

CHAPTER 8 - UNIFORMS FOR NATURAL RESOURCES MANAGEMENT PROGRAM STAFF

8-1. Purpose. This chapter establishes guidance for providing uniforms and specifies uniform wear requirements for Natural Resources Management (NRM) personnel. This Chapter supersedes the 15 November 1996 edition of EP 1130-2-550, Chapter 8 and Appendices J, K and L.

8-2. Guidance. Uniforms shall be worn in compliance with the standards prescribed in this pamphlet.

a. Authorized uniforms are specified in Tables 1 through 3. Uniforms will be worn in their entirety by wearing all prescribed items, including the badge if citation authority has been granted. Among the prescribed items, some articles of clothing, such as the duty jacket, overshell or windbreaker, may be omitted during mild climatic conditions. Unauthorized articles of clothing will not be added to uniform apparel. Substitutions or deviations from the uniform specifications prescribed in this regulation require prior approval of HQUSACE (CECW-ON).

b. Uniforms will be kept clean, wrinkle-free and neat. Ill fitting, faded, stained, torn, or otherwise unacceptable uniform items will not be worn. Any T-shirts worn shall be white and will not extend beyond the uniform shirtsleeve. All shirt buttons will be fastened except the collar button when a tie is not worn. Pockets will be buttoned and free of bulging objects. Trousers will be pressed with sharp creases.

c. Personnel authorized to wear the uniform will obtain all items required for their assigned position. When a change in uniform specification occurs, personnel may continue to utilize the previously prescribed items until replacement is necessary unless directed by CECW-ON.

d. Park/Resource/Lake Managers may establish standard uniform wear for climatic conditions. Managers may also decide to change an "optional" item (as listed in Tables 1a through 3) to a "required" item. They may not change a "required" item to an "optional" item nor may they supercede the requirement for wearing the Class B Duty uniform on a daily basis.

8-3. Uniform Class Designations.

a. CLASS B DUTY UNIFORM – DAILY WEAR. The Class B Duty Uniform is the prescribed uniform to be worn on a daily basis in accordance with Table 1a.

b. CLASS B DUTY UNIFORM – FORMAL WEAR. During the following formal duty situations, the Class B Uniform will be worn in accordance with Table 1b.

- Public presentations
- Interpretive programs, tours, visitor center operation
- Business, public, contract meetings
- Political contacts
- Media contacts
- Other situations as determined by the Park/Resource/Lake Manager

c. CLASS B DUTY UNIFORM – CEREMONIES AND COURT. During ceremonies and court appearances, the Class B Uniform will be worn in accordance with Table 1c.

d. CLASS B DUTY UNIFORM – MATERNITY. The Class B Maternity Uniform is authorized and may be worn on an optional basis. Uniform will be worn in accordance with Table 1d.

e. CLASS C WORK UNIFORM. The Class C Work Uniform will be worn in accordance with Table 2 only during special work situations, which are approved in advance on a case-by-case basis by the supervisor. The Class C Uniform will not be worn as the daily uniform.

f. CLASS D SPECIAL USE UNIFORM – The Class D Special Use Uniform is authorized and will be worn in accordance with Table 3 during boat, beach, or bike patrol or when presenting beach or boat interpretive programs when approved in advance on a case-by-case basis by the supervisor.

g. CLASS A DRESS UNIFORM. The Class A Dress Uniform is no longer an authorized uniform and will not be worn.

