

Reclamation Manual

Directives and Standards

Subject:	Bureau of Reclamation Uniform Program for Public Service (PS) Uniforms
Purpose:	Establishes the PS Uniform Program and describes procedures for the purchase, accountability, control, wear, and disposal of PS uniforms. Standardizes and defines PS uniform and related components. The benefit of this Directive and Standard (D&S) is to help Reclamation successfully manage the PS Uniform Program.
Authority:	Federal Employees Uniform Allowance Act of 1954 (Pub. L. 83-763); Federal Salary and Fringe Benefits Act of 1966 (Pub. L. 89-554); Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509); 5 USC 5901-5903, 7903; 5 CFR 591.101-104; Department of the Interior Accounting Handbook, Chapter 9, Section 2 – Uniform Allowances; Federal Personnel Manual Supplement Series 300 Employment (General), FPM R300.4.6F
Approving Official:	Director, Security, Safety, and Law Enforcement (SSLE)
Contact:	Director, SSLE, 84-45000

1. **Introduction.** This D&S establishes the procedures for the purchase, accountability, control, and disposal of Reclamation PS uniforms. The wearing of a Reclamation PS uniform is designed to promote a professional and easily identifiable public appearance. This D&S excludes Service and Administrative uniforms which are covered in Reclamation Manual (RM) D&S, *Bureau of Reclamation Uniform Program for Service and Administrative (S&A) Uniform*, PRM 03-01; and, the procurement, issuance, use, accountability and disposal of badges and credentials, which will be covered in a separate D&S for badges and credentials.
2. **Applicability.** This D&S applies to employees trained and appointed as police, security guards, firefighters, and park rangers who have been specifically authorized to wear a Reclamation PS uniform, as well as the directors, managers, and supervisors with management responsibilities for, or oversight of, these activities.
3. **Definitions.**
 - A. **Appurtenances.** Appurtenances are devices affixed to the uniform. These devices are generally worn to denote an organizational element, award, medal or ribbons, authorized rank insignia, professional certification emblem (e.g., Emergency Medical Technician), name plate, skill badges, or some other distinguishing characteristic of an award or designation.

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- B. **Badge.** A badge is a metal or cloth emblem of a specific design, approved by the Director, SSLE, which serves as an outward sign and representative symbol of specific authority or responsibility of the bearer.
 - C. **Patch.** Patches are emblems worn generally on the shoulder or uniform front as an insignia. Patches are made of cloth or embroidery and are affixed to the uniform.
 - D. **PS Uniform.** Approved uniform components specifically authorized by the Director, SSLE to provide a distinct and easily identifiable appearance. It includes, but is not limited to, such items as patches, hats, shirts, slacks, skirts, shoes/boots, and outerwear. Attire not included as part of the uniform components and purchased at the discretion of the employee is excluded (e.g., socks, gloves, scarves, etc.).
 - E. **Uniform Allowance.** Uniform allowances are for the sole purpose of purchasing uniforms. This allowance is for up to, but may not exceed, the designated allotment per year per employee, as referenced in 5 CFR 591.103.
 - F. **Uniform Components.** Specific clothing items, appurtenances, or patches specifically required by occupation.
4. **Responsibilities.**
- A. **Director, SSLE.** The Director, SSLE is responsible for performing the duties of the Bureau Director of Law Enforcement (BDLE); and
 - (1) establishing and approving Reclamation PS Uniform D&S;
 - (2) authorizing PS uniforms for Reclamation police, security guards, firefighters, and park rangers;
 - (3) reviewing and authorizing all PS uniform components and patches;
 - (4) approving any requested exceptions to wearing PS uniforms; and
 - (5) developing requirements to ensure proper security precautions are taken with regard to uniforms and patches.
 - B. **Regional Directors.** Regional directors are responsible for:
 - (1) establishing and adhering to an audit process to authorize designated employees to procure and wear PS uniform components; and
 - (2) publishing and implementing procedures, including internal controls, to manage uniform and patch accountability by employee, including issuance, return, and disposal.

