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Subject

1103 - UNIFORMS

Explanation of Materials Transmitted: This memo transmits an updated version of the 1103 Uniform Manual that sets forth policies, procedures, and responsibilities for the Uniform Program, including procedures for financial accountability and cost effectiveness, policies and procedures for wearing and procuring the official uniform, uniform classifications and components, payment of uniform allowances, and a procurement system that ensures quality uniform component items.

Major changes in this revised Manual Section include an expanded 1.4 - Responsibility; an expanded section 1.6 - Policy; an expanded Chapter 2 - Uniform Types, Components, Ownership, and Other Requirements; an expanded Chapter 3 - Uniform Purchasing; a revised Chapter 4 - The National Uniform Committee; and a revised Appendix 1 - Authorized Uniform Types and Components.

1. Reports Required: NONE
2. Materials Superseded: The Manual Section pages superseded are listed under "REMOVE" below. No other directives are superseded.
3. Filing Instructions: File as directed below.

Remove

All of 1103 (Rel. 1671)

(Total: 25 Sheets)

Insert

All of the Revised

(Total: 25 pages)

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## **Chapter 1. Overview**

### **1.1 Purpose**

This Manual Section establishes policy, procedures, and responsibilities for the Bureau of Land Management's (BLM) Uniform Program. It provides authorities governing the program; describes authorized uniform types and components; sets forth standards for acquiring and wearing uniform and Special Purpose (SP) items; provides policy for uniform allowances, purchasing, and ownership; and lists authorities for the National Uniform Committee.

### **1.2 Objectives**

The objectives of this manual are to:

- A. Ensure easy recognition of BLM employees/volunteers by providing a uniform identity and appropriate professional image;
- B. Provide functional and durable uniforms appropriate for the diversity of assigned duties, tasks, and area climates;
- C. Enhance employee authority and identification when representing the BLM in such activities as assisting the public, performing law enforcement duties, and collecting fees; and
- D. Enhance employee pride in the organization.

### **1.3 Authority**

- A. Title 5 U.S.C. 5901 – 5902 authorizes the use of appropriated funds for uniform allowances for employees required to wear the uniform.
- B. Title 5 Code of Federal Regulations (CFR) 591 sets the maximum uniform annual allowance amount at \$800 per employee.
- C. Office of Personnel Management regulations as prescribed by Title 5 U.S.C. 5903, provides for the payment of uniform allowances.
- D. Uniform Definition: Uniform means a specific article or articles of clothing that may include, but is not limited to, such items as shoes, boots, hats, shirts, skirts, or outerwear an employee is required by an agency to wear to provide a distinctive and easily identifiable appearance in performing his or her job. A “uniform” does not

include protective equipment required for the employee's safety under 5 U.S.C. 7903 or normal business or work attire purchased at the discretion of the employee.

- E. Title 43 U.S.C. 1737(d-g), the BLM volunteer authority, includes 1737e, the authority to provide costs incidental to using volunteer assistance.

#### 1.4 Responsibility

Effective management of the official BLM Uniform Program requires individual and supervisory commitment to ensure that program objectives are met. Supervisors at all levels will ensure compliance with the Uniform Program policies and procedures.

- A. The **Director, BLM** is responsible for the overall Uniform Program.
- B. The **Assistant Director, Business Fiscal and Information Resource Management** is responsible for the general administration of the Uniform Program, including policy.
- C. The **Director, National Operations Center (NOC)**, is responsible for the general administration of the Uniform Program, including policy, standards and procedures. The Director will sponsor the Uniform Committee.
- D. The **National Uniform Program Manager**, under the general guidance of the NOC Director, is responsible for initiating program policy standards and procedures; developing item specifications; organizing National Uniform Committee meetings; administering the national uniform contract(s) as the Contracting Officer's Representative; and coordinating with other Agencies/Bureaus, program offices, State representatives, and Field Offices to achieve management goals.
- E. The **National Uniform Committee** is the principal vehicle for addressing uniform policy, standards, and guidelines. As such, the Committee represents the needs and concerns of management, employees, and volunteers; recommends uniform components, including additions and deletions; develops specifications for components; participates in selecting and reviewing national uniform contractor(s); develops policy guidelines and recommendations; and monitors Uniform Program implementation.
- F. The **Director, Office of Law Enforcement and Security**, is responsible for coordinating with the National Uniform Committee on law enforcement uniforms. This includes recommending uniform components and developing supplemental uniform policy as it relates to the wear of the uniform by law enforcement personnel. The Director, Office of Law Enforcement and Security, is also responsible for procuring and supplying controlled insignia items, such as law enforcement badges and patches.