8-4 UNIFORM DESCRIPTIONS -- The following paragraphs and tables describe each approved uniform item, how it should be worn and the authorized procurement process and source. Substitutions will not be permitted.

a. Badge. The official Corps of Engineers badge is authorized only for those persons having citation authority as prescribed in ER 1130-2-550, Chapter 6. The badge will be worn above the left pocket of the shirt or corresponding location on outerwear. The badge will be worn only with the Class B, C or D uniform. The District Commander may authorize the badge to be carried on the person in a holder provided for that purpose. Badges will be centrally procured from CECW-ON. For national or local periods of mourning, the Chief of Operations may authorize when, and for how long, employees may wear a 1/2" wide black elastic band horizontally over the center of the badge.

b. Nameplates. The nameplate will be worn on all Class B, C and D uniforms, centered above the right shirt pocket with the bottom of the nameplate flush with the top of the pocket seam or corresponding location on outerwear. Uniformed NRM employees must obtain nameplates from the approved uniform contractor, either through local procurement procedures or from their uniform allowance. Non-uniformed Corps employees desiring or requiring identification may procure a nameplate from the approved contractor through local procurement procedures.

c. NRM Shoulder Patch. The shoulder patch will be worn on the left sleeve of duty uniform shirts and outerwear. The patch will be securely sewn in the center of the sleeve with the top edge 1" below the shoulder seam so that the base of the patch is parallel with the ground when the arm is relaxed at the side. CECW-ON will procure patches for use on all authorized uniform components.

d. Pin. The employee has the option of wearing a single pin centered on either the left shirt collar point, or the left coat lapel/collar. This pin may be either an American Flag (maximum size 3/4" square) or the Federal Length of Service pin. No other pin is authorized.

Table 1a

ITEMS FOR CLASS B DUTY UNIFORM – DAILY WEAR

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
Campaign Hat, Straw or Felt	Yes	Worn level Castle Emblem and Hat Band required	Yes
Chin Strap	Optional	None	Yes
Hat Band	Yes	Required with Campaign Hat with braid on wearers left	Yes
Hat Cover	Optional	None	Yes
Hat Castle Emblem	Yes	Worn on Campaign Hat, centered on front ½” above Hat Band, or on Fur Trooper Hat, centered on flap	Yes
Ball Cap, Twill or Mesh	Optional	Boat Patrol Only	Yes
Fur Trooper Cap	Optional	Castle Emblem required	Yes
Knit Ski Hat, Acrylic or Wool	Optional	As weather conditions require	Yes
OUTERWEAR			
Jacket, Duty	Optional	Worn with zipper closed and with tie	Yes
Parka, Waist/Hip Length	Optional	None	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	None	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	If worn as outerwear, badge and nameplate required	Yes
Vest	Optional	If worn as outerwear, badge and nameplate required	Yes
Raincoat	Optional	None	Yes
Sweater	Optional	If worn as outerwear, badge and nameplate required	Yes
SHIRTS			
Long Sleeve, Duty	Yes	Worn tucked in Necktie Optional, unless worn with duty jacket Sleeves never rolled up in public	Yes
Short Sleeve, Duty	Yes	Worn tucked in Necktie required only when worn with duty jacket	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn tucked in	Yes

NECKTIE AND RETAINER			
Clip-on or Four-in-hand	Optional	Not for wear with lightweight short sleeve shirt	Yes
Tie Tack or Tie Bar	Optional	Positioned near fourth button from top	Yes
Cross tie	Optional	Not for wear with lightweight short sleeve shirt Clip-on/Four-in-hand may be substituted	Yes
TROUSER / SKIRT			
Trouser, Cool/Warm Weather	Yes	Must be worn with belt	Yes
Trouser, Washable	Optional	Must be worn with belt	Yes
Skirt, Cool/Warm Weather	Optional	Worn 2" above to 2" below center of knee Worn with pumps or other appropriate footwear	Yes
MISCELLANEOUS			
Belt	Yes	Substitute buckles prohibited	Yes
Coveralls, Non-insulated	Optional	Work situations only	Yes
Coveralls/Bib Overalls, Insulated	Optional	Work situations only	Yes
Scarf	Optional	Solid black only	No**
Gloves	Optional	Solid black, plain only	No**
Badge	Yes	If authorized, required on shirts and All outerwear, except raincoat/coveralls	No***
Badge Mourning Band	Optional	When authorized, a ½" black elastic band worn horizontally over badge	No**
Pin	Optional	Worn centered on left shirt collar point, or centered on left coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
FOOTWEAR			
Shoe/Boot/Pump, Polished Plain Toe	Yes	Black. May be safety footwear	No*
Socks & Hosiery	Yes	Socks – Solid black, plain only Hosiery – Neutral color, unpatterned	No**
Deck/Athletic Shoes	Optional	Black only. Beach/Bike/Boat Patrol	No*
Key: Optional - May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase.			
** Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office.			
Note: If an item is not listed, it is NOT authorized to be worn with the Class B – Daily Wear Uniform			