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C. Area Managers. Area managers are responsible for:

- (1) implementing regional PS uniform procedures;
- (2) notifying authorized employees of the requirement to wear a uniform, verifying that employees wear the complete uniform at all times while on duty, and ensuring employees in uniform present a neat and professional appearance;
- (3) ensuring that employees do not purchase any unauthorized components with the uniform allowance;
- (4) ensuring that proper procurement procedures are followed and that employees receive uniform items that adhere to PS uniform specifications;
- (5) establishing local individual allowance amounts in accordance with 5 CFR 591.103 and ensuring approved uniform allowances are not exceeded;
- (6) establishing local procedures to prevent unauthorized use of PS uniform components, including, but not limited to, wearing the uniform off-duty or at an event/location where the employee is not officially representing Reclamation; and
- (7) approving the limited wear of non-uniform components, such as earmuffs, gloves, scarves, etc., with official PS uniforms to accommodate inclement weather or other special conditions.

D. Employees. Employees are responsible for:

- (1) adhering to the requirements of this D&S and all other related RM requirements;
- (2) protecting all uniform components and appurtenances to ensure against the unauthorized use of such items.
- (3) abiding by local and/or Reclamation approval processes for PS uniforms prior to procurement, wear, and disposal;
- (4) being in full-uniform at all times, while on duty, or in authorized transit as defined in local Standing Operating Procedures, ensuring that PS uniforms are worn only in performance of official duties, and business is conducted in a professional manner;
- (5) ensuring the uniform is properly fitted and maintained with a neat and professional appearance to include proper maintenance and care of uniform components and appurtenance to promote a professional public image (e.g., uniforms will be pressed, clean, and without holes, stains, or other blemishes);

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- (6) returning all uniform components when items wear out, or upon retirement, resignation, reassignment, suspension, or when the position no longer requires the wearing of a Reclamation PS uniform; and
- (7) maintaining a high standard of pride and personal grooming (e.g., trimming all hair and beards, and keeping jewelry and overall accessories to a minimum, so as not to detract from the overall professional appearance).

5. Reclamation PS Uniforms.

A. **Standards and Requirements.** The standards for Reclamation PS uniforms are found in the Appendices of this D&S.

- (1) **Reclamation Positions Required to Wear PS Uniforms.** Employees will wear the complete PS uniform specified in the Appendices of this D&S, or as approved by the Director, SSLE, while performing their official duties. Employees in the following positions at the specified projects are required to wear the PS uniform specific to their authorized public service role:
 - (a) Hoover police officers;
 - (b) Grand Coulee security response force;
 - (c) Shasta and Hoover security guards;
 - (d) Grand Coulee firefighters and fire inspectors; and
 - (e) park rangers.
- (2) **Exceptions to Wearing Reclamation PS Uniforms.** Area managers may approve temporary exceptions to wearing a PS uniform when medical conditions, religious belief, safety, climatic conditions, or administrative purposes require special consideration; or when visibility of the uniform is not in the best interest of Reclamation employees. Requests for temporary exceptions will be addressed on a case-by-case basis following local management guidelines.
- (3) **Task Specific Clothing.** In certain instances, as prescribed in the Job Hazard Analysis (JHA), individuals will wear clothing unique to their position or task. For example, medical staff members wearing scrub attire, police- and Special Weapons and Tactics (SWAT)-specific clothing, or Emergency Response Team specific clothing. These JHA task specific types of clothing do not fall into the uniform category and are not covered by the traditional uniform allowance. Instead, these items will be provided to employees for use and returned when rendered unusable, or the employee is no longer in said position.

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- (4) **Waiver.** Any deviations of PS uniform components from the standards designated in the appendices must be submitted to the Director, SSLE for consideration prior to implementation in accordance with RM D&S, *Request for Waiver from a Reclamation Manual Requirement and Approval/Disapproval of the Request*, RCD 03-03.
- (5) **Changes.** Requests for changes to existing uniform components, new or additional uniform components, and/or overall image must be submitted to the Director, SSLE for consideration and approval. Part of the approval process may include testing of new components prior to making a final decision.
- (6) **Safety.** PS uniform specifications do not supersede any safety equipment requirements. However, every attempt must be made to ensure that safety equipment is compatible with this D&S. When additional safety items, such as reflective vests, hard hats, or flame resistant smocks, are worn by requirement in specific areas, PS employees will not be considered out of uniform.
- (7) **Notification to Employees.** The requirement to wear a uniform will be documented in position descriptions and vacancy announcements.
- (8) **Uniform Allowance.** The uniform allowance helps to defray the individual cost of wearing a uniform. Each employee must use their allowance only for their individual authorized uniform components and may not order components for use by other persons. Managers may order uniform components on behalf of their staff utilizing each individual's defined uniform allowance. The individual allowance amount is established by local policy. Balances will be refreshed at the beginning of each fiscal year and remaining balances are not authorized to be rolled over. Uniform allowances may not be used to purchase the following items: socks, footwear, undershirts, gloves, scarves, or anything defined by D&S and local policy.
- (9) **Badges.** Badges provide a consistent and readily recognizable means to identify to the public and others those individuals with whom Reclamation has granted a unique level of authority and responsibility. The design for Reclamation park ranger, law enforcement, and security badges will be approved by the Director, SSLE. Authority and responsibilities associated with the design, procurement, use (wearing), and accountability of badges is outlined in RM releases.

