

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, Mission Assurance and Protection Organization (MAPO)
Contact:	MAPO, Security Division (84-57000)

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).
2. **Applicability.** This D&S applies to employees trained and appointed as 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 employees.
3. **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, Denver Security Division (DSD), 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) Security Response Force personnel,

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- (b) all 0085 series personnel,
 - (c) Grand Coulee firefighters and fire inspectors, and
 - (d) park rangers.
- (2) **Exceptions to Wearing Reclamation PS Uniforms.** Supervisory Security Specialists may approve temporary exceptions to wearing a PS uniform when medical conditions, safety, climatic conditions, or administrative purposes require special consideration; or when visibility of the uniform is not in the best interest of Reclamation employees. Supervisory Security Specialists will address requests for temporary exceptions on a case-by-case basis following local management procedures.
- (3) **Task Specific Clothing.** In certain instances, as prescribed in the job hazard analysis, individuals will wear clothing unique to their position or task. These items will be provided to employees for use and returned when rendered unusable or the employee is no longer in said position.
- (4) **Changes.** Personnel requesting changes to existing uniform components, new or additional uniform components, and/or overall image must submit the request to the DSD Protection Services Program Manager (PSPM) for approval. Part of the approval process may include testing of new components prior to making a final decision.
- (5) **Safety.** PS uniform specifications do not supersede any safety equipment requirements.
- (6) **Notification to Employees.** Position descriptions and vacancy announcements will document any requirement to wear a uniform.
- (7) **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 Director, DSD will approve all designs for Reclamation park ranger and security badges.
- B. **Purchase.** The PSPM will approve all proprietary security guard badge and patch purchases. The site-specific facility manager will approve all Grand Coulee fire department badge and patch purchases.
- (1) Personnel shall procure all uniforms and patches through authorized procurement methods. Personnel can procure appurtenances as part of the uniform allowance, or separately and issued to each employee.

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- (2) Only Reclamation employees authorized to wear such uniforms shall purchase and wear uniform components.
 - (3) Reclamation employees shall only buy uniform components designated for their specific position.
 - (4) Supervisors must not purchase uniform components as non-monetary awards.
- C. **Accountability.** The site-specific National Critical Infrastructure—security manager will ensure accountability of all proprietary security guard patches and badges. The Grand Coulee fire department chief will ensure accountability of all fire department patches and badges.
- D. **Return and Disposal.** Uniform components and patches are considered controlled property. Personnel must return all uniform components and patches 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. The local office must remove all patches prior to uniform disposal. Authorized disposal methods include, but are not limited to, donation, discarding, or reuse. Local procedures will determine destruction of embroidery prior to donation. Local office personnel will coordinate uniform disposal with the appropriate disposal and/or property person in each local or regional office, as required by local procedures.
- E. **Reporting.** All personnel will promptly report any theft or misuse of identifiable uniform components, appurtenances, badges, or patches to the regional special agent, regional security officer, and PSPM.
- F. **Reclamation Patches.**
- (1) **Design.** Patches, including sewn-on or Velcro cloth badges, have been designed and specifically approved for security and firefighter uniforms only, based on Departmental guidance. 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 shall not wear patches.
 - (2) **Licensing.** Reclamation’s patches are licensed trademarks and considered official pieces of identification. All legalities and regulations associated with licensing apply.
 - (3) **Issuance.** Patches are controlled property, and each local office will be managed and tracked accordingly. Personnel shall not trade or give patches to the public.

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- (4) **Application.** Patches will be affixed only to authorized uniform components, including police, security, and firefighter hats, shirts, and jackets, as defined in the appendices of this D&S.

4. Definitions.

- A. **Appurtenances.** Devices affixed to the uniform 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.
- B. **Badge.** A metal or cloth emblem of a specific design, approved by the Director, DSD, which serves as an outward sign and representative symbol of specific authority or responsibility of the bearer.
- C. **Patch.** Emblems made of cloth or embroidery which are worn generally affixed on the shoulder or uniform front as an insignia.
- D. **PS Uniform.** Approved uniform components specifically authorized by the Director, DSD to provide a distinct and easily identifiable appearance. PS uniforms include, but are 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.** Allowances 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.
5. **Review Period.** The originating office will review this release every 2-years.

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: _____