

Reclamation Manual

Directives and Standards

Subject: Uniforms and Authorized Apparel

Purpose: Establish procedures related to uniforms and other authorized clothing and accessories utilized to identify Bureau of Reclamation employees.

Authority: Federal Employees Uniform Allowance Act of 1954, P.L. 83-763; Federal Salary and Fringe Benefits Act of 1966, P.L. 89-554; Federal Employees Pay Comparability Act of 1990, P.L. 101-509; 5 U.S.C., Section 5901 – 5903 and 7903; 5 CFR 591.101-104; Department of Interior Accounting Handbook, Chapter 9, Section 2 – *Uniform Allowances*; Federal Personnel Manual Supplement Series 300 Employment (General), FPM R300.4.6F, 334 DM 1

Contact: Public Affairs Office, 92-40000
Management Services Office, 84-27000
Security, Safety and Law Enforcement Office, 84-40000

1. **Introduction.** This Directive and Standard describes procedures to be utilized for development, implementation and maintenance of uniforms and other authorized apparel, including a common visual identity.
2. **Scope.** This applies to all apparel developed or used for official purposes or to otherwise officially identify Reclamation employee apparel, including official (full-time) uniforms, part-time uniforms, and other authorized apparel.
3. **Responsibilities.**
 - A. **Deputy Commissioner (External and Intergovernmental Affairs).** Reclamation's Deputy Commissioner (External and Intergovernmental Affairs), 92-00000, (or his/her designee) has primary responsibility to:
 - (1) Establish and approve uniforms and authorized apparel policies and standards, except those related to law enforcement and security;
 - (2) Approve the addition of new uniforms (except those related to law enforcement and security) and/or authorized apparel or make changes in authorized apparel specifications after the appropriate review and evaluation process has taken place; and
 - (3) Authorize the use of all insignia on Reclamation uniforms and authorized apparel and accessories, except those related to law enforcement and security.
 - B. **Director, Security, Safety and Law Enforcement.** The Director, Security, Safety and Law Enforcement, 84-40000, is responsible for:

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- (1) Establishing and approving law enforcement and security uniform policies and standards;
- (2) Management oversight of uniform purchases and control procedures;
- (3) Approving the addition of new law enforcement and security uniforms (including the purchase of samples or prototypes) or making changes in specifications;
- (4) Authorizing the use of all insignia on Reclamation law enforcement and security uniforms;
- (5) Approving and issuing badges including issuance of any necessary Reclamation Manual Directives and Standards; and
- (6) Other responsibilities as outlined in associated Reclamation Manual Directives and Standards.

C. **Chief, Public Affairs.** The Chief, Public Affairs, 92-40000, is responsible for:

- (1) General administration of all Visual Identity apparel issues (except those related to law enforcement and security) including policy, standards, components, and insignia; and
- (2) Appointing a Uniform and Authorized Apparel Committee (Committee).

D. **Uniform and Authorized Apparel Committee.** The Uniform and Authorized Apparel Committee, as appointed by the Chief, Public Affairs, will consist of representatives from Denver/Washington and the Regional/Area Offices in the functions directly affected by these requirements including, at a minimum, Security, Safety, and Law Enforcement; rangers; guides; volunteers; public affairs; and acquisitions. This committee has responsibility to:

- (1) Represent the needs and concerns of management, employees, and volunteers;
- (2) Recommend uniform components, uniform changes, and specifications of components;
- (3) Work with the Contracting Officer (CO) in the selection of contractor(s) and any modifications needed in contracts; and
- (4) Monitor the administrative implementation of the uniform and authorized apparel requirements.

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E. **Contracting Officer.** The CO, as appointed by the Director, Management Services Office (84-27000), has responsibility to:

- (1) Determine the application of the Federal Acquisition Regulation (FAR) procedures on a specific contract(s) between Reclamation and apparel vendor(s);
- (2) Monitor and administer Reclamation-wide contract(s) for apparel and uniforms, ensuring contract compliance; and
- (3) In accordance with the FAR, appoint a Contracting Officer's Technical Representative (COTR) to act within the COTR authority delegated by the CO.

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

- (1) Notifying employees under their supervision who are required to wear an official uniform;
- (2) Designating and notifying employees under their supervision who are authorized to wear a part-time uniform;
- (3) Monitoring and providing consistent direction and approval on uniform/authorized apparel purchases and authorizations to their employees and volunteers;
- (4) Ensuring that all purchases are made through the Reclamation-wide contract vehicles;
- (5) Determining and implementing any local policies/procedures related to uniforms/authorized apparel necessary to protect the safety and/or security of Reclamation employees and volunteers;
- (6) Ensuring that procedures are in place to control all uniform elements, as directed, to prevent the unauthorized use of such items;
- (7) Ensuring employees and volunteers receive appropriate direction and answers to questions related to uniform and authorized apparel issues; and
- (8) Approving requested exceptions to wearing official uniforms as outlined in Paragraph 5.E.(3) of this Directive and Standard.

G. **Employees and Volunteers.** Employees and volunteers required to wear a uniform are responsible for:

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- (1) Complying with the uniform and authorized apparel policies, procedures, standards, and guidelines;
- (2) Maintaining a neat, professional appearance and professional conduct when wearing uniforms;
- (3) Appropriately caring for and maintaining uniforms; and
- (4) Directing questions on anything that is unclear to their public affairs officer or to the Uniform and Authorized Apparel Committee.

