

Reclamation Manual Transmittal Sheet

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Reclamation Manual

Directives and Standards

Subject:	Bureau of Reclamation Uniform Program for Service and Administrative (S&A) Uniforms
Purpose:	Describes the procedures to be utilized for the purchase, accountability, control, and disposal of official S&A Reclamation uniforms. The benefit of this Directive and Standard (D&S) is to define the management and approval of S&A Reclamation uniforms.
Authority:	Federal Employees Uniform Allowance Act (Pub. L. 83-763); Federal Salary and Fringe Benefits Act of 1966 (Pub. L. 89-504; 5 USC 5901 – 5903, 7903); and 5 CFR 591.103, <i>Uniform Allowances</i>
Approving Official:	Director, Management Services Office
Contact:	Property Management Program, 84-27841 Acquisition and Assistance Management Division, 84-27800

1. **Introduction.** This D&S establishes the requirements for the purchase, accountability, control, and disposal of Reclamation S&A uniforms. The wearing of a Reclamation S&A uniform is designed to promote corporate identity internally and to the public. This D&S excludes the Security, Law Enforcement, Firefighter and Park Ranger uniforms; they will be covered in a separate D&S.
2. **Applicability.** This D&S applies to all employees and volunteers whose supervisor or manager determined it necessary for them to wear an S&A uniform to carry out Reclamation's mission.
3. **Definitions.**
 - A. **Administrative Uniform.** Approved uniform clothing components specifically authorized by local management. They are worn only on occasions when representing Reclamation and its mission in a public forum, for example, media events, public meetings, recruiting functions, and other public outreach events.
 - B. **Reclamation Clothing Committee (Committee).** Selected members consisting of representatives from regions and area offices in functions directly affected by uniform requirements including, at a minimum, Security, Safety, and Law Enforcement staff; park rangers; Reclamation guides; seasonal staff and volunteers; firefighters; public affairs staff; acquisitions representatives; and the Reclamation Uniform Program Manager (Program Manager). The Committee is under the direction of the Visual Identity Program Directorate.
 - C. **Service Uniform.** Specifically approved clothing components an employee or volunteer is authorized to wear in routine performance of their job to provide a distinct

Reclamation Manual

Directives and Standards

and easily identifiable appearance. It may include, but is not limited to, such items as hats, shirts, slacks, skirts, or outerwear. It does not include normal work attire purchased at the discretion of the employee, e.g., socks, gloves, etc.

- D. **Uniform Allowance.** Under the Federal Employees Uniform Allowance Act, an allowance up to, but not to exceed the designated allotment per year per employee referenced in 5 CFR 591.103 is provided to employees or volunteers for the purchase of uniform components.
- E. **Uniform Components.** Specific uniform items defined by occupation consisting of, but not limited to, shirts and pants, etc.
4. **Responsibilities.**
- A. **Director, Management Services Office.** The Director, Management Services Office is responsible for establishing and approving Reclamation S&A uniform D&S.
- B. **Program Manager.** Located in the Property Management Policy Office within the Acquisitions and Assistance Management Division. The Program Manager is responsible for:
- (1) serving as the Contracting Officer's Representative (COR) for the Reclamation-wide S&A uniform contract(s);
 - (2) serving as the single point of contact and subject matter expert for the S&A uniform program;
 - (3) developing Reclamation Manual Policy, D&S, and discretionary guidelines related to the Reclamation S&A uniform program;
 - (4) providing specialized technical and analytical support to Reclamation personnel in activities connected with the S&A uniform program (e.g., contract, reports from vendor and customers); and
 - (5) developing and delivering uniform-related training material and maintaining outreach with the uniform industry to further refine Reclamation's S&A uniform program and keep it current with latest production standards.
- C. **Committee.** The Committee is responsible for:
- (1) representing the needs and concerns of management as well as employees and volunteers;
 - (2) reviewing new uniform item requests from Reclamation employees for inclusion in the uniform program;

Reclamation Manual

Directives and Standards

- (3) coordinating visual identity compliance within the uniform program; and
- (4) performing in an advisory function as subject matter experts for respective uniform categories.

D. Contracting Officer (CO). The CO is responsible for:

- (1) administering and ensuring compliance with the Federal Acquisition Regulation (FAR) procedures on contracts between Reclamation and uniform component vendors; and
- (2) appointing the COR to act within the authority delegated in accordance with the FAR.

E. Chief, Public Affairs. The Chief, Public Affairs is responsible for:

- (1) working with the Committee to administer visual identity clothing matters as related to uniforms, as Program Manager of the Visual Identity Program; and
- (2) assisting in the selection of Committee members.

F. Managers and Supervisors. All Reclamation managers and supervisors are responsible for:

- (1) providing guidance to employees and volunteers on authorized uniform allowances and ensuring those individuals receive appropriate direction and answers to questions related to S&A uniform issues in accordance with the requirements outlined in this D&S;
- (2) providing consistent direction, approval, and monitoring of S&A uniform purchases to ensure all are made in compliance with the Reclamation-wide contract(s);
- (3) providing funding code via memorandum to employees designating their uniform allowance up to, but not exceeding the annual amount referenced in 5 CFR 591.103;
- (4) determining and implementing any additional local procedures related to S&A uniforms that are necessary to carry out the Reclamation mission;
- (5) ensuring local procedures are documented and enforced to control S&A uniform elements and prevent any unauthorized use of such items; example, wearing the uniform off duty or at an event/location in which employees/volunteers are not officially representing Reclamation;

Reclamation Manual

Directives and Standards

- (6) approving any requested exceptions to wearing S&A uniforms as outlined in Paragraph 6.B. of this D&S; and
- (7) approving of individuals to wear an Administrative uniform; approval must be exercised by the head of the office, being at least the area manager, or designee; if unavailable, approval must be obtained one level higher, i.e., area office, regional office.

