

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

GUIDELINE TRANSMITTAL SHEET

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Explanation of material transmitted:

Herewith transmitted is the January 1985 issuance of the Uniform Program Policy and Guideline, NPS-43. It replaces the 1982 Uniform Standards and Draft Allowance Guideline. Copies of the old guideline and all existing interim drafts are obsolete and should be destroyed.



Acting Assistant Director, Personnel & Administrative Services

MAR 18 1985

SERVICEWIDE UNIFORM PROGRAM GUIDELINE



NPS - 43

JANUARY 1985

RELEASE NO. 1

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DIRECTOR'S STATEMENT

Throughout the history of the National Park Service, the uniform has identified the person to go to for help or information in NPS areas. Although the uniform has changed through the years, it has always stood for the highest standard of public service available from any agency in government. Generations of National Park Service employees have proudly worn the uniform and upheld the tradition it represents.

The information contained in this guideline is the uniform policy of the NPS. Therefore, I expect it to be followed and supported by the Regional Directors, park managers, and all uniformed employees. All Superintendents shall establish and enforce local park uniform standards within the parameters set forth in this guideline.

I am personally committed to continuing the high quality appearance of uniformed employees of the National Park Service.

Russell E. Dickinson

INTRODUCTION

This guideline sets forth Servicewide policy and standards for wearing the NPS uniform and authorizing uniform allowances to employees under the Federal Employees Uniform Act of 1954 as amended, and the guidelines in OMB Circular No. A-30, revised. The following procedures and enclosed reference material supersede all previous NPS directives and memoranda relating to the subject.

Uniformed employees and all park managers are responsible for adhering to and supporting the policy and procedures set forth in this guideline. To deviate from or circumvent such responsibilities will detract from the image of the NPS and weaken our effectiveness as a public service agency.

The National Park Service uniform is a tool to help employees perform their duties more effectively. It permits visitors to easily recognize on-duty employees who are there to help them. The uniform is a symbol of the National Park Service and will be worn with dignity and pride. Each employee while wearing the uniform has a responsibility for the "total image" they project. This "total image" concept includes adherence to prescribed standards, personal appearance, conduct and attitude.

The Servicewide Standards offer a range of options, permitting Superintendents to define the standards to be used in each area, meeting individual park needs or unique work assignments while still maintaining uniformity and recognition requirements. Any departures from the Servicewide standards must be approved by the Regional Director.

PROGRAM GOALS

IDENTIFICATION: To have National Park Service employees easily identifiable.

IMAGE PROJECTION: To maintain a high quality uniformed appearance.

SUITABILITY: To provide employees with functional clothing suitable to their assigned duties.

AVAILABILITY: To provide a supply system that will ensure quality uniforms with timely delivery.

FINANCIAL ACCOUNTABILITY: To establish a uniform system that is financially accountable and cost effective.

PROGRAM RESPONSIBILITIES

- Director: Through the Office of Ranger Activities sets program policy and standards. The Servicewide Uniform Coordinator is responsible for initiating and developing program policy and standards, developing item specifications, coordinating and administering the Servicewide program.
- Regional Director: Ensures compliance and adherence to Servicewide Standards. Administers program within Region. Designates Regional Uniform Coordinator who is a member of the Servicewide Uniform committee.
- Superintendent: Administers program within park. Develops for approval by the Regional Director and communicates local uniform and appearance standards in accordance with Servicewide policy and guideline. Determines who will wear the uniform, what types of uniforms will be worn and enforces the standards set, both personally and through subordinates.

It is the Superintendent's responsibility to apply the Servicewide Standards to meet both the "total image" concept and the needs of the employees.

- Supervisors: Ensure compliance with Servicewide program, regularly evaluate subordinates, provide counseling or recommend actions for violations of standards and set example through their own uniformed appearance. Supervisors are the key to the success of the uniform program throughout the Service.
- Employee: Responsible for having all required uniform items, wearing them according to approved standards and maintaining a high level of personal appearance, conduct and attitude.

Uniform items will not be mixed with non-approved items. Employees are not to wear any items bearing the NPS arrowhead patch or other items symbolizing NPS while off duty.

January 1985

ROLE AND FUNCTION STATEMENTS

Park Uniform Coordinator

- Serves as coordinator and liaison between the Regional Coordinator and park for all matters relating to uniforms. May be called to serve as an ad hoc member of the Servicewide Uniform Committee.
- Communicates directly with the uniform contractor on problems concerning employee orders, accounts or status reports.
- Assures that pertinent program information is distributed to all uniformed employees.
- Collects information, suggestions, problems, and recommendations from employees, to be submitted by the Superintendent to the Regional Coordinator. May contact contractor in behalf of uniformed employee.
- Coordinates with park Administrative Office

Park Administrative Office

- Ensures that all reports, orders, authorizations and allowances are accurate.
- Oversees compliance with and keeps employees informed about established procedures on allowances, orders, and closeouts.
- Coordinates with park uniform coordinator

Regional Uniform Coordinator

- Serves as coordinator and liaison between WASO and field areas for all matters relating to uniforms. Serves as member of Servicewide Uniform Committee.
- Serves as liaison between parks, WASO and the uniform contractor on policy issues and the allowance system.
- Coordinates all comments and/or complaints on the uniform program received from the Park Coordinators. Evaluates problems and/or suggestions, recommending appropriate action to WASO.
- Disseminates program information to all field areas.
- Advises and assists Superintendents with program compliance.
- Ensures Property Management responsibilities are carried out in accordance with Chapter 2 of this guideline.

Servicewide Uniform Coordinator

- Serves as primary WASO coordinator for all matters relating to uniforms, standards, problems, evaluations of manufactured items, sources of supply, and recommendations.
- Coordinates all communications, directives, instructions, and suggestions relating to uniform matters at the WASO level.
- Disseminates Servicewide Uniform Guideline and changes to Regional Coordinators.
- Consolidates all Regional or area correspondence or communications to WASO, arranges for appropriate Uniform Committee or staff review, and presents problems/suggestions to Directorate with appropriate recommendations.
- Serves as Uniform Committee Chairperson. Calls committee meetings when needed; arranges agenda; recommends ad hoc members; coordinates committee recommendations with the Directorate.
- Serves as contracting officer's representative for the uniform contract.
- Maintains control items or prototypes of all uniform items to ensure compliance of uniform specifications from the contractor
- Coordinates recommendations for changes to uniform items and prepares all specification changes.
- Ensures compliance through the Regional Director and Superintendent on matters pertaining to uniform allowance system and wearing of the uniform.

Servicewide Uniform Committee

- This committee is made up of the Servicewide Coordinator as chairperson, Regional Coordinators, and ad hoc members as designated.
- Reviews suggested changes to uniform procedures, policy, and items and makes recommendations to the Directorate.

WHO WEARS THE UNIFORM

Only NPS employees are authorized to wear the uniform. Superintendents are responsible for determining who should wear the uniform, which type of uniform is to be worn and which area options are to be included. Regional Directors will designate who in the Regional Office should wear the uniform. The following criteria are to be used as guidelines in making these determinations.

Who Should Wear the Uniform:

- ° Employees who are highly visible to the public during the major part of the work day in the performance of their duties.
- ° Employees who perform duties of a formal or ceremonial nature requiring the uniform for identification with the National Park Service.
- ° Employees who have public contact in a new area where the National Park Service identity is being established.
- ° Employees who represent the Service outside the park in interpretive, informational, or recruitment duties.
- ° Supervisors of uniformed employees setting an example for the benefit of their subordinates.
- ° All Superintendents.
- ° When appropriate, full time staff instructors at Albright and Mather Training Centers.

Who Should Not Wear the Uniform:

- ° Employees whose public contact is incidental to their job and whose field work can safely and effectively be performed without the immediate visual recognition provided by a uniform.

Note: Where recognition is required occasionally, the Service Name Bar is appropriate. Refer to Chapter 1, page 33.

PERSONS NOT AUTHORIZED TO WEAR THE UNIFORM

Persons who are not employed by the National Park Service must not wear any part of the official NPS uniform or be dressed in a manner that attempts to duplicate the appearance of the NPS uniform. This includes volunteers in parks (VIP) (refer to the VIP Guideline-NPS 7), CETA employees, work study groups, members of natural history associations, cooperating associations, Student Conservation Association, and students or faculty of a university performing in cooperative activities.