B. Purchase.

- (1) All uniforms and patches shall be locally procured through authorized procurement methods. Appurtenances can be procured as part of the uniform allowance, or they can be procured separately and issued to each employee.

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- (2) Law enforcement and security badges will be procured in accordance with other RM releases related to badges and credentials.
 - (3) Uniform components shall only be purchased and worn by those Reclamation employees authorized to wear such uniforms. No other Reclamation employees or offices can purchase and/or wear these items.
 - (4) Reclamation employees shall only buy uniform components designated for their type of position.
 - (5) Uniform components must not be purchased as non-monetary awards.
- C. **Return and Disposal.** Uniform components and patches are considered controlled property. All uniform components and patches must be returned to the local office when the uniform component wears out; upon an employee's resignation, retirement, or reassignment; or when that employee is no longer authorized to wear a Reclamation PS uniform. All patches will be removed prior to uniform disposal. Authorized disposal methods include, but are not limited to, donation, discarding, or reuse. Destruction of embroidery prior to donation will be determined through local procedures. Uniform disposal will be coordinated with the appropriate disposal and/or property person in each local or regional office, as required by local procedures.
- D. **Reporting.** Theft or misuse of identifiable uniform components, appurtenances, or patches will be promptly reported to the regional special agent, regional security officer, and the local property manager.
6. **Internal Controls - Accountability and Reviews.** Each employee uniform shall be purchased, issued, and accounted for according to locally established procedures. Area managers shall conduct and document Uniform Program Reviews of their subordinate offices at least every 3 years. Records will be maintained at the area office. At a minimum, these reviews shall include but not be limited to the following types of questions:
- A. What are the local processes and procedures for authorizing employees to wear uniforms, and are they properly documented and followed?
 - B. What are the authorization procedures, audit capabilities, and overall local management of uniform allowances by employee?
 - (1) Are allowance amounts properly authorized, tracked, and documented?
 - (2) Are annual individual uniform expenditures within the authorized amounts?
 - (3) Is 5 CFR 591.103 for uniform allowances being properly applied?

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- C. What are the issuance, return, and disposal methods for uniform components and patches, and are they being followed?
 - D. What are the procedures for reporting any loss, theft, or misuse of uniform components or patches, and are they being followed?
 - E. What special circumstances have occurred for uniforms not being worn by employees?
7. **Reclamation Patches.**
- A. **Design.** Patches, including sewn-on cloth badges, have been designed and specifically approved for police, security, and firefighter uniforms only, based on Departmental guidance; the Reclamation seal patch is approved for park ranger uniforms. These are the only patches approved for use by Reclamation. Service and administrative uniform components are expressly prohibited from containing patches. Employees authorized to wear service and administrative uniforms may not wear patches. Requests for changes to existing patches, new or additional patches, and/or designs must be submitted to the Director, SSLE for consideration and approval.
 - B. **Licensing.** Reclamation's patches are licensed trademarks and considered official pieces of identification. All legalities and regulations associated with licensing apply.
 - C. **Issuance.** Patches are controlled property and will be managed and tracked by each local office accordingly.
 - D. **Application.** Patches will be affixed only to authorized uniform components, including police, security, and firefighter hats, shirts, and jackets, as defined in the appendices.
 - E. **Trading.** Trading of patches is discouraged. Patches will not be traded, sold, or given away, except for the limited, traditional, customary, and non-commercial exchange of patches between recognized and vetted law enforcement, security, and firefighting entities and/or personnel.
8. **Compliance.** This D&S establishes standards to be followed by all Reclamation employees who are authorized to wear a uniform. They must be followed to be considered "in uniform" and "in compliance" with the D&S. Any deviations or exceptions to these standards must be approved in advance by the Director, SSLE and in accordance with RM D&S, RCD 03-03.