(4) Identify the articles of clothing the DoD Component will issue to each employee or for which the DoD Component will pay a uniform allowance.

(5) Prescribe the amount of the annual uniform allowance and how it was established or, if uniforms are furnished, describe the method of uniform replacement.

(6) Establish procedures for determination of the annual uniform allowance rate used to defray the cost of replacement uniform items and methods of accountability to ensure appropriate use of the allowance received. The annual uniform allowance replacement costs are based on item cost prorated over the estimated life of the item.

(7) Set forth procedures for proper accountability of uniforms upon issue, standards for uniform maintenance and wear, and requirements for return of uniforms, if applicable, when the uniforms are no longer needed for the performance of work while on official duty.

b. The amount of the annual uniform allowance to be paid or the cost of the uniform furnished must be within the maximum annual uniform allowance rate authorized.

c. The uniform allowance for the first year shall be paid in full on or before the date the employee is required to wear the uniform.

d. After the first year that employees receive a uniform allowance, payments may be made on an annual, semi-annual, or quarterly basis to help defray the cost of replacement items and are based on the cost prorated for the estimated life of the articles of clothing included in the uniform.

e. Uniform allowances are paid at the beginning of the period in which service is to be performed.

f. If the average total cost of the basic uniform is higher than the maximum annual uniform allowance rate, the DoD Component may request approval of a higher initial uniform allowance rate (see paragraph 2 of this enclosure). The uniform specified will be the most economical type sufficient to accomplish the purpose.

2. HIGHER INITIAL UNIFORM ALLOWANCE RATES

a. Authorized management officials will submit requests to establish higher initial maximum uniform allowance rates to the DUSD(CPP). Submissions will include:

- (1) A description and justification of the circumstances requiring a higher initial maximum uniform allowance rate.
- (2) An estimate of the number of affected employees.
- (3) The specific items required for the basic uniform and the average total uniform cost.
- (4) The amount of the proposed higher initial maximum uniform allowance rate.
- (5) The proposed effective date of the higher initial maximum uniform allowance rate.

b. A higher initial maximum uniform allowance rate may not exceed the average total uniform cost of the basic uniform for the affected categories of employees as determined by cost data obtained from retailers of uniform apparel and equipment or a comparable source.

c. The higher initial maximum uniform allowance rate applies only to the year in which the employees become subject to a requirement to wear the uniform or are transferred or reemployed according to procedures set forth in paragraph 3 of this enclosure.

d. The DoD Component initiating the request for a higher initial maximum uniform allowance rate must coordinate the request with the OSD functional community manager where one is designated. The DoD Component will submit copies of the coordination documentation with the request.

e. When an OSD functional community manager is not designated, DUSD(CPP) will review proposals to establish higher initial maximum uniform rates, coordinate the request with other DoD Components employing the same categories of employees covered by the request, and submit recommendations to approve or disapprove the proposal to the USD(P&R). The higher initial maximum uniform allowance rate will not be authorized prior to the effective date established by the USD(P&R).

f. The DoD Components will pay the higher allowance in full on or before the date each employee is required to wear the uniform. Higher initial maximum uniform allowances will not be paid to employees who were hired prior to the effective date of the increased rate.

3. UNIFORM ALLOWANCE RATES UPON TRANSFER OR REEMPLOYMENT

a. When an employee transfers to, or is reemployed in, another position requiring a uniform, allowance payments for identical uniform requirements that overlap these periods are not authorized. The period covered by the last allowance payment must come to an end before a further allowance payment may be made.

b. An employee who leaves a position after receiving an annual allowance payment and is later reemployed in the Department of Defense in a position where the identical uniform is required shall be paid an allowance upon reemployment, provided a period of at least 1 full year has elapsed since the end of the period covered by the last payment.

c. An employee who is transferred to, or reemployed in, a position with different uniform requirements shall be paid the initial maximum uniform allowance rate appropriate to the new position on or before the date the employee is required to wear the uniform for the first time.

GLOSSARY

TERMS AND DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

annual uniform allowance rate. An annual allowance paid for a uniform or a uniform furnished to an employee. The annual uniform allowance rate will apply to employees when they first are assigned to a position that requires them to wear a uniform and each year thereafter.

authorized management official. An individual who has received delegated authority to determine which categories of employees are required to wear uniforms or are eligible for the uniform allowance rate established under this Instruction.

average total uniform cost. An amount determined by adding together the cost of each required uniform item using a source designated by the authorized management official.

category of employees. Any group of civilian employees designated by the DoD Component that has the same basic uniform requirement.

higher initial maximum uniform allowance rate. An initial maximum uniform allowance rate that is higher than the annual uniform allowance rate and applies only in the year the employee first becomes subject to the uniform requirement. The higher initial maximum uniform allowance rate may not exceed the average total cost for the basic uniform.

functional community manager. An OSD management official who advises on the development and implementation of overarching human capital policy for a group of DoD civilian employees with the same basic uniform requirements.

uniform. A specified article or articles of clothing that may include but are not limited to such items as shoes, boots, hats, shirts, slacks, skirts, belts, fitness gear, weather gear or outerwear, tie clips, tie bars, rank insignia, badges, patches, and name tags the Department of Defense requires an employee to wear to provide a distinctive and easily identifiable appearance in performing his or her job.

year. Any period of 12 consecutive months designated by the DoD Component as the basis for applying the maximum uniform allowance rates.