



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
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In Reply Refer To:
1103 (951) P

May 11, 2007

Instruction Memorandum No. WY-2007-023
Expires 09/30/2008

To: Field Managers and Deputy State Directors
From: Deputy State Director, Division of Support Services
Subject: Uniform Allowance
DD: 06/15/2007

The Office of Personnel Management (OPM) has increased the annual uniform allowance available to civilian Federal employees who are required to wear a uniform on the job, raising the maximum payable from \$400 to \$800. OPM said that although agencies will now be permitted to pay up to \$800 a year, "it is not anticipated or expected that every employee who is required to wear a uniform will receive the maximum rate."

The Department has yet to give the Bureau permission to increase the limits of annual uniform allowance. In anticipation that event might occur, Field Managers and Deputy State Directors are expected to conduct a review of their current accounts.

At the present time, the WY Budget office keeps \$40,000 in a central account for uniform allowances. To prepare for the anticipated increase and to be as fiscally responsible as we can, we need to take a look at the use of our annual uniform allowance

Carl Pappert, the Wyoming Uniform Coordinator, will send each Field Manager and Deputy State Director an Excel spreadsheet listing of their personnel currently holding a Uniform Card. Please provide to Carl Pappert by June 15, 2007, comments on the following:

1. Whether or not these individuals still need an annual uniform account.
2. Amount that each individual should have on their account and if raised to \$800 the amount it should be then.
3. If you have new employees that need to be on a uniform allowance, name and information for those employees.

Instruction Memorandum No. WY-2001-055, indicated which employees and/or positions should be wearing uniforms. These are still in effect:

1. Law Enforcement Rangers.
2. All employees located in specially designated areas, such as national monuments, national conservation areas, wilderness areas, the national trails system, and the national wild and scenic rivers system.
3. All public room and front desk employees located in State, Field, and Project Offices.

4. All visitor-contact facility employees located in interpretive centers, museums, visitor centers, contact stations, and fee sites.
5. Employees attending special events (such as monument designations) as presenters or speakers or in any other official capacity, including organizational or logistical support, and
6. 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 responsibility (e.g., petroleum engineering technicians).

Questions concerning this matter should be directed to Carl Pappert at 307-775-6286.

/s/ Mary E. Trautner