Table 1b

ITEMS FOR CLASS B DUTY UNIFORM – FORMAL WEAR

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
Campaign Hat, Straw or Felt	Yes	Worn level. Castle Emblem and Hat Band required	Yes
Chin Strap	Optional	None	Yes
Hat Band	Yes	Required with Campaign Hat with braid on wearers left	Yes
Hat Cover	Optional	None	Yes
Hat Castle Emblem	Yes	Worn on Campaign Hat, centered on front ½” above Hat Band, or on Fur Trooper Hat, centered on flap	Yes
Fur Trooper Cap	Optional	Castle Emblem required	Yes
OUTERWEAR			
Jacket, Duty	Optional	Worn with zipper closed and with tie	Yes
Parka, Waist/Hip Length	Optional	None	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	None	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	If worn as outerwear, badge and nameplate required	Yes
Vest	Optional	If worn as outerwear, badge and nameplate required	Yes
Raincoat	Optional	None	Yes
Sweater	Optional	If worn as outerwear, badge and nameplate required	Yes
SHIRTS			
Long Sleeve, Duty	Yes	Worn tucked in Necktie required Sleeves never rolled up in public	Yes
Short Sleeve, Duty	Yes	Worn tucked in Necktie required only with Duty Jacket	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn tucked in	Yes
NECKTIE AND RETAINER			
Clip-on or Four-in-hand	Yes	Not for wear with lightweight short sleeve shirt	Yes
Tie Tack or Tie Bar	Yes	Positioned near fourth button from top	Yes
Cross tie	Yes	Not for wear with lightweight short sleeve shirt Clip-on/Four-in-hand may be substituted	Yes

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TROUSER / SKIRT			
Trouser, Cool/Warm Weather	Yes	Must be worn with belt	Yes
Trouser, Washable	Optional	Must be worn with belt	Yes
Skirt, Cool/Warm Weather	Optional	Worn 2" above to 2" below center of knee Worn with pumps or other appropriate footwear	Yes
MISCELLANEOUS			
Belt	Yes	Substitute buckles prohibited	Yes
Coveralls, Insulated/Non-insulated	Optional	For protective clothing purposes only	Yes
Scarf	Optional	Solid black only	No**
Gloves	Optional	Solid black, plain only	No**
Badge	Yes	If authorized, required on shirts and All outerwear, except raincoat/coveralls	No***
Badge Mourning Band	Optional	If authorized, 1/2" black elastic band worn horizontally over badge	No**
Pin	Optional	Worn centered on either left shirt collar point, or centered on left coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
FOOTWEAR			
Shoe/Boot/Pump, Polished Plain Toe	Yes	Black May be safety footwear	No*
Socks & Hosiery	Yes	Socks - Solid black, plain only Hosiery - Neutral color, unpatterned	No**
Key: Optional - May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase			
** Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office			
Note: If an item is not listed, it is NOT authorized to be worn with the Class B – Formal Wear Uniform			

