

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Arizona State Office
222 N. Central Avenue
Phoenix, Arizona 85004
www.az.blm.gov

In Reply Refer to:
1103 (AZ-950) P

May 18, 2001

EMS TRANSMISSION: 5/21/2001
Instruction Memorandum No. AZ-2001-018
Expires: 9/30/2001

To: All Arizona Employees

From: State Director

Subject: New Policy on the Arizona Bureau of Land Management (BLM) Uniform Policy

Purpose: The purpose of this memorandum is to identify Arizona BLM positions where uniforms should be worn on a daily basis, as well as field and office situations which require employees to wear uniforms, and for BLM employees and volunteers to convey a recognizable, professional image to the public. Therefore, employees are encouraged to begin implementation as soon as possible. To ensure proper wear of the Official Uniform Types and Components and to ensure compliance with the BLM Uniform Appearance Standards, refer to Information Bulletin No. AZ 2000-033, dated April 21, 2000 for guidance.

Background: On April 21, 2000, BLM Arizona issued Information Bulletin No. AZ-2000-033 to all Arizona employees specifying uniform standards and uniform types to be worn by employees. On September 13, 2000, Instruction Memorandum No. 2000-186 was issued by Washington which established a new uniform mandatory wear policy for certain positions and events.

Policy/Action: 1. Beginning no later than October 2001, uniform wear is a mandatory daily requirement for the BLM positions and events listed in the categories below. (Managers and Supervisors will continue to use discretion to authorize any other employees and volunteers to wear the uniform. Exceptions to the mandatory wear requirements will be made when employee safety issues arise.) Following are BLM Arizona mandatory wear categories:

- a. Law Enforcement Rangers (no change from current policy).
- b. All employees located in specially designated areas such as National Monuments, National Conservation Areas, Wilderness Areas, Wilderness

Study Areas, the National Trails System, and the National Wild and Scenic Rivers System.

c. All Public Room, Accounts and Front Desk employees located in State and Field Offices. Example:

*Information Receptionist	GS 304	
*Contact Representative	GS 962	
*Land Records Assistant	GS 986	
*Land Law Examiner	GS 965	(Public Room)
*Program Analyst	GS 343	(Public Room-Accounts)
*Accounting Technician	GS 525	(Public Room-Accounts)

d. All visitor-contact facility employees located in interpretive centers, museums, visitor centers, contact stations, and fee sites.

e. Employees attending special events (such as monument designations) as presenters or speakers or in any other official capacity, including organizational or logistical support. The traditional uniform must be worn (contemporary uniform components must not be worn at special events).

f. All visitor-contact field employees dealing with the public on a frequent basis, and all employees having daily compliance responsibility. Example:

*Recreation Planner	GS 023
*Park Rangers	GS 025
*Geologist	GS 1350

2. Volunteers whose work involves high public visibility may be authorized to wear the official uniform. Such authorization allows the volunteer to obtain items required for the type of uniform authorized and to wear the uniform in accordance with BLM policy. Volunteers with reduced or temporary public visibility may be issued special volunteer items such as vests, ballcaps, t-shirts, and nameplates; these special items may be worn with personal clothing.

3. Subject to local management approval, employees may wear the new special purpose BLM polo shirt (in colors to be determined) with personal clothing, including blue jeans. The front of the new shirts will be embroidered with the BLM emblem. These new polo shirts should be worn in informal settings or where the standard uniform is not appropriate. The special purpose polo shirts may not be worn with the official uniform.

The Assistant Director for Business and Fiscal Resources will establish a central fund for budgeting and funding BLM uniforms. The central fund may be used to purchase all authorized uniform components (except for special purpose polo shirts) for uniformed employees and volunteers.

Time Frame: Beginning no later than October 2001.

Manual/Handbook Sections Affected:

Contact: Lonna O'Neal at 602-417-9251 or Janell Reifel at 602-417-9266.