OWNERSHIP AND USE OF UNIFORMS AND THE ARROWHEAD SYMBOL

Uniform items purchased with uniform allowance or personal funds become the personal property of the employee once they are in the employee's possession. Ordering uniform items for another person, with or without remuneration, is prohibited. (Ref. P.L. 83-763; P.L. 89-504; and 5 U.S.C. 5901.)

Personal protective equipment and clothing, special uniform items, and other items purchased with ONPS funds remain Government property and must be handled in accordance with Federal and Interior Property Management Regulations, Personal Property Management Guideline (NPS-44) and Loss Control Management Guideline (NPS-50).

Ownership of the NPS "Arrowhead Symbol," including the arrowhead patch, 'as been established by the Interior Solicitor's Office as the property of the NPS, and its use is limited under Title 36 CFR, part 11.

Service policy regarding use of the arrowhead patch for uniforms is as follows:

The patch will be worn only on official NPS uniform items.

Uniform items with the arrowhead patch are not to be worn in off-duty situations, except going to and from work.

In summary, while employees (and former employees) own the uniform items and can choose to wear them when they are not in a work situation, use of the arrowhead insignia is restricted. They have the option of not wearing the identifiable garment or of removing the arrowhead patch.

If an employee retires or transfers to a non-uniform position the employee may dispose of uniform items. Care should be taken to remove the arrowhead patch from all garments and destroy unless used on other official uniform items (i.e., fire shirts, flight suits, replace worn out patch).

There is penalty under law for unauthorized use of the arrowhead symbol. Pertinent phrases from Title 36 CFR and Title 18 U.S.C. are quoted below for reference:

"The Director may permit...use of the 'Arrowhead Symbol'...All other uses are prohibited." (36 CFR, part 11.2)

"Whoever...uses the 'Arrowhead Symbol'...in violation of this part shall be subject to the penalties prescribed in Section 701 of Title 18 of the United States Code." (36 CFR, part 11.4)

"Whoever...possesses any badge, identification card, or other insignia of the design prescribed by the head of any department or agency of the United States for use by any office or employee thereof,...except as authorized under regulations made pursuant to law, shall be fined not more than \$250 or imprisoned not more than six months, or both." (Title 18 U.S.C., Section 701)

UNIFORM CATEGORIES

Class A Dress Uniform

This is the uniform that most symbolizes the National Park Service to the general public. The Class A Dress Uniform should be worn by personnel in public contact positions such as interpretation, entrance station, patrol, and law enforcement duties as well as most supervisors of these occupations. Superintendents may authorize this uniform for employees in other positions, such as Division Chiefs, where there is a demonstrated need and the employee is able to provide the services the public normally expects from those wearing this uniform.

Class A Field Uniform

This is the less formal version of the Class A Uniform. It is intended for wear by employees who normally wear the Class A Uniform but whose duties from time to time make the Class A Dress Uniform impractical or unsafe. Superintendents should require the more formal Class A Dress Uniform when circumstances permit.

Class B Dress Uniform

This is the more formal version of the Class B Work Uniform. It is intended primarily for wear by supervisors of employees wearing Class B Work Uniforms. The major distinction from the Class B Work Uniform is the wearing of collar insignia on the jacket, gold name tag, and a tie when wearing the long sleeved shirt.

Class B Work Uniform

This uniform may be prescribed by the Superintendent for any employee who does not meet the criteria for Class A Uniforms, and whose duties are such that clothing is subject to more frequent soiling and/or greater abrasion or stress. It is prescribed for maintenance employees who come in contact with the visitor on a recurring basis and who may be called on for information or assistance.

Special Uniforms

These uniforms are designed for and may be prescribed for employees who need special clothing during the performance of their duties. Each special uniform has criteria which must be met before it will be authorized. It may be worn only while the specialized duties are being performed and must be worn by all employees in the same park location performing these specialized duties. (Refer to Chapter 1, page 29.)

PERSONAL APPEARANCE STANDARDS

It is recognized that local feeling and public acceptance of personal appearance styles vary greatly. The Servicewide Standards are broad enough to offer choices.

Hair styles shall allow employees to safely and capably perform assigned jobs without detracting from the overall uniform appearance. If a hat or cap is required, the hair style must allow proper fit.

Sideburns, beards, and mustaches should be neat, clean, and well-trimmed. However, where local feeling does not accept these, the Superintendent has the responsibility to recommend stricter standards for approval by the Regional Director.

Superintendents should establish more restrictive hair standards for both men and women where appropriate for special duties such as law enforcement and search and rescue.

CLASS A - UNIFORM ITEMS

Class A Dress Uniform symbolizes the National Park Service to the general public and is worn primarily by park management/protection/interpretation employees in public contact occupations. All required uniform items must be purchased through the uniform contractor.

CLASS A DRESS UNIFORM <u>WINTER</u>	Required Items	Area Options As Approved
Dress Service Jacket - elastique	*	
Trousers and/or Skirt - elastique	*	
Shirt - gray, long sleeved, epaulet style, tropical weave	*	
Hat - felt, flat brim	*	
Hatband - NPS embossed design	*	
Hat Cover - translucent	*	
Belt - NPS embossed design	*	
Tie - clip-on or cross tie breakaway	*	
Tie Tack - NPS arrowhead, gold	*	
Badge (issued)	*	
Collar Insignia - USNPS (issued)	*	
Name tag - gold (issued)	*	
Footwear - low quarter oxfords and/or dress pumps	*	
Socks - dark brown and/or skin tone hosiery (not available through contractor)	*	
Dress Coat - elastique		*
Cap - fur trooper		*
Cap - baseball, elastique		*
Parka - lined		*
Raincoat - reversible		*
Overshell - unlined, Storm Shed		*
Windbreaker - unlined, nylon		*
Sweater - gray cardigan		*
Head Strap		*
Hiking Boot/Work Boot (available on trial basis)		*
<p>If the following items are authorized as a local or employee option, they must be purchased with personal funds except when designated by the Superintendent as specialized clothing or equipment. They are not available from the Servicewide contractor. Refer to Chapter 1, page 29.</p> <p> Chucka Boots Wellington Boots Rubber Overshoes </p> <p> Scarf - Brown Gloves/Mittens </p>		

CLASS A DRESS UNIFORM <u>SUMMER</u>	Required Items	Area Options As Approved
Trousers and/or Skirt - tropical Shirt - gray, short sleeved, epaulet style, tropical weave Hat - straw, flat brim Hat Band - NPS embossed design Hat Cover - translucent Belt - NPS embossed design Badge (issued) Name Tag - gold (issued) Footwear - low quarter oxfords and/or dress pumps Socks - dark brown and/or skin tone hosiery (not available through contractor)	* * * * * * * * * *	
Head Strap Parka - lined Raincoat - reversible Overshell - unlined, Storm Shed Windbreaker - unlined nylon Sweater - gray cardigan Hiking Boot/Work Boot (available on trial basis)		* * * * * *
<p>If the following items are authorized as a local or employee option, they must be purchased with personal funds except when designated by the Superintendent as specialized clothing or equipment. They are not available from the Servicewide contractor. Refer to Chapter 1, page 29.</p> <p>Chucka Boots Wellington Boots Rubber Overshoes</p>		

CLASS A FIELD UNIFORM <u>WINTER</u>	Required Items	Area Options As Approved
Jacket - twill, zip-out liner with badge tag Shirt - gray, long sleeved, epaulet style, tropical weave Trousers - twill or jeans Hat - felt, flat brim Hat Band - NPS embossed design Hat Cover - translucent Belt - NPS embossed design Badge - (issued) Collar Insignia - USNPS (issued) Name tag - gold (issued) Footwear - low quarter oxfords Socks - dark brown (not available through contractor)	* * * * * * * * * * *	
Cap - fur trooper Cap - baseball, solid fabric, twill Ski Cap - knit Shirt - black turtleneck (to be worn under gray shirt only) Tie - clip-on or cross-tie breakaway Tie Tack, NPS arrowhead, gold Parka - lined Raincoat - reversible Overshell - unlined, Storm Shed Windbreaker, unlined nylon Sweater - gray cardigan Coveralls - long sleeved, twill Head Strap Hiking Boot/Work Boot (available on trial basis)		* * * * * * * * * * * * *
<p>If the following items are authorized as a local or employee option, they must be purchased with personal funds except when designated by the Superintendent as specialized clothing or equipment. They are not available from the Servicewide contractor. Refer to Chapter 1, page 29.</p> <div> Chucka Boots Wellington Boots Rubber Overshoes </div> <div> Work Gloves/Mittens-brown Scarf - brown Insulated Boots </div>		