Table 1c

ITEMS FOR CLASS B DUTY UNIFORM – CEREMONIES & COURT

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
Campaign Hat, Straw or Felt	Yes	Worn level. Castle Emblem and Hat Band required	Yes
Chin Strap	Optional	None	Yes
Hat Band	Yes	Required with Campaign Hat with braid on wearers left	Yes
Hat Cover	Optional	None	Yes
Hat Castle Emblem	Yes	Worn on Campaign Hat, centered on front ½” above Hat Band, or on Fur Trooper Hat, centered on flap	Yes
Fur Trooper Cap	Optional	Castle Emblem required	Yes
OUTERWEAR			
Jacket, Duty	Yes	Worn with zipper closed and with tie	Yes
Parka, Waist/Hip Length	Optional	Worn over Duty Jacket only	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	Worn over Duty Jacket only	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Raincoat	Optional	Worn over Duty Jacket only	Yes
SHIRTS			
Long Sleeve, Duty	Yes	Worn tucked in Necktie Required Sleeves never rolled up in public	Yes
Short Sleeve, Duty	Yes	Worn tucked in Necktie Required	Yes
NECKTIE AND RETAINER			
Clip-on or Four-in-hand	Yes	Not for wear with lightweight short sleeve shirt	Yes
Tie Tack or Tie Bar	Yes	Positioned near fourth button from top	Yes
Cross tie	Yes	Not for wear with lightweight short sleeve shirt Clip-on/Four-in-hand may be substituted	Yes

TROUSER / SKIRT			
Trouser, Cool/Warm Weather	Yes	Must be worn with belt	Yes
Skirt, Cool/Warm Weather	Optional	Worn 2" above to 2" below center of knee Worn with pumps or other appropriate footwear.	Yes
MISCELLANEOUS			
Belt	Yes	Substitute buckles prohibited	Yes
Scarf	Optional	Solid black only	No**
Gloves	Optional	Solid black, plain only	No**
Badge	Yes	If authorized, required on shirts and All outerwear, except raincoat/coveralls	No***
Badge Mourning Band	Optional	If authorized, ½" black elastic band worn horizontally over badge	No**
Pin	Optional	Worn centered on either left shirt collar point, or centered on left coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
FOOTWEAR			
Shoe/Boot/Pump, Polished Plain Toe	Yes	Black. May be safety footwear	No*
Socks & Hosiery	Yes	Socks – Solid black, plain only Hosiery – Neutral color, unpatterned	No**
Key: Optional - May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase			
**Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office.			
Note: If an item is not listed, it is NOT authorized to be worn with the Class B – Ceremonies & Court Uniform			

Table 1d

ITEMS FOR CLASS B MATERNITY UNIFORM

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
Maternity Top Maternity Jumper Maternity Trouser	Optional	If the contractor cannot provide maternity uniforms in a timely manner, civilian attire is authorized.	Yes
Key: Optional - May be worn if warranted by conditions. However, if such a garment is worn, it must be the authorized item.			

Table 2

ITEMS FOR CLASS C WORK UNIFORM

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
Ball Cap, Twill or Mesh	Optional	None	Yes
Fur Trooper Cap	Optional	Castle Emblem required centered on flap	Yes
Knit Ski Hat, Acrylic or Wool	Optional	None	Yes
OUTERWEAR			
Parka, Waist/Hip Length	Optional	None	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	None	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	As outerwear, badge & nameplate required	Yes
Vest	Optional	As outerwear, badge & nameplate required	Yes
Raincoat	Optional	None	Yes
Sweater	Optional	As outerwear, badge & nameplate required	Yes
SHIRTS			
Long Sleeve/Short Sleeve, Duty	Yes	Worn tucked in	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn tucked in	Yes
TROUSER			
Trouser, Washable/Work Jeans	Yes	Must be worn with belt	Yes
MISCELLANEOUS			
Belt	Yes	Substitute buckles prohibited	Yes
Coveralls, Insulated/Non-Insulated	Optional	None	Yes
Scarf	Optional	Solid black only	No**
Work Gloves	Optional	None	No*
Badge	Yes	If authorized, required on shirts and all outerwear, except raincoat/coveralls	No***
Badge Mourning Bands	Optional	½" black band worn horizontally on badge	No**
Nameplate	Yes	Required on shirts and all outerwear Except raincoat/coveralls	Yes
FOOTWEAR			
Shoe/Boot, Polished Plain toe	Yes	Black. May be safety footwear	No*
Socks	Yes	Solid black, plain only	No**
Deck/Athletic Shoes	Optional	Black only. Beach/Bike/Boat Patrol	No*
Key: Optional – May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item. Note: If an item is not listed, it is NOT authorized to be worn with the Class C Work Uniform .			
* Not a contract item but may be provided for by local purchase **Not a contract item. Must be purchased separately.			
***Controlled item distributed by District Office.			