Signed by:
Denise P. Meridith
State Director

Authenticated by:
Carly Bleich
Staff Assistant

Attachment:

1 - Information Bulletin No. AZ-2000-033 (6 pp.)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
ARIZONA STATE OFFICE

In Reply Refer To:
1103 (951) P

April 21, 2000

EMS TRANSMISSION: 4-21-00
Information Bulletin No. AZ-2000-033

To: All Arizona Employees
All Employees, NTC

From: Deputy State Director, Business & Support Services

Subject: BLM Uniform Policy

On August 27, 1999, Denver Business Center issued IM No. BC-99-063 to all uniformed employees and included instructions that each State and local organization must develop their own policy specifying which uniform type(s) are authorized to be worn by their employees. Law enforcement personnel need to talk to their uniform coordinator.

Following are BLM Arizona standards for employees who wear uniforms:

- * Contemporary or traditional uniforms are acceptable.
- * Shorts are authorized for field going employees only.
- * The nameplates with the BLM logo must have the employee's name on the first line and office name on the second line. These nameplates should be ordered through R&R Uniforms.

Following are the BLM wide standards for employees who wear uniforms:

- * BLM nameplates must be worn on top of the right pocket or where a right pocket would be located, with the top of the nameplate aligned with the pocket. Nameplates are mandatory on the traditional uniform shirt but are optional on the contemporary shirt, polo shirt and T-shirt. In place of the nameplate that may be worn as an option on the contemporary items, the employee's name may be embroidered by the contractor on the contemporary shirt, polo shirt, T-shirt and coveralls. When wearing the traditional uniform, nameplates must be worn on the outermost garment.

Attachment 1

* Uniform components must not be mixed with civilian attire, except as approved through the National Uniform committee and as identified in the Uniform Manual 1103. Blue jeans must not be worn with uniform components under any circumstances.

* When two or more uniformed employees are assigned to the same task or event, the line manager or supervisor should determine which uniform type and components will be worn.

* Traditional and contemporary style uniform items may not be arbitrarily mixed and matched. For example, the traditional uniform shirt should not be worn with the contemporary chino pants. Standards for coordination of uniform components are identified in Attachment 1. There are also appearance standards that must be adhered to. They are identified in Attachment 2.

* Uniform components must be purchased only through approved sources. Currently they are: WearGuard, Inc., R&R Uniforms, the Cop Shop, Etc., and Prineville Men's Wear. Any new sources will be announced via an Information Bulletin.

The following items have been phased out of the Uniform Program and should no longer be worn:

* Boonie hat, Lion Apparel - Style Number LM 650

* 100% cotton brown jeans, Lion Apparel - Style Number LM 504 and LM 505.

The objectives of wearing the uniform are to provide recognition of BLM employees, heighten employee authority and identification when representing BLM, and to enhance employee pride in the organization. Therefore, we must present a professional appearance.

The new Uniform Manual (1103) has been sent out for review and is now being finalized. It will be distributed to uniformed employees when it is released. Additional information on BLM's Uniform Program can be found at:

<http://nbcweb.blm.gov/bc650a/webs/uniform.html>

If you have any questions, please contact your Uniform Coordinator or Janell Reifel, at 602.417.9266.

Signed: Lonna M. O'Neal
DSD, Bus/Support Svcs

Authenticated: Barbara Bleich
Staff Assistant

Attachments:

- 1- Authorized Uniform Types and Components (2 pp.)
- 2 - BLM Uniform Appearance Standards (2 pp.)

AUTHORIZED UNIFORM TYPES AND COMPONENTS

Traditional = Traditional BLM Uniform. Authorized components for this uniform type are indicated in the "Traditional" column in the table below.

Contemporary = Contemporary BLM Uniform. Authorized components for this uniform type are indicated in the "Contemporary" column in the table below.

B = Basic Components are items that shall be worn by individuals authorized to wear the uniform. Employees shall purchase the basic components of their uniform type before acquiring optional components.