CLASS A FIELD UNIFORM <u>SUMMER</u>	Required Items	Area Options As Approved
Shirt - gray, short sleeved, epaulet style, tropical weave Trousers - twill or jeans Hat - straw, flat brim Hat Band - NPS embossed design Hat Cover - translucent Belt - NPS embossed design Badge - (issued) Name tag - gold (issued) Footwear - low quarter oxfords Socks - dark brown and/or skin tone hosiery (not available through contractor)	* * * * * * * * * *	
Cap - baseball, solid fabric, twill or ventilated Jacket - twill, zip-out liner with badge tab Parka - lined Raincoat - reversible Overshell - unlined, Storm Shed Windbreaker - unlined nylon Sweater - gray cardigan Coveralls - long sleeved, twill Head Strap Collar Insignia - USNPS (issued) Shorts, hiking Hiking Boot/Work Boot (available on trial basis)		* * * * * * * * * * * * *
<p>If the following items are authorized as a local or employee option, they must be purchased with personal funds except when designated by the Superintendent as specialized clothing or equipment. They are not available from the Servicewide contractor. Refer to Chapter 1, page 29.</p> <p style="text-align: right;"> Chucka Boots Wellington Boots Rubber Overshoes </p>		

APPEARANCE STANDARDS - CLASS A UNIFORMS

Uniform appearance will be satisfactory when the following standards are met:

Badge

- worn by all employees wearing the Class A uniform
- untarnished, clean, polished
- set vertically and centered above the left breast pocket with the bottom of the badge being even with the top of pocket
- worn on shirt, dress service jacket, twill jacket, dress coat, parka, overshell, windbreaker and raincoat

Belt

- worn with brass buckle supplied by uniform contractor
- buckle highly polished
- leather polished, showing no wear
- key ring is inconspicuous, holding only keys essential to official duties
- no other items on belt except standard law enforcement items worn in accordance with NPS-9 Law Enforcement guidelines
- keys should be carried in key holder within rear pocket when possible

Cap, Baseball, Solid and Ventilated

- small NPS arrowhead (CS-8) sewn on front
- free of grease spots, stains, or other soil

Cap, Fur Trooper

- worn only during cold weather
- ear flap strap snapped at all times either overhead or below chin
- centered on head
- free of grease spots, stains or other soil

Cap, Knit Ski

- free of grease spots, stains or other soil
- solid dark green

Coveralls

- worn only over other uniform items when necessary to complete messy or dirty tasks
- NPS arrowhead patch, securely sewn, centered on left sleeve 1-1/2" below shoulder seam
- name tag worn above right pocket

Dress Coat

- clean and neatly pressed
- proper fit, no signs of wear
- worn only with shirt collar buttoned and with necktie
- USNPS collar insignia attached (see insignia for location placement) (refer Chapter 1, page 17)
- worn only with elastique trouser or skirt
- not to be worn with law enforcement equipment

Dress Coat (cont'd)

- kept fully buttoned
- may be worn in place of dress service jacket when a dressier appearance is desired, e.g., by management personnel and in interpretive, urban, or ceremonial situations

Dress Service Jacket

- clean and neatly pressed
- proper fit, no signs of wear
- worn only with shirt collar buttoned and necktie
- pockets buttoned, no bulge
- USNPS collar insignia attached (see insignia for location placement)
- kept fully zipped
- worn only with elastique trouser or skirt

Footwear

Boots, Wellington

- rounded plain toes, low walking heel
- pointed toe western boot not acceptable
- cordovan colored, highly shined

Boots, Hiking/Walking/Work

- cordovan or dark brown, smooth leather, color maintained with polish or dye
- black or cordovan laces

Oxfords, Dress Pumps, Chuckas

- plain toe, cordovan, polished
- oxfords and chuckas have laces and eyelets; no speed lacing, buckles, or other fasteners
- no elevated or platform soles
- maximum of 2" pump heels
- no ornamentation

Rubber Overshoes/Boots

- black, worn over uniform shoes or boots to protect them from moisture
- removed when indoors

Gloves

- dark brown dress gloves
- work gloves may be substituted only when appropriate to job being performed

Hat, Flat Brim

- worn at all times when out of doors in entrance stations and kiosks, and in patrol vehicles
- removed indoors
- worn level on the head, parallel to the ground, approximately one or two finger widths above the eyebrow, or cocked slightly forward and to the right, never set on back of head
- clean and unfaded, no exterior signs of sweat, hair oil or other stains, spots or dirt
- brim not warped

Hatband

- cordovan leather, clean and polished
- brass sequoia cones clean and untarnished
- letters "USNPS" centered at front of crown

Hat Cover

- worn to protect hat only during precipitation
- fits hat properly, neither too large nor too tight
- translucent smoke color
- seam is placed at back of crown

Headstrap

- plain, cordovan leather
- worn between hatband and crown of hat and around back of head
- worn as necessary to keep hat on

Insignia

- brass USNPS collar insignia worn only on dress service jacket, twill field jacket, or dress coat
- positioned horizontal to ground at outer point of lapel just above the notch, centered in the points just inside the top stitching

Jacket, Twill, Zip-in Lining With
Badge Tab

- clean, free of spots or stains
- shows no sign of wear
- worn only with jeans or twill trousers
- pockets kept buttoned
- brass USNPS insignia worn on collar
- badge and name tag worn

Name Tag; Gold

- clean, untarnished with unchipped letters
- centered over right pocket with bottom edge 1/8" above the top edge of pocket flap on the shirt, dress service jacket, dress coat, and twill field jacket

Overshell or Windbreaker

- clean, free of spots or stains
- not ripped or torn
- worn as outer garment
- hood either worn on head or stored in collar
- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and secured all around

Parka

- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and securely sewn all around
- not ripped or torn
- clean, free of spots or stains
- hood either worn on head or stored in collar

Patch, Arrowhead

- worn on left sleeve of dress service jacket, shirt, parka, field jacket, and any other authorized outer garment
- securely sewn in center of left sleeve with top edge 1-1/2" below shoulder seam
- sewn with inconspicuous stitching of brown thread
- must be replaced when frayed or faded
- small patch (CS-8) worn on caps
- large patch (CS-7) worn on all other items
- worn only on official NPS uniform items
- uniform items with the arrowhead patch are not to be worn in off-duty situations

Raincoat

- only worn during precipitation
- arrowhead patch securely sewn all around on left sleeve, 1-1/2" below shoulder seam
- clean and free of spots or stains
- not ripped or torn

Scarf

- dark brown, plain flat weave without tassels or fringe
- worn beneath outer garments

Shirt, Gray Epaulet Style

- arrowhead patch on the left sleeve, straight, centered, and securely sewn 1-1/2" below shoulder seam
- no evidence of wear on cuffs, collar points, or other places
- clean and neat at beginning of each work day or shift
- worn neatly tucked in
- T-shirts or undershirts not visible
- all buttons kept buttoned, except the top button of short-sleeved shirt, or top button of long sleeved shirt when wearing turtleneck underneath

Shirt, Turtleneck

- black
- worn only under long-sleeved gray shirt

Skirts

- skirt not shorter than middle of knee or longer than 3" below middle of knee
- clean, showing no signs of wear

Shorts

- fit properly
- show no signs of wear
- always clean and neat at start of work day
- socks worn should be appropriate to uniform and consistent throughout park

Socks/Hosiery

- socks are dark brown in color, knee- or mid-calf length
- stockings appropriate to skin color, without runs
- socks must be worn with all foot gear except pump
- stockings must be worn with skirt or pump