- G. The **Assistant Director of Fire and Aviation** is responsible for coordinating with the National Uniform Committee on Fire and Aviation uniforms. This includes uniform component development and developing supplemental uniform policy as it relates to the wear of the uniform by Fire and Aviation personnel.
- H. **State Directors and Associate State Directors (ASDs)** are responsible for administering the Uniform Program and ensuring compliance with the BLM's uniform standards for their State/area. This responsibility is performed through their line managers/supervisors and in consultation with National Uniform Committee members. State Directors and ASDs are also responsible for nominating employees to serve on the National Uniform Committee.
- I. **Line Managers/Supervisors** are key to the Uniform Program. They must ensure compliance with BLM policy; determine who will wear the uniform and when; select and authorize the uniform type(s) to be worn; provide consistent uniform authorizations, allowances, and policies to their employees/volunteers based on the individual's duties and responsibilities; and provide counseling or recommend actions for violations of uniform standards. Additionally, the supervisor is generally the reviewing official responsible for reviewing the employee's authorized uniform allowance.
- J. **State Uniform Coordinators** are responsible for providing guidance and assistance to offices and employees within their jurisdiction to ensure proper implementation of the Uniform Program. These coordinators handle routine Uniform Allowance Authorization (UAA) profile updates/changes and provide feedback to the National Uniform Committee regarding uniform issues. The coordinator may also serve as the Agency/Office Program Coordinator (A/OPC) for the BLM SP Uniform Items.
- K. **Employees and Volunteers** authorized to wear the uniform must familiarize themselves and comply with BLM uniform policies and should check with their supervisors with any questions regarding uniform wear or the policies and procedures outlined in this Manual Section. They are responsible for having the "basic" uniform required for their duties, wearing the uniform consistent with approved standards, and maintaining professional conduct and appearance while in uniform. They are also responsible for the care and maintenance of their uniforms and SP apparel.

## 1.5 References

- A. BLM Manual Section 1112 – Safety
- B. BLM Manual Section 1114 – Volunteers

- C. BLM Manual Section 9210 – Fire Administration
- D. BLM Manual Section 1512 – Charge Cards and Convenience Checks for Travel, Purchase, Fleet and Uniforms
- E. BLM Law Enforcement General Order 19 – Uniforms

## 1.6 Policy

### A. The Official Uniform

1. The official BLM uniform consists only of the components listed in Appendix 1, with the exception of law enforcement components and BLM Fire and Aviation Standard Work Uniforms. Law enforcement uniforms are specified in the BLM Law Enforcement General Orders and Fire and Aviation standard uniforms are specified in Chapter 2 of the Interagency Standards for Fire and Fire Aviation Operations. The uniform must be worn in accordance with the standards contained in this Manual Section, including Appendices 1 and 2. The uniform must be worn in accordance with the standards contained in this Manual, including Appendices 1 and 2.

### B. Who *Must* Wear The Uniform

1. Uniform wear is a mandatory daily requirement for the BLM positions and events listed in the categories below. Managers and supervisors will use discretion to authorize other employees and volunteers to wear the uniform. The mandatory wear categories are:
  - a. Designated law enforcement personnel;
  - 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;
  - c. All Information Access Center (Public Room) and front desk employees located in State, District, Field, and Project Offices;
  - 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; and

- f. All visitor-contact field employees dealing with the public on a frequent basis (e.g., recreation planners and park rangers) and all employees having daily compliance responsibilities (e.g., petroleum engineering technicians).

#### C. Who *May* Wear the Uniform

1. In addition to the mandatory uniform requirement for the categories listed in section 1.6B, State Directors, Center Directors, and Assistant Directors, through their line managers/supervisors, are authorized to require employees/volunteers to wear the uniform when identification as representatives of the BLM is appropriate. They may also authorize employees/volunteers to wear the uniform, or SP attire when the individual desires to do so. The uniform may be required for employees who:
  - a. Have regular and recurring contact with the public while performing their duties;
  - b. Perform duties of a formal or ceremonial nature; and
  - c. Represent the BLM in public, educational, informational, or recruitment events.