G. Uniform Coordinator. A Uniform Coordinator will be designated at each site where applicable and Denver. The Uniform Coordinator is responsible for:

- (1) assisting local management to ensure compliance with the S&A uniform program requirements and directing any questions or issues they cannot resolve to the Program Manager;
- (2) assisting employees and volunteers in tracking uniform allowances at their respective sites;
- (3) coordinating the purchase and receipt of uniform components for employees and volunteers at respective locations; and
- (4) disposing of uniforms turned in by employees.

H. Employees and Volunteers. Employees and volunteers are responsible for:

- (1) complying with Reclamation Manual S&A uniform Policy and D&S;
- (2) maintaining their allowance balance;
- (3) ensuring that uniforms are worn only when performing official duties or when in transit to duty;
- (4) maintaining a neat and professional appearance to promote a professional image of the agency;
- (5) ensuring business is conducted in a professional manner while wearing a Reclamation uniform;
- (6) directing any questions regarding the S&A uniform program to their manager/supervisor, Uniform Coordinator, or Program Manager;
- (7) maintaining and caring for uniform items appropriately; and

Reclamation Manual

Directives and Standards

- (8) returning uniform components to the uniform coordinator when items wear out, upon retirement, resignation, reassignment, or when the position no longer requires the use of a Reclamation uniform.
5. **Procedures.** Reclamation uniforms, as specified in the Reclamation Uniform Catalog, will be provided to and worn only by Reclamation employees and volunteers and will not be worn by contractors or employees of other agencies or organizations.
- A. **Purchase.** S&A uniform components are required to be purchased using the Reclamation-wide uniform contract(s) via the local Acquisition Office by means of IDEAS-PD.
- (1) Authorized S&A uniform wearers and/or Uniform Coordinators will place orders for uniform components.
- (2) The Program Manager will maintain the catalog of approved S&A uniform components. The catalog will be available on the Reclamation Intranet.
- B. **Alterations.** Services for alterations will be coordinated by the local Acquisitions Office after manager/supervisor approval is obtained.
- C. **Waiver.** If the current contractor cannot provide uniform components as contract provisions state, managers/supervisors must request a waiver. The waiver request must be submitted in memorandum format to the Program Manager including the supporting documentation that the vendor cannot meet provisions in the contract. The Program Manager will coordinate with the CO for resolution.
- D. **Request for Addition or Change of Uniform Components.** Any requests for addition(s) or change(s) of S&A uniform components shall be submitted in writing by the local manager/supervisor to the Program Manager. The supporting rationale must include the following information: item specification, justification for change, and the urgency of request. The request will be vetted through the Committee by the Uniform Program Manager, prior to final approval.
6. **Requirements.** Employees and volunteers authorized to wear an official S&A Reclamation uniform while on duty are listed below.
- A. **Reclamation Positions Required to Wear S&A Uniforms.** Employees and volunteers will wear the complete uniform specified in the Reclamation Uniform Catalog during duty hours and will make certain that all elements are controlled as directed to ensure against the unauthorized use of such items. Employees designated to wear an Administrative Uniform must receive approval utilizing Form No. 7-2600 (4-10), Approval to Purchase Administrative Uniform Clothing. Employees and volunteers in the following positions may be authorized to wear an official Reclamation uniform based on designation of immediate manager/supervisor:

Reclamation Manual

Directives and Standards

- (1) Reclamation guides and visitor use assistants;
 - (2) positions regularly interacting with the public (administrative);
 - (3) volunteers; and
 - (4) maintenance employees; uniforms for maintenance employees must allow them to be easily identified by co-workers and the public. Due to the fact that not all Reclamation maintenance employees wear the same uniform, the official uniform for maintenance workers at specific locations will be at the discretion of the region adhering to the following in ranking order:
 - (a) Reclamation employee safety policies;
 - (b) employee union agreements; and
 - (c) when feasible, visual identity requirements.
- B. Exceptions to Wearing Reclamation Uniform.** Managers/supervisors will approve exceptions to wearing a uniform when medical conditions, pregnancy, disability, religious belief, or climatic conditions require special consideration; when wearing the uniform would jeopardize the employee's safety; or when visibility of the uniform is not in the best interest of Reclamation employees or volunteers. Requests for exception will be addressed on a case-by-case basis following local management requirements.
- C. Notification to Employees.** At a minimum, position descriptions and vacancy announcements will reference the requirement to wear a uniform. Other notification is encouraged, but is at management's discretion (e.g., submitting Form No. 7-2600 (4-10) Approval to Purchase Administrative Uniform Clothing).
- D. Uniform Allowance.** Uniform allowance is provided to help augment the cost of wearing a uniform. It is not intended to cover the total cost of all uniform items. The authorized allowance for each employee is to be used only by that employee; ordering uniform components for other persons is prohibited. Employee uniform allowance is determined by local management but shall not exceed the designated allotment per year per employee referenced in 5 CFR 591.103.
7. **Internal Controls.** Managers/supervisors and comparable field offices shall conduct Uniform Program Reviews of their subordinate offices not less often than every 3 years to ensure uniform allowances are managed and not exceeded.
8. **Violation.** Administrative disciplinary action will be taken as appropriate in accordance with 370 DM 752 (Administrative Disciplinary Actions) or criminal penalties under 18 U.S.C. 701 (Unlawful Manufacture, Sale, or Possession) for violations of this D&S or statute.