Sweater

- gray knit cardigan
- worn indoors only in administrative offices/no public contact
- arrowhead patch on left sleeve, sewn securely 1-1/2" below shoulder seam

Tie, Clip-On/Cross Tie/Breakaway

- official NPS color worn
- not soiled or wrinkled
- shows no sign of fading
- always worn when wearing long-sleeved shirt (without the turtleneck shirt)
- clip-on tie always worn with official NPS arrowhead tie tack

Tie Tack

- official NPS gold-colored arrowhead
- tie tack centered on tie and fastened between third and fourth button counting from the collar, chain in the third button hole

Trousers and Jeans

- fit properly with appropriate length (bottom of pants no more than 1-1-1/2" from floor)
- show no signs of wear

Trousers and Jeans (cont'd)

- always clean and neat at start of each work day or shift
- pockets do not bulge

Personal Appearance

- hair (including facial hair) is neat, clean and well groomed; style does not detract from wearing hat, or interfere with effective communication or safe performance of job
- makeup should convey healthy, natural appearance
- weight should be appropriate to age, height, and bone structure and not detract from well-groomed appearance

Personal Items

- personal rings and watches should not be conspicuous, gaudy or numerous
- dog tag chains or necklaces not visible
- campaign buttons, American flag pins, length of service pins, service club pins, porcupine quills, feathers, etc., not worn while in uniform
- nose rings, posts, etc., are not worn with uniform or when on duty
- earrings limited to buttons, posts, single loops
- sunglasses worn only when necessary, never indoors

Personal Items (cont'd)

- glasses with reflective lenses
never worn
- all glasses conservatively
styled
- only belt buckle which comes
with official belt will be worn
- no personal item is worn which
interferes with safe performance
of job
- no uniform nor non-uniform item
obtained from unauthorized
sources may be substituted for
required uniform items
- personal garments such as vests,
non-uniform sweaters, long
underwear, etc., never visible
when worn with uniform

CLASS B - UNIFORM ITEMS

All required uniform items must be purchased through the uniform contractor.

CLASS B DRESS UNIFORM										
<u>WINTER</u>	Required Items	Area Options As Approved								
Jacket - twill with zip-out liner**	*									
Shirt - gray, long sleeved, twill**	*									
Trousers - twill and/or jeans	*									
Cap - baseball, solid fabric, twill	*									
Belt - NPS embossed design	*									
Tie - clip-on or cross-tie breakaway	*									
Tie Tack - NPS arrowhead, gold	*									
Collar Insignia - USNPS (to be worn on twill jacket) (issued)	*									
Name tag - gold (issued)	*									
Shoes - safety toed (see Chapter 1, page 29)	*									
Socks - dark brown (not available through contractor)	*									
Cap - fur trooper		*								
Ski Cap - knit		*								
Shirt - black turtleneck (to be worn under gray shirt only)		*								
Parka - lined		*								
Raincoat - reversible		*								
Overshell - unlined, Storm Shed		*								
Windbreaker - unlined nylon		*								
Sweater - gray cardigan		*								
Coveralls - long sleeved, twill		*								
Hiking Boot/Work Boot (available on trial basis)		*								
<p>If the following items are authorized as a local or employee option, they must be purchased with personal funds except when designated by the Superintendent as specialized clothing or equipment. They are not available from the Servicewide contractor. Refer to Chapter 1, page 29.</p> <table><tr><td>Work Gloves - brown</td><td>Insulated Boots</td></tr><tr><td>Scarf - brown</td><td>Safety toed Boots</td></tr><tr><td>Wellington Boot</td><td>Rubber Overshoes</td></tr><tr><td></td><td>Chuck Boots</td></tr></table>			Work Gloves - brown	Insulated Boots	Scarf - brown	Safety toed Boots	Wellington Boot	Rubber Overshoes		Chuck Boots
Work Gloves - brown	Insulated Boots									
Scarf - brown	Safety toed Boots									
Wellington Boot	Rubber Overshoes									
	Chuck Boots									
<p>**Since the contractor routinely places name tags on these Class B items the Supervisor must approve the order form to notify uniform contractor not to include the cloth name tag for these items.</p>										

CLASS B DRESS UNIFORM <u>SUMMER</u>	Required Items	Area Options As Approved
Trousers - twill and/or Jeans Shirt - gray, short sleeved, poplin** Cap - baseball, solid or ventilated Belt - NPS embossed design Name tag - gold (issued) Shoes - safety toed (see Chapter 1, page 29) Socks - dark brown (not available through contractor) Jacket - twill with zip-out liner** Parka - lined Raincoat - reversible Overshell - unlined, Storm Shed Windbreaker - unlined nylon Coveralls - long sleeved, twill Sweater - gray cardigan Collar Insignia - USNPS (to be worn on twill jacket) (issued) Hiking Boot/Work Boot (available on trial basis)	* * * * * * * 	
<p>If the following items are authorized as a local or employee option, they must be purchased with personal funds except when designated by the Superintendent as specialized clothing or equipment. They are not available from the Servicewide contractor. Refer to Chapter 1, page 29.</p> <p style="text-align: center;">Safety Toed Boots Work Gloves - brown Rubber Overshoes</p> <p>**Since the contractor routinely places name tags on these Class B items, the Supervisor must approve the order form to notify uniform contractor not to include the cloth name tag for these items.</p>		

CLASS B WORK UNIFORM <u>WINTER</u>	Required Items	Area Options As Approved
Jacket - twill with zip-out liner	*	
Trousers - twill and/or Jeans	*	
Shirt - gray, long sleeved, twill	*	
Cap - baseball, solid fabric, twill	*	
Belt - NPS embossed design	*	
Footwear - work shoe or boot (safety toed) (refer to Chapter 1, page 29)	*	
Name tag - cloth (issued)	*	
Cap - fur trooper		*
Ski Cap - knit		*
Shirt - black turtleneck (to be worn under gray shirt only)		*
Parka - lined		*
Raincoat - reversible		*
Overshell - unlined, Storm Shed		*
Windbreaker - unlined nylon		*
Sweater - gray cardigan		*
Coveralls - long sleeved, twill		*
Hiking Boot/Work Boot (available on trial basis)		*
<p>If the following items are authorized as a local or employee option, they must be purchased with personal funds except when designated by the Superintendent as specialized clothing or equipment. They are not available from the Servicewide contractor. Refer to Chapter 1, page 29.</p> <p>Work Gloves - brown Scarf - brown Insulated Boots Rubber Overshoes</p>		

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APPEARANCE STANDARDS - CLASS B UNIFORMS

Uniform appearance will be satisfactory when the following standards are met:

Belt

- worn with authorized buckle supplied by contractor
- buckle polished
- leather shows no wear and kept polished
- if key rings necessary, should be inconspicuous and hold only keys needed to perform official duties
- items worn on belt only those required to perform official duties (tool belt, knife sheath, etc.)

Cap

Baseball, Solid or Ventilated

- small NPS arrowhead (CS-8) sewn on front
- free of grease spots, stains, or other soil

Fur Trooper

- worn only during cold weather
- worn with ear flap strap snapped at all times
- worn centered on head, not tilted or on back of head
- free of grease spots, stains, or other soil

Knit Ski

- free of grease spots, stains, or other soil
- solid dark green

Coveralls

- dark green; worn over uniform to complete messy or dirty tasks which might soil uniform
- NPS arrowhead patch, securely sewn, centered on left sleeve 1-1/2" below shoulder seam
- cloth name tag sewn 1/8" above right breast pocket

Footwear

Work Boots

- leather, cordovan, or dark brown with matching laces
- clean and polished

Wellington Boot

- rounded plain toes with low walking heel
- cordovan colored
- clean and polished

Shoes and Oxfords

- cordovan colored, smooth finish, matching laces
- clean and polished
- plain toe, blucher style
- no speed lacing, buckles or other fasteners
- no elevated or platform shoes

Rubber Overshoes/Boots

- black, worn over uniform shoes or boots when needed to protect them from moisture
- removed when indoors

Gloves

- dark brown
- work gloves appropriate for job being performed

Jacket, Twill, Zip-in Lining

- clean, free of spots or stains
- shows no sign of wear
- worn with jeans or trousers
- pockets kept buttoned
- cloth name tag will be worn unless replaced by gold name tag as part of Class B Dress