#### D. Uniform Wear Standards

1. Consistency
  - a. The uniform must be worn at special public events, such as monument designations. Organizations in BLM must ensure uniform consistency at all other public events. The BLM representative exercising general oversight for the event will designate the uniform type and components for the event and is responsible for communicating the uniform requirements to all participants. Line managers/supervisors will determine uniform consistency requirements within their organization on a daily basis.
2. Appearance Standards
  - a. Employees and volunteers authorized to wear the uniform, or SP apparel, must adhere to the appearance standards specified in Appendix 2.
  - b. The mixing of uniform components from one uniform type to another is prohibited except as authorized in Appendix 1.
3. Mixing Uniform Components with Civilian Clothing

- a. Mixing of uniform and civilian/personal clothes, with the exception of SP Uniform Shirts, is prohibited (e.g., traditional and contemporary uniform components must be worn as an outfit, shirt, pants, belt, and appropriate footwear). Special Purpose uniform shirts are designed for informal representation and can be worn with blue jeans or other lower civilian apparel (slacks, skirt, etc.). When the SP Uniform is worn, the uniform must still comply with overall uniform appearance standards (neat, not frayed, etc.).
4. Consumption of Alcohol While in Uniform
    - a. The consumption of alcohol while in uniform is prohibited.
  5. Off-Duty Wear of the Uniform
    - a. Employees and volunteers may not wear BLM uniform components during off-duty hours. This does not include meal breaks and commuting to and from work.
  6. Exemption from Standards
    - a. Line managers/supervisors may grant uniform wear exemptions for individual, medical, or safety reasons.
      - 1) **Individual.** Supervisors may grant individual exemptions from the uniform wear standards on a case-by-case basis. Blanket exemptions are prohibited. Supervisors may grant individual exemptions for reasons related to religion, illness, disability or other significant personal issues. Supervisors must not grant exemptions based solely on personal preference or convenience.
      - 2) **Medical.** Employees must submit requests for exemption for medical reasons in writing to their line manager/supervisor. Line managers or supervisors who dispute claims may require concurrence from the employee's physician.
      - 3) **Safety.** Line managers/supervisors may grant exemptions for safety reasons, including extreme weather conditions.



7. Obsolete Uniform Components

- a. The National Uniform Program Manager, in consultation with the National Uniform Committee, will determine which items are obsolete and will establish termination dates for these items.

**1.7 File and Records Maintenance**

- A. Authorizing offices must maintain a record of written uniform allowance requests/authorizations for three years.

## Chapter 2. Uniform Types, Components, Ownership and Other Requirements

### 2.1 BLM Uniform Types

- A. The BLM uniform types include the traditional uniform, the contemporary uniform and the SP uniform for regular uniform wearers; law enforcement uniforms for designated law enforcement personnel; and fire uniforms for personnel within the Fire and Aviation program. Appendix 1 lists components authorized for the traditional, contemporary and SP uniforms. Law enforcement uniforms are separate from these three types, although some of the uniform components listed in Appendix 1 are authorized for law enforcement employees. See the Law Enforcement General Orders for law enforcement policy and uniform wear standards.
- B. Determining appropriate uniform type. Line managers/supervisors will designate the uniform types and components to be worn by their employees and volunteers.
  1. **Traditional uniform wear, general circumstances.** The traditional uniform type is intended as the principal uniform for employees requiring more official and conventional appearance. It must be worn by BLM employees who attend special public events (see section 1.6.D.1.). It is also appropriate for Visitor Services Specialists working in high visitor contact areas or operating visitor centers to wear this uniform. Fire personnel may also prefer the traditional uniform when not engaged in firefighting duties.
  2. **Special Purpose uniform wear, general circumstances.** The SP uniform type is intended for employees desiring identification as a BLM employee in a casual manner. It may be worn at agency or interagency meetings, professional society meetings, conferences, and other similar venues when wearing the full uniform is inappropriate.

### 2.2 Approved Uniform Components

- A. The components described below and listed in Appendix 1 are approved BLM uniform items. Approved components consist of “Traditional”, “Contemporary”, “Optional”, and “Special Purpose components”.
  1. **Basic Components.** If you are authorized to wear the traditional or contemporary uniform, you must order and wear the “basic” set of components listed in Appendix 1 (i.e., pants, shirt, nameplate, and belt) for the uniform type you are authorized to wear. You must purchase the basic components only from the authorized source(s) listed in Appendix 1, and must order the basic components for your uniform type before you order any optional components.

