

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047
<http://www.blm.gov/nbc>

In Reply Refer To:
1103 (BC-650C) P

August 3, 1999

E-Mail Transmission
Information Bulletin No. BC-99-115

To: All Washington Office and Field Officials
Attn: All Uniformed BLM Employees

From: Director, National Business Center

Subject: Bureau of Land Management (BLM) National Uniform Program Update

This Information Bulletin provides important information to employees regarding new uniform types, new items, uniform contract requirements, and uniform drawdown card issues.

New Uniform Types

Beginning October 1, 1999, the regular BLM uniform program will consist of two distinct uniform types: the "contemporary uniform" and the "traditional uniform" (law enforcement uniforms are separate from these types and are unchanged). The contemporary uniform type will consist of all components that are currently on contract with the BLM uniform contractors, WearGuard, Inc. and R&R Uniforms. The traditional uniform type will consist of some of the WearGuard and R&R Uniforms components (such as the T-shirt, polo shirt, parka, and a few others) plus the addition of brown cargo-style slacks, brown cargo-style shorts, brown jeans, and a silver tan military style shirt. These additional items should be on contract by October 1, 1999. Vendor information and prices will be provided to employees after contract award. Selection, wear, and appearance policy for the two uniform types will be issued in an upcoming Instruction Memorandum and in a revised BLM Uniform Manual.

New Items

Nameplate engraving is now available through R&R Uniforms. The engraving consists of 2 lines: the top line for the employee's name and the bottom line for the employee's title or organization. The cost of the engraving is \$2.00 which brings the total price of an engraved nameplate to \$12.50. Employees may return blank nameplates previously ordered from R&R

engraving by doing the following: Call 800-334-9087 and specify name and title/organization information to the R&R customer service representative. After speaking with the customer service representative, mail the nameplates to:

R&R Uniforms
Attention: Bob Dickson
730B Freeland Station Road
Nashville, TN 37228

Pocket inserts with the BLM emblem and engraved employee name are also available through R&R Uniforms. The pocket inserts are for supervisors or employees who don't wear the uniform and need to be recognized as a BLM employee. These pocket inserts can be worn at meetings, conferences, classes, public meetings, etc. They are made of clear plastic with a color BLM triangle and a brass engraved nameplate. The price is \$20.00 each. To order, call R&R Uniforms at the above 800 number.

Coveralls are now available through WearGuard, Inc. The coveralls are dark brown, 100% cotton, flame resistant, long-sleeve, and include the BLM emblem embroidered above the left front pocket. The price is \$51.99. To order, call WearGuard at 1-800-677-6060, and press "7" when the recording begins.

Contract Requirements

WearGuard, Inc and R&R Uniforms are on contract to provide BLM uniform components in accordance with BLM requirements for non-standard sizes, delivery, and backorders. Uniform wearers should be familiar with the following:

Non-Standard Sizes: WearGuard and R&R Uniforms are required to provide sizes not identified within the vendors flyers, referred to in the contracts as "non-standard sizes." Non-standard sizes also refer to maternity wear. Maternity wear can be ordered in women's uniform shirts and slacks only.

Delivery: All ordered components are to be delivered within 15 working days after receipt of order. Nonstandard sizes are to be delivered within 60 working days after receipt of order.

Backorders: Backorders are due to be shipped on the anticipated due date which is no longer than 60 days for all orders. The contractors are required to notify BLM employees of backorders in writing within 10 working days of the contractor's receipt of the order. After 60 days, if the order is undelivered, BLM may be entitled to a 5 percent reduction in the price of the item. Employees who believe they may be entitled to this price reduction should contact the National Uniform Coordinator, Candace Thatcher, at 303-236-6369.

Uniform Drawdown Card Issues

The uniform contractors are experiencing uniform drawdown card declines on about 10-20% of BLM's uniform orders. There are two primary reasons for uniform card declines:

(1) Employees attempt a purchase (or a series of purchases) that exceeds their annual uniform drawdown limit. To avoid card declines for this reason, employees should know their drawdown limit before they order, and they should keep records of their purchases. State Uniform Coordinators can provide information on drawdown limits. See attached for names and phone numbers of the State Uniform Coordinators.