Name Tag; Cloth

- centered over right pocket with bottom edge sewn 1/8" above the top edge of flap on shirt and jacket
- sewn with inconspicuous stitching of brown thread
- must be replaced when frayed or faded

Name Tag; Gold

- for Class B Dress Uniform
- clean, untarnished with unchipped letters
- centered over right pocket with bottom edge 1/8" above the top edge of pocket flap on shirt and twill jacket

Overshell or Windbreaker

- clean, free of spots or stains
- not ripped or torn
- outermost garment worn
- hood either worn on head or stored in collar
- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and secured all around

Parka

- no evidence of wear on cuffs, collar, or pockets
- not ripped or torn
- clean, free of spots or stains
- hood is either worn on head or stored in collar
- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and secured all around

Patch, Arrowhead

- worn on left sleeve of twill jacket, shirt, parka, and any other authorized outer garment
- securely sewn in center of left sleeve with top edge 1-1/2" below shoulder seam; use inconspicuous stitching of brown thread
- must be replaced when frayed or faded
- small patch (CS-8) worn on caps
- large patch (CS-7) on shirt and outer garments
- worn only on official NPS uniform items
- uniform items with the arrowhead patch are not to be worn in off-duty situations

Raincoat

- only worn to protect the uniform during precipitation
- clean and free of spots or stains
- not ripped or torn
- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and secured all around

Scarf

- dark brown, plain flat weave without tassels or fringe
- worn around neck beneath outer garments
- worn out-of-doors only

Shirt, Nickel Gray

- no evidence of wear on cuffs, collar, or other places
- clean and neat at beginning of each work day or shift
- worn neatly tucked in
- T-shirts or undershirts not visible
- all buttons kept buttoned, except top one (all buttoned when a necktie is worn)
- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and secured all around
- cloth name tag will be worn unless replaced by gold name tag on Class B Dress Uniform

Shirt, Turtleneck

- black
- worn only under long-sleeved gray shirt

Socks

- dark brown, ankle, knee- or mid-calf length; worn with all footwear

Sweater

- gray knit cardigan
- worn indoors only
- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and secured all around

Tie, Clip-On/Cross Tie/Breakaway

- official NPS color
- worn only by employees authorized Class B Dress (supervisors)
- not soiled or wrinkled
- only worn with long sleeved shirt
- official NPS tie tack worn on clip-on tie

Tie Tack

- official NPS gold-colored arrowhead
- centered on tie between 3rd and 4th button counting from collar, chain in 3rd button hole

Trousers and Jeans

- fit properly with appropriate length
- show no signs of wear
- always clean and neat at start of each work day or shift

Personal Appearance

- hair (including facial hair) neat, clean and well groomed; style does not detract from wearing hat or interfere with effective communication or safe performance of job

Personal Appearance (cont'd)

- personal grooming standards are guided by standards for blue collar workers of the locale
- makeup should convey healthy, natural appearance
- weight should be appropriate to your age, height, and bone structure and not detract from well-groomed appearance

Personal Items

- personal rings and watches should not be conspicuous, gaudy or numerous
- dog tag chains or necklaces not visible
- campaign buttons, length of service pins, service club pins, porcupine quills, feathers, etc., not worn while in uniform
- nose rings, posts, etc., are not worn while in uniform
- earrings limited to buttons, posts, single loops
- sunglasses worn only when necessary, never indoors
- glasses with reflective lenses never worn
- only belt buckle which comes with official belt will be worn
- no personal item is worn which interferes with safe performance of job
- no uniform nor non-uniform item obtained from unauthorized sources may be substituted for specific uniform items
- personal garments such as vests, non-uniform sweaters, long underwear, etc., never visible when worn with uniform

SPECIAL UNIFORM/PERSONAL PROTECTIVE CLOTHING (PPC)

From time to time needs arise for specialized clothing or uniforms. Such uniforms may combine standard items with specialized clothing or equipment not available from the authorized uniform supplier. In these cases the Superintendent has the responsibility to:

1. Identify special uniform categories and items required by the particular area.
2. Consult with the supervisor, and the park or regional safety officer to determine applicable personal safety requirements.
3. List uniform items authorized and required under each category.
4. Designate employees or classes of employees to wear these items.
5. Purchase these items with park operating funds.
6. Assure compliance with Special Uniform Standards as outlined in each area.
7. Evaluate special uniform requirements on an annual basis.
8. Ensure compliance with NPS Loss Control Management Program and Property Management Regulations Guidelines and Directives.

NOTE: For additional details and explanations of Personal Protective Clothing (PPC) or equipment, refer to the NPS Loss Control Management Program, NPS-50.

Selected examples include:

Gloves/Mittens
Gaiters
Cross-Country Gear
Ski Pants
Downhill Ski Boots
Exposure Wear Gear
Exposure Search & Rescue Gear
Technical Search & Rescue Gear
Footwear, such as safety toed shoes, boots, deckshoes, vapor barriers, etc.
Wet Suits
Protective Helmets
(motorcycle/snowmobile/aircraft)

When safety equipment is prescribed for wear and use it must:

1. meet approved safety standards
2. be protective of the worker
3. be provided to employee by management
4. be worn by employee when performing the specified task(s).

Note: The Class B work uniform requires safety toed footwear, unless the Superintendent, in consultation with the work supervisor and the park or regional safety officer determines to the contrary. In that case, the employee must purchase footwear that meets the Class B standard.

Conditions or situations when PPC and/or equipment should be worn in place of regular uniform items:

It is the responsibility of the Superintendent to identify tasks or procedures that may have the potential of exposing the employee to personal injury or illness. In such situations, the employee must be provided with and must use equipment and/or clothing which is determined as necessary to protect against the hazard. Prescribed uniform items should be worn with the PPE where possible to provide identification. Examples of hazardous conditions include extremes in temperature, heat or cold, open flame, chemical contacts, vapors or gases, forceable impacts, biological contaminants, flight operations, etc.

PPE and/or clothing provided by the Government should be used rather than items of personal choice.

Special Uniforms

The current National Park Service Uniform Standards permit the Superintendent to designate uniform items for specialized tasks. Each special uniform has specific criteria to be met and is worn only while performing these special tasks.

SOME SPECIAL UNIFORM ITEMS ARE NOT AVAILABLE FROM THE SERVICEWIDE SUPPLIER AND ARE NOT PART OF THE CENTRAL DISTRIBUTION SYSTEM. THESE SPECIAL ITEMS, IF DESIGNATED BY THE SUPERINTENDENT, MUST MEET THE CRITERIA SET FORTH IN THE SERVICEWIDE STANDARDS AND ARE PURCHASED FROM PARK OPERATING FUNDS.

Protective Clothing and Equipment

Based on the administrative determination by the Superintendent, protective clothing and equipment may be purchased with appropriated funds, provided that items are not those the employees would normally be expected to provide for themselves as personal items and that the clothing and equipment are for the protection of employees engaged in hazardous work. (Comptroller general Decision, B-174629).

PROTECTIVE CLOTHING AND EQUIPMENT ARE NOT A PART OF THE CENTRAL DISTRIBUTION SYSTEM.

SPECIAL UNIFORM CATEGORIES

Alpine Ski Uniform

The alpine ski uniform will be worn only by persons assigned to actual ski patrol and/or directly involved in alpine activities. The arrowhead patch will be worn on outer garments to increase visibility and identification.

Area Options include:

Pants, black ski
Shirt, gray long sleeved,
epaulet style
Shirt, black turtleneck (to be
worn under gray shirt)
Parka, NPS green
Overshell, Storm Shed
Gloves or Mittens
Ski Boots or other appropriate
footwear as designated
Cap, knit ski type, solid
green, or baseball cap NPS
green

Backcountry Foot

In areas which experience high temperatures, employees conducting foot patrols in remote backcountry areas may substitute NPS shorts for their trousers or jeans.

Backcountry - Winter

The backcountry uniform will be worn by employees assigned to cross-country ski, snowshoe, snowmachine, and related backcountry patrol and backcountry interpretive visitor contact activities. The arrowhead patch will be worn on outer garments to increase visibility and identification for park visitors.