2. **Optional Components.** Optional items include components such as jeans, polo shirts, outerwear, and the other optional items designated in Appendix 1. Your line manager or supervisor will determine which optional items are appropriate and when and where you may wear them, based on your duties. Optional items must be ordered from the authorized uniform contractor listed in Appendix 1.
3. **Accessory Components.** Accessory components are personally owned items that are authorized to be worn with your uniform; these must be purchased at your own expense. Allowable accessory components include:
  - a. Shoes/Boots
    - 1) You must wear dark brown, cordovan (burgundy/brown), or black shoes/boots with your uniform. Shoe laces must be black or brown. Your supervisor may authorize you to wear other footwear (e.g., athletic shoes), based on field conditions and your duties (such as hiking or river activities). Does not apply to law enforcement officers.
  - b. Socks/Hosiery
    - 1) If visible, your socks or hosiery must be color coordinated with footwear. White or natural socks are permissible when shorts are worn, or when athletic shoes are worn.
  - c. Mittens or Gloves
    - 1) You may wear plain brown or black mittens or gloves made of either cloth or leather with your uniform.
  - d. Hats
    - 1) When approved by your line manager or supervisor, you may wear non-uniform accessory hats (such as western-style hats) when performing normal, routine duties. You may wear accessory hats as long as the hat does not detract from the overall appearance of the uniform. Hats must be brown, tan, or natural in color and must not bear any commercial logo, emblem, cartoon or other design or print. If a hat is required at an official function such as a media event or awards ceremony, you must wear the official BLM baseball cap in lieu of your accessory hat. This policy is designed to preclude a group of BLM employees, all in full uniform, from being seen in a variety of hats but does not apply to law enforcement officers.

## e. Jewelry

- 1) You may wear limited personal jewelry, such as a belt buckle, tie tac or earrings, as long as such jewelry does not detract from the appearance and professionalism of the uniform and does not interfere with your safety. Line managers/supervisors should consider local or cultural customs. Does not apply to law enforcement officers.

## f. Turtleneck tops

- 1) You may wear a plain chocolate-brown or black turtleneck, or mock turtleneck, including a dickey style, under the long-sleeve uniform shirt only.

## g. Undershirts

- 1) You may wear a T-shirt under your uniform shirt, provided the T-shirt is white or natural (skin) color with no logos, emblems or designs that are visible through your uniform shirt.

**2.3 Uniform Insignia, Identifiers, Badges and Other Items**

- A. The only authorized insignias, badges, name identifiers or other items that you may wear with your uniform are:
  1. The official BLM emblem (or BLM volunteer emblem if you are a volunteer); and
  2. The BLM name identifiers (nameplate, embroidered name, or volunteer nameplate as appropriate).
- B. Approved unit identifiers:
  1. A local union pin if specified in your local agreement;
  2. Length-of-service pins;
  3. Emergency Medical Technician pin;
  4. An American flag pin;
  5. The law enforcement badge, if you are a designated law enforcement officer;

6. The “K9”, “FTO”, or rank insignia when approved by the Director of Law Enforcement and Security; and
7. The fire badge if you are an employee of the Fire and Aviation.
8. The nameplate must be worn one-eighth inch above the top of the right pocket of the shirt. If you want to wear the nameplate on a contemporary or SP uniform shirt, you should place it one-eighth inch above where a right pocket would be located. Nameplates are also optional on T-shirts and polo shirts. If you wear the traditional uniform, you should wear your nameplate on the outermost garment in the same location as worn on the uniform shirt.
  - a. You should not wear your nameplate if it would present a safety hazard. Does not apply to law enforcement officers. Wording on the nameplate must include your first name or initial, and your last name.

### C. Unit Identifiers

1. Our organization would like to develop a special organizational ballcap or patch that we can wear on our uniform. Is this authorized?
  - a. Field Offices or organizational units (e.g., interagency visitor centers, communication centers, fire or aviation units, etc.) may request a unit-specific baseball cap, t-shirt, patch, or pin to wear with or on the official BLM uniform. Your organization must submit such requests through the National Uniform Program Manager, who will review the request with the National Uniform Committee. If the Committee concurs, the Uniform Program Manager will then submit the request to the Assistant Director, Division of Business Resources, Branch of Engineering and Asset Management Policy, for approval.
2. If request is approved, paying for unit identifier:
  - a. Your organization may purchase unit identifiers with organizational funds, but you must not charge them to an employee’s uniform allowance, or to the central uniform fund. Unit identifiers are government property.
3. Unit identifier Standards
  - a. Baseball Caps
    - 1) Baseball-style caps must be brown, tan, or natural in color and can be either mesh or enclosed style.