Table 3

ITEMS FOR CLASS D SPECIAL USE DUTY UNIFORM

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
Campaign Hat, Straw	Yes	Beach patrol and interpretive programs only. Castle Emblem required, centered on front, ½” above Hat Band. Hat Band required with braid on wearers left	Yes
Ball Cap, Twill or Mesh	Yes	Boat Patrol Only	Yes
Bicycle Helmet	Yes	White or Black only Bicycle patrol only	No*
OUTERWEAR			
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	As outerwear, badge and nameplate required	Yes
Vest	Optional	As outerwear, badge and nameplate required	Yes
Sweater	Optional	As outerwear, badge and nameplate required	Yes
SHIRTS			
Short Sleeve, Duty	Yes	Worn Tucked In	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn Tucked In	Yes
TROUSER			
Shorts	Yes	For boat, beach, bicycle patrol, and beach/boat interpretive programs only Must be worn with belt	Yes
MISCELLANEOUS			
Belt	Yes	Substitute buckles prohibited	Yes
Badge	Yes	If authorized worn above left pocket on shirts/outerwear except raincoat/coveralls	No***
Badge Mourning Band	Optional	½” black band worn horizontally over badge	No**
Pin	Optional	Worn centered on either left shirt collar point, or centered on coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
FOOTWEAR			
Shoes, Polished Plain Toe	Yes	Black	No*
Socks	Yes	Solid Black or White, plain only	No**
Deck/Athletic Shoes	Optional	Black only. Beach/Bike/Boat Patrol	No
Key: Optional – May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase ** Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office.			
Note: If an item is not listed, it is NOT authorized to be worn with the Class D Special Use Duty Uniform .			

8-5 UNIFORM PROCUREMENT AND ACCOUNTING PROCEDURES

A centralized uniform distribution procurement process has been developed to provide a single

source of uniform supply. Uniforms are supplied under contract through the use of a credit allowance system (individual accounts) established for permanent and temporary personnel. Procurement and accounting procedures outlined below will be performed electronically through the government and uniform contractor's web sites.

a. Procurement Procedures.

(1) Uniform Authorization Allowance.

(a) A Uniform Authorization Allowance form (UAA) will be prepared electronically for all personnel authorized to receive the uniform allowance. This form establishes the individual's account and must be completed prior to ordering. This form must be completed for each individual and approved by the appropriate supervisor or district uniform coordinator. Once completed and approved, the form will be sent electronically to the uniform contractor who will establish an account for the employee. Once the account is established with the contractor, the employee will be notified by mail on how to order uniforms. Detailed guidance on the UAA process is contained in the government-maintained UAA web site. Only District Uniform Coordinators and authorized project personnel will have access to this web site.

(b) When there is a change in uniform class, frequency of wear, tenure status, allowance amount, maternity uniform requirement, or duty station, the UAA needs to be amended. In these cases, the supervisor or district uniform coordinator must update the UAA to indicate the change. All comments must be annotated in the remarks area of the form. When an individual transfers, it is the responsibility of the losing project (former project) to update the form with the new organization code, thereby changing the employee's UAA and account to the new project.

(c) An amendment to the UAA must also be completed for personnel who are terminated from employment or have a change in status from uniformed to non-uniformed duty. District Uniform Coordinators are responsible for notifying their Division Uniform Committee representatives to have employee UAAs removed from the system.

(d) Temporary personnel are automatically dropped from the uniform allowance program (eliminated from the Consolidated Uniform Allowance Authorization Report) at the end of each fiscal year. Temporary personnel must be removed from the uniform program only if they are terminated before the end of the fiscal year. Do not create a new UAA for a returning temporary employee. Returning temporary employees must be "added" back into the system since their account already exists.