Area Options include:

Cap, knit ski type, solid green;
baseball cap, NPS green; or
mouton cap
Filson Cruiser, shirt jacket,
NPS green
Pants, green wool, knicker or
standard length
Snowmachine Suit, NPS green
Helmet,
Gaiters (snow protectors), green
Socks, knee high, wool, solid
gray
Footwear as designated
Overshell, Storm Shed
Parka, NPS green

Horse Patrol - Frontcountry

The Class A Dress or Field uniform will be worn by employee assigned to horseback patrol in urban areas or other areas of high density visitor use. The uniform will consist of the items below:

Hat, flat brim, felt or straw
Cap, baseball
Shirt, epaulet style, gray
(name tag, badge, patch)
Jeans, NPS green/or elastique
trousers

Boots, western riding, cordovan, plain, no tooling
Jacket, dress service
Trousers, elastique (for formal situations)
Gloves, dark brown

Horse Patrol - Backcountry

The Class A field uniform will be worn while assigned to horseback patrol or associated duties in areas that have minimal visitor use.

Area Options include:

Hat, flat brim, felt or straw
Cap, baseball
Shirt, epaulet style, gray (name tag, badge and patch)
Jacket, dress service with elastique trousers
Boots, western riding, cordovan plain, no tooling
Gloves, dark brown
Trousers, twill or jeans with work jacket
Footwear as designated

Motorcycle or Trailbike Patrol

Depending on the location and the work performed, a cycle rider's uniform shall consist of one of the Class A uniforms, with a Toptex, or equal, gray/green helmet with the NPS arrowhead decal affixed to the front. (Helmets are provided by the Service. The Toptex riot control helmet is not authorized for motorcycle patrol.)

NOTE: The Superintendent may prescribe other specific accessories that a particular park or situation may require.

Motorcycle or Trailbike Patrol
(cont'd)

The Superintendent may authorize a Wellington style, cordovan boot, (at least 10" high) or a walking boot that meets standard requirements. Footwear having extreme pointed toes and/or high heels are not authorized.

Watercraft and Other Water-Related Operations

This uniform is approved for employees actually performing water-related or watercraft operations requiring them for safe effective performance of duties.

Items authorized include:

Shirt, gray
Shirt, black turtleneck (to be worn under long sleeve shirt)
Trousers, twill, or jeans
Shorts, NPS green, with knee socks
Socks, dark brown
Belt, regulation
Cap, baseball, ventilated
Parka, NPS green
Wetsuit as required
Flotation jacket or survival suit as required
Exposure wear, as required
Shoes, canvas, green, brown, or white (identical within park)
Shoes, deck, leather
Rain gear
Windbreaker/Overshell

NAME BARS

Cloth Name Tag

The cloth name tag is prescribed for employees in the Class B Work Uniform categories. When Class B shirts or jackets are ordered from the contractor, cloth name tags are made and sewn on the garments prior to shipping.

Name tags are charged to the park benefiting account. Orders for additional cloth name tags can be requested by memo from the Superintendent to the Contractor listing names and quantities.

*Uniform Name Tag

The gold metal name tag is prescribed for employees authorized to wear all categories of the Class A uniform and the Class B Dress Uniform.

*Service Name Bar

The Service Name Bar, with arrowhead symbol, identifies employees representing the National Park Service in an official capacity when wearing civilian clothing. It is not worn on the uniform and is not intended to be a replacement for or alternative to the wearing of the Class A or B uniforms. It may be used to identify administrative persons, and those who only occasionally are in public contact, such as relief at information desks, etc.

*Language Name Bar

This bar identifies qualified employees as language interpreters to the visiting public. The bar is to be worn in place of the gold name tag in the appropriate location on the uniform.

*Sign Language Name Bars

"Sign Language Interpreter" Bar: This name bar identifies employees with State certification by the National Registry of Interpreters for the Deaf as sign language interpreters to the visiting public. The bar is to be worn in place of the gold name tag in the appropriate location on the uniform.

"I Sign" Bar: The name bar with "I Sign" identifies employees who know or are learning sign language but are not State certified by the National Registry of Interpreters for the Deaf.

*See your procurement officer for most recent contract and ordering information and for prices of uniform name tag and name bars.

SPECIAL PURPOSE UNIFORMS

Lifeguard

The lifeguard uniform is worn by persons assigned to lifeguard duties at beaches or pools. The Superintendent will determine which of the following items are required and which are approved for use as employee options. These items are available from the Servicewide Contractor and are the only items authorized for the lifeguard uniform.

- Dive Suit - red (male)
- Beach Trunks - red
- Dive Suit, crossback - red (female)
- Sport Shorts - red
- Sport Jacket, unlined - red
- Jacket, lined - red
- T-Shirt with lettering - gray
- T-Shirt, heavy - gray
- Sweatshirt with lettering, hooded - gray
- Sweatshirt, heavy - gray
- Sweatpants - gray
- Sweatpants, heavy - gray
- Rain Parka with lettering - red
- Cap, mesh baseball - red
- Whistle
- Lanyard, with whistle holder

Maternity Uniform

This uniform is worn by pregnant employees, when they are no longer able to wear the regular uniform, and as long as they continue to perform duties where a uniform is prescribed. Items authorized for wear include:

Class A

- Maternity Shirt (gray, long or short sleeved)
- Trousers, tropical (with stretch panel)
- Jumper, tropical

Class B

- Maternity Shirt (gray, long or short sleeved)
- Trousers, twill (with stretch panel)
- Jumper, twill

Other items include name tag, footwear, outerwear, and hat as specified in the employee's regular category.

UNIFORM ALLOWANCE
STANDARDS AND PROCEDURES

References:

Statutory References:

Federal Employees Uniform Act. Public Law 83-763 (September 1, 1954), 68 Stat. 1114, as amended.

Federal Salary and Fringe Benefits Act of 1966. Public Law 89-504, (July 18, 1966) 80 Stat. 288.

Other References:

5 U.S.C. 5901 Uniform Allowances
5 U.S.C. 5902 Increase in Maximum Uniform Allowances
5 U.S.C. 5903 Regulations
5 U.S.C. 7903 Protective Clothing and Equipment

OMB Circular A-30, Revised

Comptroller General Decision B-166452, dated April 17, 1969
Comptroller general Decision B-174629, dated January 31, 1972

Departmental Manual, Part 334

INTRODUCTION TO UNIFORM ALLOWANCES

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.

The responsibility of determining who shall wear the uniform and the type of uniform permitted rests with the Superintendent. The allowance authorized is based on the Uniform Allowance Schedule as approved by the Director.

Initial allowances for both temporary and permanent employees will be provided in full.

Those employees who do not wear the uniform everyday, e.g., intermittent employees; costume etc., must be paid quarterly allowance amounts.

The total uniform allowance granted to an employee in any one year period shall not exceed \$400, except in cases where an entirely different uniform is required. (e.g., change from Class A to Class B or vice versa) (see chapter 2, page 10)

The allowance amount authorized for each employee is intended for use only by that employee, and, any unused funds reduce the net cost to the Service. Therefore, ordering uniform items for another person, with or without remuneration, is prohibited (Ref. P.L. 83-763; P.L. 89-504; and 5 U.S.C. 5901).

Required Uniform items and accessories are available from the Servicewide Uniform Contractor. Badges and collar insignia are available through the NPS Central Supply System. (Reference Personal Property Management Guideline NPS-44, Chapter 7, Operational of Control Supply.)

Employees are authorized a uniform allowance based on the type of uniform they are required to wear. A credit account is established by the park for each employee with the Servicewide Contractor. The employee then orders uniform items against this credit account.

No cash allowances are authorized.

Employees are authorized to purchase only those uniform items included in the uniform category which has been authorized by the park.

OVERVIEW
UNIFORM ALLOWANCE AND DISTRIBUTION SYSTEM

What follows is an overview of how the allowance system and ordering process work. The Superintendent is responsible for ensuring that employees are kept informed of current procedures to utilize the effectiveness of the uniform system.

1. Park prepares the Uniform Allowance Authorization Form (10-138) listing employee name, park location, employee account number (first 7 digits of the SS#), cost account number, uniform category, allowance amount (showing computation), and the period covered. (Refer to Appendix 4.)