b. T-Shirts

- 1) T-shirts must be brown, tan, blue, or natural in color.

c. Patches

- 1) Patches must not exceed the size of the large BLM shoulder patch and must be designed for wear on the right sleeve of the shirts and/or outer garments.

d. Pins

- 1) Pins must not exceed one-half inch at the largest dimension. Pins must be worn centered one-inch above the name or as a tie tack. No more than three approved pins may be worn on a uniform. When multiple pins are worn, they must be centered horizontally one-half inch above the name.

## 2.4 Non-Uniform Items

### A. Identification on Civilian Clothing

1. If you are authorized to wear the SP uniform, a SP shirt (with or without nameplate) may be worn with civilian clothing. If you do not wear the uniform, you may wear the BLM nameplate and/or the BLM baseball cap with civilian attire during the course of official duties.

### B. Ornaments

1. Collar brass, rank insignia, ribbons, decorations, pin-on jewelry, non-issue nameplates, or other similar items must not be worn on your uniform. This does not apply to Law Enforcement officers and/or Fire and Aviation personnel.

### C. Award Items

1. Clothing items such as organizational T-shirts, polo shirts, or similar items that are provided to employees under an awards program, or purchased with personal funds, must not be worn with, or in lieu of, the official BLM uniform. These promotional items are not considered part of the Uniform Program. These items may be procured (if available) from the BLM national uniform vendor, but they shall not be part of the uniform contract, nor shall they be subject to any of the provisions of the contract. Uniform funding will not be used to procure these items. Only approved unit identifiers (see section 2.3.B.) may be worn with the official uniform.

#### D. Safety and Specialty Items

1. Safety and specialty items are not part of the BLM Uniform Program. Employees should seek guidance from their supervisor and/or safety managers on acquiring and wearing protective clothing, such as safety shoes/boots, fire/flame retardant/resistant clothing, flight suits, chest boots/waders, hard hats, protective helmets, flotation jackets, special cold-weather gear, special river patrol and bike patrol clothing, and other health/safety-related special clothing needs. The requirement for these items must be consistent with conditions specified in 5 U.S.C. 7903 and/or Occupational Safety and Health Administration (OSHA) regulations. The uniform allowance must not be used for purchasing these items, although government funds may be used as long as the items are approved by the supervisor/safety manager. When purchased with BLM funds, safety and specialty items are government property.
2. Affixing BLM patches to safety or specialty items may be warranted when it is appropriate to help identify the employee and to project a positive BLM image to the public. Your line manager or supervisor will determine if emblems or patches are appropriate for safety items.
3. Special garments may, with supervisory approval, be used in combination with uniform components. For example, to reduce the time it takes to appropriately dress for a firefighting situation, the firefighters may wish to wear the uniform shirt with the non-uniform Nomex pants.

### 2.5 Volunteer Identification

Volunteers whose work involves public contact or high public visibility may be authorized to wear the BLM uniform. Such authorization allows the volunteer to obtain all items required for the type of uniform authorized and to wear the uniform in accordance with BLM policy. Volunteers authorized to obtain and wear the official uniform must wear BLM volunteer emblems. Volunteer uniform items must be purchased from the authorized BLM uniform contractor.

#### A. Volunteer Item Purchases

1. Offices should purchase volunteer uniform components with an integrated office purchase card instead of entering an allowance in the Uniform Allowance Authorization (UAA) system. Volunteers must not be issued a uniform allowance. Local offices are responsible for ensuring that the cost of uniform components does not exceed \$800 per individual on an annual basis. See 2.6 for uniform ownership policy.

## B. Volunteer Components

Volunteers with reduced or temporary public visibility may be issued any or all of the items listed below. These special items may be worn with personal clothing.

### 1. Volunteer Baseball Cap

- a. A volunteer baseball cap is authorized for wear with personal clothing when a method of identification less than the entire official uniform is appropriate, such as for volunteers assisting in a cleanup projects.

### 2. Volunteer Vest

- a. A volunteer vest is authorized for wear with personal clothing when a method of identification less than the entire official uniform is appropriate, such as for providing services as a campground host. If a nameplate is worn on the vest, it must be placed on the right front panel centered above where a breast pocket would be placed.

