

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:	Security Office (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 is covered in RM D&S, *Law Enforcement and Security Badges and Credentials* (SLE 06-03).
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, 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:

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- (a) Security Response Force (SRF);
 - (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 Specialist 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. Requests for temporary exceptions will be addressed on a case-by-case basis following local management procedures.
- (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. 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.** Changes to existing uniform components, new or additional uniform components, and/or overall image must be submitted to the SSLE Guard Force Program Manager 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.** The requirement to wear a uniform will be documented in position descriptions and vacancy announcements.
- (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 design for Reclamation park ranger and security badges will be approved by the Director, SSLE.

B. Purchase.

- (1) All uniforms and patches shall be 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.
- (2) Uniform components shall only be purchased and worn by those Reclamation employees authorized to wear such uniforms.

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(3) Reclamation employees shall only buy uniform components designated for their type of position.

(4) 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 supervisory security specialist.

E. **Reclamation Patches.**

(1) **Design.** Patches, including sewn-on 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 will be managed and tracked by each local office accordingly.

(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.

4. Definitions.

A. **Appurtenances.** Devices affixed to the uniform which 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 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.** 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, 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.** 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: _____