2. The park provides the employee with a copy of the completed allowance authorization form indicating the amount of the allowance and the period covered, a uniform catalogue, order forms, and information about uniform requirements for the park and ordering procedures.

3. The employee completes the order form and returns it to the park. The park reviews the form for missing information and errors in addition. The park then sends the order form with the original authorization to the Contractor. This process is recommended for initial orders for permanent employees and for all seasonal employees. The Contractor establishes the individual account and processes the order.

If the employee's order exceeds the allowance balance, a personal check, money order, or charge card number must be included with the order for the excess amount. (There is a \$5 minimum on all credit card charges.) If payment is not included, the Contractor will notify the employee of the amount owed and will hold the order until full payment is made.

4. Allowance authorizations sent to the contractor which are incomplete or which contain errors in computation will be returned to the park for correction. This will delay the processing of orders as shipments cannot be sent until a valid allowance account is established for the employee.

5. All orders are shipped to the park. The park must have a designated Receiving Officer (RO) to initially receive all shipments and to carry-out the duties of the RO as specified in Chapter 2, page 27. Upon receipt of the order, employees must verify the goods received against the packing list. Employees must sign the packing list indicating receipt, give a copy to the Receiving Officer and keep a copy for their records.

6. Exchange forms are provided with each order and must be used for the exchange of merchandise or the return of defective items.

7. Parks are responsible for ordering forms directly from the contractor on the Catalog and Order Form Supply Sheet (appendix 5).

8. The Contractor generates a periodic Employee Status Report. This report provides the parks with a printout of the information contained on the allowance authorization form and the employees' ordering activity. The park must review the report for accuracy and return it to the contractor with changes or corrections.

9. Permanent employees should make every effort to review uniform needs and order in advance of the season to assure prompt delivery and lessen shipping demand for seasonals. When possible, employees should anticipate uniform needs by placing no more than two orders annually.

TYPES OF ALLOWANCES

The maximum allowance within any one year period may not exceed \$400, except when an employee is changed from one type and category of uniform to an ENTIRELY DIFFERENT one (e.g., from Class A to Class B or vice versa). (Refer to Comptroller General Decision B-166452, April 17, 1969.)

In cases where the \$400 limitation may be exceeded, parks should consult with the Regional Uniform Coordinator before approving such authorizations. Lifeguard and Maternity uniforms are considered special purpose uniforms, and the allowances for these can be paid in addition to other allowances; therefore the \$400 restriction does not apply when these categories are authorized. Allowances are based on fiscal year quarters defined as follows:

Quarter	Period
1	Oct. 1 - Dec. 31
2	Jan. 1 - March 31
3	April 1 - June 30
4	July 1 - Sept. 30

For the purpose of determining uniform allowances, the following definitions apply.

Permanent employee - is one whose appointment does not have a time limitation (not to exceed date) e.g., career, career-conditional whether full-time, part-time, or subject-to-furlough, and who is in uniform on a regular basis.

Temporary/seasonal employee - is one whose appointment has a time limitation of one year or less and who is in uniform on a regular basis.

Intermittent - wear the uniform on an infrequent, irregular basis, e.g., an employee who is primarily in costume but wears the uniform occasionally; or an employee on intermittent status who works in more than one fiscal quarter, but only for a few days in each quarter.

The Uniform Allowance Schedule which determines current allowance rates is enclosed as appendix 3.

Initial Allowances are granted employees when they are first placed in a uniformed position. Allowance amounts for permanent employees are determined by the type of uniform to be worn, Class A or Class B. For temporary/seasonal employees, the allowance amount is determined by the type of uniform and the season it is to be worn.

The maximum initial allowance for the Class A category is \$400, and for the Class B category is \$250. Initial allowances are a one time allocation granted to the employee to help defray the cost of purchasing required uniform items.

The above maximum amounts can only be exceeded in circumstances described above.

Initial allowances must be issued for a one year period based on fiscal quarters, beginning with the quarter in which the employee is hired. (e.g., EOD date 2/5/84, initial allowance period effective 1/1/84 thru 12/31/84.)

Initial allowances, based on the uniform allowance schedule, must be granted in the full amount and cannot be reduced. An initial allowance is authorized when an employee:

- is first placed in a uniformed position.
- is placed in a uniformed position after having been out of uniform for two years or more since the end of the last allowance period.

Adjusted Initial Allowances are granted only for temporary/seasonal employees. This is a one time adjustment which is made the first time the employee's seasonal uniform requirements change whether from winter to summer or vice versa. The one time adjustment will provide temporary/seasonal employees with the maximum initial allowance for the Class A or Class B uniform category. Once the maximum allowance has been reached (Class A \$400, Class B \$250), only replacement allowances can be provided.

- The adjusted initial allowance is the difference between the initial allowance the employee has already received and the maximum amount allowable for that category. (e.g., employee received initial allowance for Class A winter uniform \$350 and later was required to be in Class A summer uniform. The maximum amount allowable for the Class A summer and winter uniform is \$400, therefore, the adjusted initial allowance is \$50.)

Please Note: This is a one time adjustment and this employee is not entitled to any further initial or adjusted initial allowances for the Class A uniform.

Replacement Allowances - Permanent. The first replacement allowance for permanent employees will begin with the quarter immediately following the end of the initial allowance period and will continue through the last quarter of the current fiscal year. (e.g., EOD 2/5/85, initial period 1/1/85 through 12/31/85. First replacement allowance period is authorized from 1/1/86 through 9/30/86, for quarters 2, 3, and 4.) A UAA form is required for the first replacement allowance.

All succeeding replacement allowances will be authorized for a full fiscal year and will be generated through the Consolidated Uniform Allowance Report provided by the Contractor at the beginning of the fiscal year.

Replacement Allowances - Temporary/Seasonal. The first replacement allowance for temporary/seasonal employees will begin with the quarter immediately following the end of the initial allowance period PROVIDED the employee is working in a uniformed position. Otherwise, the replacement allowance commences at the beginning of the quarter in which the employee returns to duty.

--Replacement allowances should cover anticipated length of employment within the fiscal year and will be based on fiscal quarters.

(e.g., EOD 5/20/85 initial allowance period 4/1/85 through 3/31/86 employee rehired 6/1/86 with anticipated termination date of 9/5/86. Replacement allowance period is authorized from 4/1/86 through 9/30/86, for quarters 3 and 4.)

(e.g., EOD 2/15/85 initial allowance period 1/1/85 through 12/31/85 employee rehired 5/15/86 anticipated termination date of 9/20/86. Replacement allowance period is authorized from 4/1/86 through 9/30/86, for quarters 3 and 4.)

Replacement allowances will be authorized for the amount of the full quarterly allowance and will not be reduced.

When a temporary/seasonal employee's uniform requirements change during a replacement allowance period, the replacement allowance will be adjusted to reflect the change in the seasonal allowance amount if there will be an increase. The replacement amount will be adjusted from the beginning of the quarter in which the change occurs.

Intermittent Allowances. Intermittent allowances are issued to those employees who are required to wear the uniform on an infrequent or irregular basis.

The intermittent employee, required to occasionally wear the uniform, who has not previously been in uniform, is due an initial allowance.

The initial allowance, determined by the category type and season assigned must be issued in the full amount in accordance with the Uniform Allowance Schedule (refer to Appendix 3).

This allowance must be issued for a one year period based on fiscal quarters, beginning with the quarter in which the employee is authorized to wear the uniform.

The replacement allowance for intermittent employees is determined by (1) anticipating the number of days in the fiscal year that the uniform will be worn, (2) authorizing the appropriate number of quarters based on the number of days worked.

The following guidance applies when determining replacement allowances for intermittent employees:

<u>Days in FY Worked</u>	<u>Allowance</u>
65 or less	1 Quarter
130 or more than 65	2 Quarters
195 or more than 130	3 Quarters
260 or more than 195	4 Quarters

NOTE: Replacement allowances for intermittent employees must be paid in full quarterly amounts based on category and season assigned. Explain basis for number of quarters authorized in the remarks section of the UAA.