### 3. Volunteer Generic Nameplates

- a. The volunteer generic nameplate, worn on civilian clothing, identifies an individual as a volunteer but does not have the individual's name on the nameplate. Volunteers should wear this nameplate when working for a short period of time and when recognition as a BLM volunteer is beneficial. Because this nameplate does not identify an individual by name, it can be reissued as often as needed.

## C. Individualized Nameplates

1. Organizations should issue individualized nameplates to volunteers when they provide services for a prolonged period of time and when identification by name is beneficial. If worn on the uniform or volunteer vest, this nameplate must be placed in accordance with Section 2.3.B.8.

## D. Volunteer T-Shirts

1. Organizations may order BLM uniform T-shirts with the BLM volunteer insignia embroidered on them. Organizations may print additional lettering on the back or front of these T-Shirts for special volunteer projects (e.g., "River Cleanup Crew").



E. Volunteer Agreements

1. The Volunteer Agreement(s) for individuals or groups authorized to wear BLM Uniform components must contain the following statement: “This volunteer, who is a member of \_\_\_\_\_ (complete as appropriate) is authorized to wear the BLM uniform while performing official BLM volunteer services. Policies and procedures outlined in BLM Manual Section 1103 must be followed.”

F. Group-Sponsored Purchases for Volunteers

1. Cooperating groups or organizations may pay for uniform items for BLM volunteers. Uniform components purchased by cooperating groups or organizations are subject to BLM ownership requirements described in 2.6.

## 2.6 Uniform Ownership

A. Returning uniform to the Government when departing BLM

1. All components addressed in this Manual Section become the property of the employee once they are in the employee’s possession, except BLM emblems, law enforcement badges and patches, unit identifiers, safety and specialty items, and items issued on a temporary basis. Line managers/supervisors will determine whether or not volunteer uniforms must be returned to the BLM when the volunteer leaves. Removable BLM patches (including law enforcement patches) must be removed from uniforms upon termination of an employee or a volunteer agreement and returned to the BLM. This does not include BLM emblems embroidered or silk screened on garments.

B. Is it appropriate to give BLM emblems to collectors or others who do not work for BLM?

1. No; BLM patches must not be distributed to collectors, visitors, or to anyone who does not work for BLM.

C. Temporary Issuance of Components

1. How should our office buy uniform items for short-term temporary employees and volunteers? Who owns these components?
  - a. You may bulk-order BLM uniform components from the uniform contractor with the BLM integrated purchase card and issue them to short-term temporary employees or volunteers. Such components are government property and must be returned to the issuing office.

#### D. Recycle/Exchange Program

Our office would like to establish a recycle and exchange program for uniform components that are voluntarily turned in by employees who no longer need the uniform. What policy applies to such a program?

1. Offices are encouraged to establish a recycle/exchange program for uniform components that are in good condition. The setup of a program may vary from office to office, but each program must adhere to the following:
  - a. All items must be donated;
  - b. Donated items should be clean and in good condition. Frayed and badly worn items should not be accepted;
  - c. No items may be sold; and
  - d. Allowance authorization funds must not be taken away from an individual acquiring a used item.

#### E. Alterations, Maternity Components and Non-Standard Sizes

1. Alterations
  - a. The only no-cost contractor-provided alteration is hemming. If employees need to have components altered beyond hemming, employees may use their personal funds for additional alterations by the uniform contractor or by a local tailor. This does not apply to law enforcement officers.
2. Maternity Uniforms
  - a. Maternity shirts and slacks are available in selected styles from the uniform contractor.
3. Special sizes for hard-to-fit employees
  - a. Uniforms for hard-to-fit employees are available in selected styles from the uniform contractor. Non-standard sizes are available for many, but not all, of the BLM uniform components.

## **Chapter 3. Uniform Purchasing**

### **3.1 Uniform Purchasing**

- A. You must obtain written approval (or email) from your supervisor to wear the uniform. If you are required to wear the traditional or contemporary uniform, you are also entitled to a uniform allowance. Your supervisor will authorize the credit limit (not to exceed \$800/fiscal year). You should forward a copy of your written approval with credit limit to the regional uniform coordinator. If you have received a uniform allowance amount, a profile will be set up for you in the UAA. Once this is in place, you will need to contact the uniform vendor who will issue a name and password for the uniform ordering website. You can then access the website, and will be able to see your allowance. As you order, your allowance decreases and your remaining balance is reflected in the ordering website.
- B. If you are authorized to wear the SP uniform shirt(s) only, you will need to contact your local Agency/Office Program Coordinator (A/OPC) to order shirt(s) for you.