(2) The decline is caused by other bank and vendor problems. There are a few other issues associated with the unique functionality of the uniform drawdown card that are causing occasional declines. For example, Bank of America is unable to reset uniform drawdown limits to reflect purchase credits. This happens when an employee returns an item for a refund and, although the account is correctly credited, the uniform drawdown limit is not reset to reflect the credit. Until BLM and Bank of America can solve this problem, the employee or uniform coordinator may call Bank of America to "force" the authorization, at 800-472-1424. Employees who need assistance with solving uniform drawdown card problems should call their State Uniform Coordinator or the National Uniform Coordinator, Candace Thatcher.

Questions or comments on any of the above may be directed to Candace Thatcher at 303-236-6369.

Signed by:
Robert Palmer
Acting Director, National Business Center

Authorized by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment

1 - BLM State Uniform Coordinators (2 pp)

Distribution

RS-150A, BLM Library
OR-120, Scott Knowles
WY-910, Alan Kesterke
WO-370, Felicia Probert
NM-072, Mary McCloskey
CA-680, Brad Blomquist

**BLM NATIONAL UNIFORM PROGRAM
STATE UNIFORM COORDINATORS**

<u>NAME & AREA</u>	<u>TELEPHONE</u>	<u>LOCATION</u>
<u>Regina Scantlebury</u> Alaska	(907) 267-1288	Alaska State Office Campbell Tract Facility 6881 Abbott Loop Rd Anchorage, AK 99507-2599
<u>Margaret Walker</u> Arizona	(602) 417-9257	Arizona State Office 222 N. Central Avenue Phoenix, AZ 85004-2203
<u>Janell Reifel</u> Arizona	(602) 417-9266	Arizona State Office 222 N. Central Avenue Phoenix, AZ 85004-2203
<u>Sandy Fox</u> California	(916) 978-4524	California State Office 2800 Cottage Way, Suite W-1834 Sacramento, CA 95825-0451
<u>John Denker</u> Colorado	(303) 239-3637	Colorado State Office 2850 Youngfield Street Lakewood, CO 80215-7076
<u>Tony Mayfield</u> Eastern States	(703) 440-1588	Eastern States Office 7450 Boston Blvd. Springfield, VA 22153
<u>Rosemary Transue</u> Idaho	(208) 373-3911	Idaho State Office 1387 S. Vinnell Way Boise, ID 83709-1657
<u>Betty Thompson</u> Montana	(406) 255-2752	Montana State Office 5001 Southgate Drive Billings, MT 59101
<u>Gail Craig</u> Nevada	(702) 785-6406	Nevada State Office 1340 Financial Blvd. P.O. Box 1200 Reno, NV 89520-0006

<u>Darlene Ortiz</u> New Mexico	(505) 438-7630	New Mexico State Office 1474 Rodeo Road Santa Fe, NM 97505
<u>Cathy Wolff-White</u> Oklahoma, Kansas, Texas	(405) 794-9624	Oklahoma Resource Area 221 N. Service Road Moore, OK 73160-4946
<u>Nadine White</u> Oregon	(503) 952-6092	Oregon State Office 1515 SW Fifth Portland, OR 97201
<u>Bo Mellor</u> Utah	(801) 539-4165	Utah State Office 324 S. State St., Suite 301 P.O. Box 45155 Salt Lake City, UT 84111-2303
<u>Maria Rosalez</u> Wyoming	(307) 775-6286	Wyoming State Office 2515 Warren Avenue P.O. Box 1828 Cheyenne, WY 82003
<u>Candace Thatcher</u> National Centers	(303) 236-6369	National Business Center Denver Federal Center Bldg. 50, Ent. S-4 P.O. Box 25047 Denver, CO 80225-0047
<u>Margaret Walker</u> National Training Center	(602) 417-9462	Phoenix Training Center 5050 N. 19th Ave., Suite 300 Phoenix, AZ 85015
<u>Carol Felts</u> NIFC	(208) 387-5510	National Interagency Fire Center 3833 S. Development Avenue Boise, ID 83705-5354
<u>Doris Batdorf</u> Law Enforcement	(208) 387-5126	National Law Enforcement Office- NIFC
<u>Felicia Probert</u> Law Enforcement	(208) 387-5131	3833 S. Development Avenue Boise, ID 83705-5354
<u>Sandy Andolsun</u> Washington Office	(202) 452-5186	Washington Office 1620 L Street (Rm 1075) Washington, D C 20240