O = Optional Components are authorized items that may be worn with the uniform.

N/A = Not Authorized component for that uniform type.

Component Name & Style Number	Worn with Uniform Type		Purchased From			
	Traditional	Contemporary	Wear-Guard	R&R	Cop Shop, Etc	Prine ville Men's Wear
Natural Contemporary Style Shirt # 1281, 1280, 1628, 1608	N/A	B	X			
Silver Tan Traditional Style Shirt *# 1519TP, 1529TP, 1659TP, 1669TP	B	N/A		X		
Polo Shirt * # 1375	O	O	X			
T-Shirt * # 1550	O	O	X			
Sand Jeans # 212	N/A	B	X			
Brown Jeans	B	N/A				X
Khaki Chino Pants # 2250, 2265, 2280, 2270	N/A	B	X			
Brown Cargo Pants	B	N/A			X	
Khaki Chino Shorts # 1850, 1870, 1845, 1823	N/A	O	X			
Brown Cargo Shorts	O	N/A			X	
Brown Windbreaker Jacket * # 870	O	O	X			
Parka * # 39072	O	O		X		
Rainpants * # 30071	O	O		X		

Pebble Stitch Sweaters # 367, 1483	N/A	O	X			
4-Layer Vest * # 1851	O	O	X			
Coverall * # 5014	O	O	X			
Belt * # 4831	B	B		X		
Ballcap * # 1649	O	O	X			
Tie * # 662, 669, 779, 665	O	O	X			
Nameplate ** # 05D	B	O		X		
Name Embroidery	N/A	O	X			
Volunteer Nameplate *** # 483	N/A	N/A		X		
Volunteer Vest *** # 348	N/A	N/A	X			
Pocket Insert **** # 10281	N/A	N/A		X		

* Similar components previously purchased from Lion Apparel may be worn with the traditional uniform type only.

** The nameplate may be worn by employees and volunteers on either uniform type. It also can be worn with civilian clothing by individuals who don't wear the uniform but need to identify themselves as BLM employees.

*** The volunteer nameplate can be worn on a civilian shirt or jacket to identify BLM volunteers. The volunteer vest is also designed to be worn with civilian clothing.

**** The pocket insert is worn in the left front shirt pocket of a civilian shirt and can be worn at meetings by supervisors or employees who need to be identified as BLM employees.

BLM Uniform Appearance Standards

Shirts

Worn neatly, tucked in.

All buttons kept buttoned, except top button (collar).

Clean and neat at beginning of workday.

Must not be excessively worn.

Pants and Jeans

Not wrinkled, shiny, baggy or excessively tight.

Clean and neat at beginning of workday.

Must not be excessively worn.

Pockets do not bulge.

Hems no lower than heel welt and no higher than three inches above the ground.

Must be worn with the uniform belt.

Outerwear

Must not be excessively dirty or worn.

Traditional uniform must have nameplate on outerwear.

Coveralls

Must not be excessively worn.

Must be clean at beginning of workday.

Belt

Must not be excessively worn or stained.

Key rings (if worn) must be inconspicuous, holding only keys essential to official duties.

Ties

May be worn with either uniform type.

Must not be stained.

Tip of the tie no higher than one inch above the buckle and no lower than the middle of the buckle.

When a tie tac is worn, it shall be centered on the tie at center of pocket level.

Nameplate

Centered over and one-eighth inch above right pocket, or where a right pocket would be located.

Socks and Hosiery

Color coordinated with shoes.

Free of holes, pilling, patterns, sagging, runs, or excessive wear.

Footwear

Color shall be dark brown, cordovan, or black.

Laces shall be black or brown.

Maintained in a clean/serviceable appearance.

Approval to wear other footwear (e.g., athletic shoes) may be authorized by line managers/supervisors.

Hats

Clean and unstained.

Ballcap worn level with bill centered in front.

Western or other hats worn level with the brim approximately two fingers width above the eyebrow.