4. Definitions.

- A. **Official (Full-time) Uniform.** An official, or full-time, uniform is specified apparel that is provided to an employee or volunteer who is required to wear a uniform in the daily, routine performance of his/her job to provide a distinctive and easily identifiable appearance. It may include, but is not limited to, such items as shoes, boots, hats, shirts, slacks, skirts, or other outerwear. It does not include normal business or work attire purchased at the discretion of the employee.
- B. **Part-time Uniform.** A part-time uniform is apparel specifically authorized by Reclamation and provided to employees for the purpose of increasing visual recognition of Reclamation employees. It is worn only on occasions when the employee is representing Reclamation to members of the public or other jurisdictions.
- C. **Authorized Apparel.** Authorized apparel is other apparel officially approved by Reclamation that may be purchased by employees or provided to employees as non-monetary awards, but is not required to be worn as part of performance of duties or for representation of Reclamation to the public. This includes casual shirts, caps, jackets, and similar items. These items may be worn at the employee's discretion; however, this apparel is not intended to be worn for the purpose of officially representing Reclamation to the public or other organizations and agencies.
- D. **Safety and Personal Protective Equipment.** Safety and protective equipment are items required to be worn by the employee or volunteer to protect him/her during the performance of certain duties, as defined in the Reclamation Safety and Health Standards. This may include, but is not limited to, items such as hardhats, personal flotation devices, coveralls, etc. These items require a completed and approved Job Hazard Analysis prior to procurement.

5. **Procedures.** All uniforms and authorized apparel, and certain safety and personal protective equipment must meet Visual Identity requirements outlined in the Visual Identity Online Manual at <http://intra.usbr.gov/vip>.

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- A. Whenever Reclamation-wide contracts are in place for purchase of apparel using appropriated funds, employees are required to purchase only through these contracts.
- B. If no Reclamation-wide contract is in place for purchase of apparel with appropriated funds, employees are required to follow whatever administrative procedures have been put in place.
- C. Reclamation apparel may be provided to and worn only by Reclamation employees. It may not be worn by contractors or employees of other agencies or organizations.
- D. Employees who wear Reclamation uniforms and apparel should always be aware that the public may form a negative image of Reclamation and its employees if items are worn inappropriately or if the wearer engages in inappropriate behavior while wearing it.
- E. **Official (Full-time) Uniforms.** Reclamation employees and volunteers required to wear an official uniform at all times when on duty are listed below. Any other group or individual wishing to wear any official uniform must receive approval from their supervisor and the Uniform and Authorized Apparel Committee.
 - (1) **Individuals Required to Wear Uniforms Full-time.**
 - (a) Law Enforcement and Security Officers, including police officers, armed and un-armed security officers
 - (b) Guides and Visitor Use Assistants
 - (c) Firefighters
 - (d) Volunteers in positions dealing with the public
 - (2) **Requirements Applicable to Official (Full-time) Uniform Wearers.**
 - (a) Employees and volunteers will wear the complete official uniform during duty hours.
 - (b) Employees and volunteers will ensure that all uniform elements are controlled as directed to ensure against the unauthorized use of such items.
 - (c) Fire-retardant work apparel is exempt from this standard.
 - (3) **Exceptions to Wearing Official (Full-time) Uniforms.** Managers and supervisors with delegated authority may approve exceptions to wearing the

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official, full-time uniform *only* when medical conditions, pregnancy, physical disabilities, 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 or the employee or volunteer.

- (4) **Notification to Employees.** At a minimum, position descriptions and vacancy announcements will reference the requirement to wear an official, full-time uniform. Other notification is encouraged, but is at management discretion.
- (5) **Uniform Allowances.** Full-time uniform allowances for federal employees are set by law and regulation, including 5 CFR 591.

B. Part-time Uniforms. A Reclamation employee may be authorized a part-time uniform for the purpose of furthering the Reclamation mission through significant, frequent, or recurring contact with the public (e.g., at conferences and trade shows, press conferences, Take Pride in America events, etc.), or when it is advantageous to establish visual identification as a Reclamation representative to an external audience for the furtherance of the Reclamation mission, as determined by their supervisor. Part-time uniforms will not be worn on a daily basis, or in lieu of the official uniform as described above. Approved part-time uniforms are described in the Visual Identity Online Manual (<http://intra.usbr.gov/vip>).

(1) **Requirements Applicable to Part-time Uniform Wearers.**

- (a) Employees will wear all the applicable part-time uniform components during the time they are performing duties for which the part-time uniform is required, i.e., during the entire trade show, during the press conference, etc. They may also wear the part-time uniform for the rest of the duty hours during the day in which the part-time duties are performed, at their discretion.
 - (b) Employees will ensure that all uniform components are controlled as directed to ensure against the unauthorized use of such items.
- (2) **Notification to Employees.** At a minimum, supervisors should notify employees who are required to wear part-time uniforms and outline the duties for which the uniform will be required.
- (3) **Part-time Uniform Allowances.** The uniform allowance for Reclamation employees required to wear a uniform on a part-time basis will be established by the Uniform and Authorized Apparel Committee.

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- C. **Authorized Apparel.** Authorized apparel may be provided by Reclamation as non-monetary awards, or may be purchased by employees at personal expense for personal use.
- (1) Authorized apparel may be purchased as awards using appropriated funds, as approved by managers or supervisors, by local procurement personnel under existing authority for awards, using established Reclamation contracts or other procedures for authorized apparel, and must meet all applicable human resources, and acquisition guidelines.
 - (2) Employees may purchase authorized apparel directly from the Visual Identity Online Manual (<http://intra.usbr.gov/vip>) at their personal expense.
6. **Specific Uniform and Other Apparel Standards.** Specific standards for all uniforms and authorized apparel are contained in the Visual Identity Online Manual (<http://intra.usbr.gov/vip>).