### **3.2 Uniform Allowances**

- A. Who receives a uniform allowance and how is it used?
  - 1) Line managers/supervisors must authorize an annual uniform allowance for employees required to wear the traditional or contemporary uniform. The uniform allowance is provided to help defray the cost of wearing a uniform. It is not intended to cover the total cost of all uniform items. Cleaning and upkeep are the responsibility of the employee. Employees are not required to expend the full amount of their allowances.
- B. How are uniform allowances funded?
  - 1) The BLM Washington Office obligates funds when the uniform contract is awarded. These funds are electronically transferred during the year as invoices clear.

### **3.3 Uniform Allowance Authorization**

- A. How will my uniform allowance be made available for me to use?
  - 1) Your uniform allowance will be made available to you when your profile has been entered into the UAA system. When you are approved for an allowance and your supervisor determines your annual uniform allowance limit, you will be entered into the UAA system. Your allowance will then be reflected in the uniform contractor's website that is accessed by entering your personal name and password (issued by the uniform contractor). During the year, you purchase uniform components and

the allowance will be spent; the allowance limit will then be refreshed at the beginning of the next fiscal year. The new balance available will be equal to the last authorized allowance in the preceding fiscal year.

B. How do I apply for a uniform allowance?

- 1) You must request an allowance authorization from your supervisor (in writing, preferably email). Forward the approved authorization (with annual dollar limit included) to the local A/OPC. Copies of this approved authorization must be maintained centrally at the local office in accordance with section 1.7.

C. What restrictions apply to the uniform allowance? The uniform allowance must not be used for:

- 1) Special Purpose Uniform items (can only be purchased by local A/OPC with an integrated card);
- 2) Uniform purchases for anyone other than for whom the allowance was approved; and
- 3) Uniforms for volunteers.

### **3.4 Allowance Amount and Allowable Adjustments**

A. What uniform allowances are available?

- 1) The uniform allowance is issued in increments of \$100, with a maximum annual limit of \$800. This \$800 limit is the maximum annual uniform allowance that is permitted by law. Uniform expenditures for SP Uniform wearers and volunteers must be monitored so the \$800 yearly limit is not exceeded per person per fiscal year.

B. How do I change my uniform allowance limit?

- 1) After approval from your supervisor, you must submit changes to your uniform allowance amount through your A/OPC, who will process the change through the regional uniform coordinator. Line managers/supervisors should document changes to uniform charge limit amounts.

C. Do I need approval to spend more than the \$800 maximum annual uniform allowance?

- 1) Yes; you must submit your request through your supervisor to exceed the \$800 maximum annual allowance and submit it in writing to the National Uniform Program Manager. The National Uniform Program Manager, in consultation with the National Uniform Committee, will review your request and, if approved, will

seek approval from the Department of the Interior or the Office of Personnel Management, as appropriate.

#### D. Employees Not Required to Wear the Uniform

- 1) My supervisor allows me to wear the uniform although I am not required to wear it. Am I entitled to a uniform allowance?
  - a. Although your duties may not require a uniform, your line manager or supervisor may authorize you to wear the uniform anyway. In this situation, your supervisor is not required to authorize a uniform allowance for you. However, if you should ever be required to wear the uniform, your line manager or supervisor must then authorize a uniform allowance for you or allow the purchase of a SP uniform for you.

### 3.5 Office Purchases

- A. What is an “office purchase?” An office purchase is the authorized purchase of uniform items by a BLM organization using the BLM integrated charge card (with purchase authority) in lieu of a uniform allowance authorization.
- B. Under what circumstances are office purchases authorized? Office purchases of uniform components may be made for the following:
  - 1) **Special Purpose Uniform items.** Employees who are authorized to wear SP items are not authorized a uniform allowance, rather SP Shirts (Button down or polo in several colors) are ordered for the employee by the local A/OPC using the office purchase card.
  - 2) **Volunteers.** Since volunteers cannot be issued a uniform allowance, the BLM integrated charge card may be used to purchase volunteer uniform items from the authorized contractor. The same allowance limits (\$800 per fiscal year maximum) apply to volunteers as to BLM employees.
  - 3) **Temporary Employees.** The BLM integrated charge card may be used to purchase uniform items for temporary employees when there is not enough time to issue the employee a uniform allowance prior to their need for the uniform or when the duration of their appointment does not warrant issuing a uniform allowance.
  - 4) **New Law Enforcement Officers.** When a newly hired ranger requires uniforms immediately upon entry on duty (such as to attend basic training at the Federal Law Enforcement Training Center. The office may purchase authorized components as needed for the employee. Total spending on uniform items for that employee will not exceed \$800 per fiscal year, regardless of the method of purchase.