(2) Computing Allowances.

(a) For the purpose of determining uniform allowances, the following definitions apply to uniformed personnel:

(i) Permanent - one whose appointment is not time-limited and who is in uniform on a regular or intermittent basis. This category includes permanent seasonal appointments and Student Career Experience Program (SCEP) employees. This includes career and career conditional personnel regardless of whether they are full time, part time or subject to furlough.

(ii) Temporary - one whose appointment is time-limited, including Student Temporary Employment Program (STEP) employees. This person may wear the uniform on a regular or intermittent basis. Temporary personnel are divided into single-season temporary and multi-season temporary categories for initial allowance computations. Single-season means that a temporary will only need a uniform for a single season. Multi-season means the person will be working multiple seasons within the first calendar year of employment.

(b) Initial allowances are authorized for permanent and temporary personnel when they are first placed in a uniformed position or placed in uniformed position after having been out of uniform for 2 consecutive fiscal years or more since the end of their last allowance period. Allowance amounts for permanent and temporary personnel are listed in Table 4. Initial allowances, based on the uniform allowance schedule, must be granted in the full amount.

(c) If a person changes status or uniform category during the year, he or she may be authorized an increased allowance to help defray the cost of the new or additional items (See Table 4 for examples).

(d) The initial allowance for permanent personnel will be authorized from the date the UAA form is approved until the following 30 September (the end of the fiscal year). This initial allowance will not be prorated. UAA forms submitted to the uniform contractor during September will have an automatic effective date of 1 October (or later as specified on the allowance form).

(e) The replacement allowance for permanent personnel is issued for the full authorized amount at the beginning of each fiscal year. This allowance is effective for a full fiscal year.

Table 4

CLASS B/C/D UNIFORM ALLOWANCES

<u>TENURE STATUS</u>	<u>FREQUENCY OF WEAR</u>	<u>INITIAL ALLOWANCE</u>	<u>REPLACEMENT ALLOWANCE</u>
Permanent	Daily	\$600.00	\$250.00
Permanent	Intermittent	\$600.00	\$150.00
New Single-Season Temporary*	Daily or Intermittent	\$300.00	N/A
New Multi-Season Temporary**	Daily or Intermittent	\$500.00	N/A
Returning Temporary***	Daily or Intermittent	\$225.00	N/A
Maternity Permanent or Temporary	Daily or Intermittent	\$350.00	N/A

* Requires single-season uniform only.

** Requires multi-season uniforms (individual will be working multiple seasons within the first calendar year of employment).

***Returning temporaries are treated as new employees for administrative purposes. A new UAA form must be initiated upon the new fiscal year.

- If a person is temporary, has received \$300, and is then promoted to a permanent position, an additional \$300 is authorized to help defray the purchase of additional items.
- If a person is authorized Class B/C, has received \$250, and then needs a maternity uniform, up to an additional \$350 is authorized to help defray the purchase of the maternity uniform items.

In no case will the total allowance made available to a single individual exceed their initial allowance of their present tenure status (excluding maternity) in any one fiscal year.

(3) Ordering from the Approved Contractor.

(a) A contractor-maintained web site has been developed to process all authorized uniform orders. Following the establishment of a uniform account, the individual may place their order on the contractor's web site. The supervisor or district uniform coordinator will review all items ordered for temporary personnel. It is important that the size information in "My Sizes" be completed for accurate order filling. Faxed or mailed orders are not authorized.

(b) In cases where the order exceeds an individual's account balance, the individual is responsible for payment of the excess amount. The contractor will not ship the order until the payment is received.

(c) Permanent personnel should make every effort to review uniform needs and place orders in advance of the season to assure prompt delivery and lessen shipping demand.

(d) The allowance period for permanent personnel is 1 October to 30 September of the following year. Because of fiscal year-end requirements, the contractor may not accept any orders during year-end closeout.

