

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Bureau of Reclamation Uniform Program for Service and Administrative (S&A) Uniforms
<b>Purpose:</b>	Provide the Bureau of Reclamation's (Reclamation) requirements and procedures for consistency and accountability in managing the S&A Uniform Program and prescribes the system for purchasing and maintaining the Program throughout Reclamation. The benefit of this D&S is to support Reclamation in representing the Bureau in a bonafide professional capacity to the public.
<b>Authority:</b>	Federal Employees Uniform Allowance Act of 1954 (Pub. L. 83-763); Federal Salary and Fringe Benefits Act of 1966 (Pub. L. 89-504; 5 United States Code (USC) 5901 – 5903, 7903); and 5 Code of Federal Regulations (CFR) 591.103, <i>Uniform Allowances</i>
<b>Approving Official:</b>	Director, Mission Support Organization
<b>Contact:</b>	Property Management Branch (84-271100)

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1. **Introduction.** The purpose of this D&S is to outline the requirements for the purchase, accountability, control, and disposal of Reclamation S&A uniforms, per Departmental guidance. The wearing of a Reclamation S&A uniform is designed to promote corporate identity internally and to the public and for the safety of certain positions. This D&S excludes the Security, Law Enforcement, and Firefighter uniforms; which are covered in a separate D&S.
2. **Applicability.** This D&S applies to all Reclamation employees and volunteers participating in the ordering, approving and wearing of an S&A uniform for individuals in which their supervisor or manager determined it necessary for them to wear an S&A uniform to carry out Reclamation's mission.
3. **Purchasing.**
  - A. Authorized Uniform Coordinators will place orders on the vendor's internet site utilizing the Government Purchase Card. Any requirements over the Purchase Card threshold will be coordinated through the Program Manager and utilize the Acquisition Purchase Requisition process.
  - B. 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.

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### 4. Accountability, Control.

- A. **Program Manager.** Located in the Property Management Branch within the Mission Support Organization, the Program Manager is responsible for:
- (1) Serving as the Contracting Officer's Representative (COR) on the Department of the Interior (DOI) Multi-Agency Uniform contract;
  - (2) Developing Reclamation Manual Policy, D&S, and discretionary guidelines related to the Reclamation S&A uniform program;
  - (3) Providing specialized technical and analytical support to Reclamation personnel for activities connected with the S&A uniform program (e.g., contract, reports from vendor and customers); and
  - (4) 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.
- B. **Regional Uniform Coordinators (RUC).** RUCs shall conduct Uniform Program Reviews of their subordinate offices at least every 3 years to ensure uniform guidelines and allowances are compliant. Functions to monitor include:
- (1) Distribution of uniform allowances are appropriately designated and tracked to include validating proper funding codes are documented for purchases;
  - (2) Ensuring all purchases are made in compliance with contracted vendor(s); and
  - (3) Validating the use of Form 7-2600 (4-10) Authorization for Purchase Administrative Uniform Clothing on purchases for non-allowance receiving individuals ensuring approval by the head of the office, being at least the area manager level, or designee; if unavailable, approval must be obtained one level higher, i.e., area office, regional office.
- C. **Wearing and Approval.** Employees and volunteers shall be approved to 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.
- (1) S&A uniforms, specified in the Reclamation Uniform Catalog, will be provided to and worn only by Reclamation employees and volunteers and shall not be worn by contractors or employees of other agencies or organizations.

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- (2) At a minimum, position descriptions and vacancy announcements will reference the requirement to wear an S&A uniform.
- (a) Employees not officially designated to wear an S&A uniform; but, represent Reclamation in a professional capacity, such as Employee Outreach, Public Affairs, etc., may be authorized to wear S&A uniform components at management's discretion by obtaining approval to expend funds on 'Administrative Uniform Clothing' (Form 7-2600 (4-10) Authorization for Purchase Administrative Uniform Clothing) prior to having the Local Uniform Coordinator (LUC) place the order.
  - (b) The following positions may be authorized to wear an official Reclamation uniform based on position description or designation of immediate manager/supervisor:
    - (i.) Reclamation guides and visitor use assistants;
    - (ii.) Positions regularly interacting with the public (Administrative);
    - (iii.) Volunteers;
    - (iv.) 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.
    - (v.) Employees officially assigned to a Support Deployment in an Emergency Support Function by the Reclamation Disaster Deployment Group at which time the components are provided.
- (3) The items and styles of approved S&A clothing cannot be used as non-monetary awards, under the Non-Monetary Awards Program. S&A uniforms must only be worn for official business as outlined in the guidance. Further, clothing items purchased or received via the Non-Monetary Awards program shall not be worn as a uniform. For additional information regarding the Non-Monetary Awards Program please refer to the RM D&S, Non-Monetary Awards (ADM 06-01).

### 5. Compliance.

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- A. **Employees and Volunteers.** Employees and volunteers are responsible for complying with this D&S; ensuring that uniforms are worn only when performing official duties or when in transit to duty; maintaining a neat and professional appearance to promote a professional image of Reclamation; ensuring business is conducted in a professional manner while wearing an S&A uniform; maintaining and caring for uniform components appropriately; and 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 the uniform.
- B. **Regional (RUC) and Local Uniform Coordinators (LUC).** Designated Regional and/or Local Uniform Coordinators are responsible for:
- (1) RUC determine and implement any additional local procedures related to S&A uniforms that are necessary to carry out the Reclamation mission;
  - (2) LUCs assist local management and RUC to ensure compliance with the S&A uniform program requirements and directing any questions or issues they cannot resolve to the Program Manager;
  - (3) LUCs assist in tracking uniform allowances and coordinate the purchase and receipt of uniform components for employees and volunteers at respective locations; and
  - (4) Disposing of uniforms turned in by employees following local personal property guidelines.
- C. **Uniform Committee (also the RUC).** The Committee is responsible for:
- (1) Representing the needs and concerns of local management as well as employees and volunteers;
  - (2) Reviewing new uniform item requests from Reclamation employees for inclusion in the uniform program in accordance with visual identity compliance within the uniform program;
6. **Exceptions, Additions/Changes and Waivers.**
- A. **Exceptions.** 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 and documented on a case-by-case basis following local management requirements.
- B. **Additions or Changes to Components.** Any requests for addition(s) or change(s) of S&A uniform components shall be submitted in writing by the local

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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.

- C. **Waivers.** If the current DOI 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.

### 7. 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, Reclamation guides; Seasonal Staff and Volunteers; Public Affairs/Visual Identity staff; Park Rangers; and the Reclamation Uniform Program Manager (Program Manager). The Committee is under the direction of the Program Manager.
- 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 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.
8. **Review Period.** The originating office will review this release every 3 years to ensure impacts from DOI or Program changes are addressed.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_