### **3.6 Personal Purchases**

A. May I use my own funds to purchase BLM uniform items?

- 1) Yes, if your uniform allowance is depleted or you were not provided an allowance you may use your personal funds.

## Chapter 4. The National Uniform Committee

### 4.1 What is the purpose of the National Uniform Committee?

The primary purpose of the Committee is to provide a means for employees to present their concerns regarding the Uniform Program. The Committee is the principal vehicle for addressing policy issues, components, and standards for the program.

### 4.2 Committee Membership

What members make up the National Uniform Committee, and what are the responsibilities of these members? The Committee consists of a chairperson, the National Uniform Program Manager and up to eight additional members and advisors.

- A. **Chairperson.** The Field Committee and Business Management Council will each appoint a representative to the Uniform Committee. The NOC Director will select the Committee Chairperson from either of these representatives. The chairperson is responsible for chairing committee meetings, selecting committee members and presenting committee recommendations to the Field Committee regarding uniform policy standards, procedures, changes, deletions or additions.
- B. **National Uniform Program Manager.** This individual is responsible for proposing and organizing committee meetings annually at a minimum, ensuring proper representation at committee meetings, training new committee members on the complexities of the program, proposing discussion items and preparing decision documents. This person serves as the Contracting Officers Representative for BLM on the uniform contract and represents and interacts with other Agencies and Bureaus. The National Uniform Program Manager is the Subject Matter Expert (SME) of the Uniform Program for everyday business as well as the uniform allowance authorization system. Acting as the SME, he or she provides overall guidance, training and a point of contact for State Uniform Coordinators.
- C. **Committee Members.** Committee members represent employees from all across the BLM and from all program areas, including the BMC and Field Committee. Potential committee members are nominated by each State Director and selected by the committee chairperson in consultation with the NOC Director.
- D. **Advisors.** Advisors may be asked to provide advice to the committee on uniform-related issues as needed.

## Appendix 1 – Authorized Uniform Types and Components

### Traditional – Basic

Tan Traditional Style Shirt  
 Chocolate Brown Cargo Pants  
 Belt  
 Nameplate

### Contemporary – Basic

Tan Button-Down Twill Shirt  
 Khaki Chino Pants  
 Belt

### Optional Components

<b>Traditional</b>	<b>Contemporary</b>
Dark Brown Jeans	Polo Shirt – Tan
Tan Jeans	T-Shirt – long and short sleeve
All Hats	Brown Cargo Shorts & River Shorts
Nameplate	Moisture Wicking Shirt
All Outerwear & Rainpants	Dark Brown Jean
Dark Brown Skirt	Tan Jeans
Tie	All Outerwear & Rain Pants
	Cardigan
	V-neck Sweater
	Tan Chino Shorts
	Brown Outdoor Vest

### Special Purpose – Basic (no optional components)

Shirt worn with personal pants/skirt (tucked-in with personal belt or neatly over beltline)



## **Appendix 2 – BLM Uniform Appearance Standards**

### **General Wear**

Uniform items must not be worn with civilian attire, unless authorized by BLM policy. Contemporary and traditional shirts and pants must not be mixed (e.g., the traditional tan shirt must not be worn with the contemporary khaki chino pants). SP shirts will not be worn with uniform pants.

### **Shirts**

Worn neatly, tucked in  
All buttons kept buttoned, except top (collar) button  
Clean, unwrinkled, and neat at beginning of workday  
Must not be excessively worn or faded  
Collar and cuffs not frayed

### **Pants and Jeans**

Not baggy or excessively tight  
Clean, unwrinkled, and neat at beginning of workday  
Must not be excessively worn or faded  
Pockets must 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, worn, or faded  
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  
Key rings (if worn) must be inconspicuous, holding only keys essential to official duties

### **Ties**

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

When a tie tack is worn, it must 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**

Dark brown, cordovan, or black

Black or brown laces

Maintained in a clean/serviceable condition

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

**Hats**

Clean and unstained

Ball cap worn level with bill centered in front

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