(e) Within 15 calendar days of receipt of an order for standard uniform components, the contractor will ship the order. The individual may go on-line at anytime to determine the status of the order.

(f) Return of items (shipping) to the contractor for any reason is authorized at contractor expense. Returns will be credited to the individual's account or replaced. Items that have been laundered or washed cannot be returned unless defective.

b. Accounting Procedures.

(1) Administrative Procedures.

(a) Responsibility for the overall administration of the uniform program lies with the district uniform coordinators. Delegation of responsibilities to the project/lake level is authorized.

(b) Accounting begins with the proper disposition of UAA, as detailed in the previous section. Information on this form will be retained in the government web site database.

(c) The District Commander will have in place a set of effective internal controls to assure the avoidance of fraud, waste and abuse.

(2) Shipping Order - Receiving Reports. All uniform shipments will have a shipping-receiving report enclosed. It reflects all credits, debits, cash payments and remaining allowances and serves as verification for all payment to the Contractor. Upon receipt of an order, the

employee must go on-line and acknowledge receipt and acceptance of the uniform components received. The shipping-receiving report must be kept on file for at least one year.

(3) Fiscal Reports. All reports identified below will be made available for on-line access by the Contractor for the following review levels: Level 1 (Not used by Corps), Level 2 (District Uniform Coordinator and NRM Uniform Committee Division Representative), and Level 3 (Agency COTR and NRM Uniform Committee Chair). The levels of distribution and a brief narrative of each report follows:

(a) Monthly Reports

(1) Monthly Activity Report is available on-line by the Contractor for Level 2 and 3. This report provides a tabular summary of activity for the previous month for standard and non-standard orders. It also contains the total number of authorized employees, total number of new orders processed, total number of backorders processed, total dollar amount of allowances spent, total amount spent, total number of new orders, total number of new orders shipped, total number of backorders, total number of old backorders, and total number of backorders awaiting shipment.

(2) Status of Uniform Orders is available on-line by the Contractor for Level 2 and 3. This report identifies the orders shipped, orders failed, backorders and outstanding orders.

(3) Unobligated Balance and Adjustment Reports is available on-line by the Contractor for Level 2 and 3. This report identifies the total authorized uniform allowance, amounts encumbered to date, amounts invoiced to date, and unobligated balance.

(4) Backorder Summary Report is available on-line by the Contractor for Level 3. This report identifies the component sizes in each backorder, orders that are submitted, orders filled and backordered, value of the order, reasons for the backorder, and percentage of backorders in summary form.

(b) Quarterly Reports

(1) Quarterly Program Summary is available on-line by the Contractor for Level 3. This report provides a narrative and tabular summary of activity in the following areas: total number of employees authorized for allowances, beginning amount of authorized allowance, authorized allowance adjustments, total amount of allowance expended, remaining allowance balance, average authorized allowance, total sales for the fiscal year to date, total number of orders shipped, analysis of exchanges, average turn around time for non-standard orders, and analysis of the current inventory.

(2) Exception Report is available on-line by the Contractor for Level 2. The report identifies accounts with no activity.

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(c) Semi-Annual Reports

(1) Status Report is available on line by the Contractor for Level 2. The report identifies the status of individual employee accounts.

(d) Annual Reports

(1) Consolidated Uniform Allowance report is available on-line by the Contractor for Level 2. The report provides a list of each permanent employee, uniform category, and allowance amount for the new fiscal year. Once the report is approved by appropriate Agency representatives, it will reauthorize accounts for the coming fiscal year for permanent employees.

(2) Environmental Performance Report is available on-line by the Contractor for Level 3. This report identifies environmental compliance program efforts.

(3) Ordering History and Trends is available on-line by the Contractor for Level 3. This report is issued in September of each fiscal year and summarizes ordering history per month, per CLIN component, and identifies possible trends for the 12-month period, and makes forecasts for the next fiscal year.

Figure - UAA