Example: Allowance for employee on intermittent status

Employee has not previously been in uniform. Wears costume 3 days a week and the uniform 2 days a week. EOD 11/15/85. Assigned Class A winter. Employee due initial allowance for four full quarters from 10/1/85 to 9/30/86 for \$350.

Employee has previously received initial allowance. Assigned Class A winter and is placed on intermittent status 10/10/85. Employee is required to be in uniform approximately 10 days in quarter 1 and 2. Employee due replacement allowance for 1 quarter allowance A-2W = \$50.00 from 10/1/85 to 3/31/86.

SPECIAL PURPOSE UNIFORM ALLOWANCE

Lifeguard Uniform - The lifeguard uniform is a special purpose uniform. The allowance for this category is based on the fiscal year (10/1 - 9/30). The allowance amount for lifeguard uniform (category L) is \$100. This allowance is provided in addition to other uniform allowance requirements, and a separate UAA must be completed and submitted to the contractor. Only lifeguard items can be purchased with the prescribed allowance funds. Other uniform items must be purchased and charged through the regular uniform allowance.

Example: Employee authorized lifeguard allowance

Employee enters on duty 6/15/85 and is required to wear the lifeguard uniform. Uniform allowance for category L is authorized for \$100 for fiscal year 1985 (10/1/84 - 9/30/85). Employee is eligible for a new category L allowance in FY 1986 beginning 10/1/85.

Maternity Uniform - The maternity uniform is also a special purpose uniform. However, only one allowance per pregnancy is granted. The authorization can be issued anytime during the fiscal year, covering the entire fiscal year period (10/1 - 9/30). e.g., Employee issued a maternity allowance 6/15/85 would be authorized \$125 from 10/1/85 to 9/30/86.

The allowance amount for the maternity uniform (category M) is \$125. This allowance is provided in addition to other uniform allowance requirements, and a separate UAA must be completed and submitted to the contractor. Only maternity items can be purchased with the prescribed allowance funds. Regular uniform items must be purchased and charged through the regular uniform allowance.

Example: Employee authorized maternity uniform

Employee authorized Class B replacement allowance of \$150 for the period 10/1/85 - 9/30/86. Employee is issued a maternity uniform allowance in June 1986. Category M allowance of \$125 is approved for fiscal year 1986 (10/1/85 - 9/30/86) and submitted on UAA form. The uniform contractor will establish a separate allowance account for this authorization.

On 10/1/86 this employee will be authorized a new Class B replacement allowance of \$150 through the Consolidated Uniform Allowance Report.

GENERAL INFORMATION WHEN COMPUTING ALLOWANCES

The check list below provides general steps to follow for computing uniform allowances for permanent and temporary employees:

- Step 1. Determine whether the employee has received any uniform allowance previously. (contact past duty station)
- If not, prepare UAA for initial allowance.
 - If employee has received an allowance before, continue with the following steps.
- Step 2. Determine whether an adjusted initial allowance is due (see Chapter 2, page 17, and appendix 3).
- If an adjusted initial is due, show computation in explanation block of UAA form.
- Step 3. Determine whether a replacement allowance is due (see Chapter 2, pages 11 or 18).
- If a replacement is due, show computation in explanation block of UAA form.
- Step 4. Enter the total of the adjusted initial and replacement allowance amounts as the "Uniform Allowance Authorized" on the UAA.

COMPUTING ALLOWANCES - PERMANENT EMPLOYEES

Initial Allowances

- Initial allowances are authorized for four fiscal quarters starting with the beginning of the fiscal quarter during which the employee is assigned to wear the uniform.

For example, employee entitled to an initial allowance starts work on 6/15/85. The initial allowance period will be from 4/1/85 to 3/31/86.

- The EOD date is the actual date the employee is expected to begin work and must be shown on the Uniform Allowance Authorization Form (UAA).
- The employee is due no other allowance for one year unless there is a change in job functions requiring a different category of uniform, either Class A to Class B or vice versa, or addition of special purpose uniform. (Chapter 2, page 10)

Replacement Allowances

- The first replacement allowance for permanent employees will begin with the quarter immediately following the end of the initial allowance period and will continue through the last quarter of the current fiscal year. The park must send a UAA to the Uniform Contractor indicating the proper first replacement allowance.
- All succeeding replacement allowances will be authorized for a full fiscal year and will be generated through the consolidated Uniform Allowance Report. This report is provided by the Contractor at the beginning of each fiscal year and is sent to the park for verification and certification.
- Replacement allowances are based on the uniform category required at the time of the authorization.

IT IS IMPORTANT TO CHECK WITH PAST DUTY STATIONS BEFORE AUTHORIZING ALLOWANCES TO PREVENT POSSIBLE OVERPAYMENT.

- Initial and replacement allowances will be provided in full to permanent employees.

Terminations/Transfers

- When a permanent employee transfers, terminates or otherwise no longer requires a uniform, the park is responsible for notifying the Uniform Contractor with a UAA to terminate the allowance. The Contractor is required to ship items as long as the authorization is active. A park receiving a transferred employee will notify the Uniform Contractor to reactivate the authorization under the proper organization code.

EXAMPLES FOR COMPUTING ALLOWANCES - PERMANENT EMPLOYEES

Refer to Uniform Allowance Schedule (Appendix 3). Matrix for examples on page 13.

Initial Allowance (Permanents)

Example #1

New Employee - No Previous Initial Allowance

EOD: 1/15/85

Uniform Category: Class A

Allowance Period:	Qtr 2	Qtr 3	Qtr 4	Qtr 1
	1/1/85	X	X	12/31/85

Allowance Authorized: \$400 Initial

Same Employee - First Replacement Allowance, Class A

Allowance Period:	Qtr 2	Qtr 3	Qtr 4
	1/1/86		9/30/86

Allowance Amount:	\$50	\$50	\$50	= \$150
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Same Employee - Second Replacement, Class A

Allowance Period:	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	10/1/86			9/30/87

Allowance Amount:	\$50	\$50	\$50	\$50	= \$200
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Example #2

New Employee - No Previous Initial Allowance

EOD: 6/10/84

Uniform Category: Class B

Allowance Period	Qtr 3	Qtr 4	Qtr 1	Qtr 2
	4/1/84			3/31/85

Allowance Authorized: \$250 Initial

Same Employee - First Replacement Allowance, Class B

Allowance Period:	Qtr 3	Qtr 4
	4/1/85	9/30/85

Allowance Amount:	\$37.50	\$37.50	= \$ 75
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Same Employee - Second Replacement, Class B

Allowance Period:	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	10/1/85			9/30/86

Allowance Amount:	\$37.50	\$37.50	\$37.50	\$37.50	= \$150
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Matrix for examples for computing allowances for permanent employees.

EXAMPLES	CLASS A - PERMANENT	Qtr 1 10/1	Qtr 2 1/1	Qtr 3 4/1	Qtr 4 7/1	TOTALS
#1	John Doe - EOD 1/15/85					
	Initial		\$400			\$ 400
	1st Replacement allowance		\$ 50	\$ 50	\$ 50	\$ 150
	2nd and Subsequent replacements	\$ 50	\$ 50	\$ 50	\$ 50	\$ 200
	Allowance (issued annually)					
	CLASS B - PERMANENT					
#2	Mary Smith - EOD 6/10/85					
	Initial			\$250		\$ 250
	1st Replacement allowance			\$ 37.50	\$ 37.50	\$ 75
	2nd and Subsequent allowances (issued annually)	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50	\$ 150

COMPUTING ALLOWANCES - TEMPORARY AND SEASONAL EMPLOYEES

Initial and replacement allowances for temporary and seasonal employees must be computed in quarterly increments based on the fiscal year.

Quarter	Period
1	Oct. 1 - Dec. 31
2	Jan. 1 - March 31
3	Apr. 1 - June 30
4	July 1 - Sept. 30

Initial Allowances

---Initial allowances are authorized for four fiscal quarters, starting with the beginning of the fiscal quarter during which the employee is assigned to wear the uniform. For example, an employee entitled an initial allowance starts work on 6/15/85. The initial allowance period will be from 4/1/85 to 3/31/86.

---The EOD date is the actual date the employee is expected to begin work and must be shown on the Uniform Allowance Authorization Form (UAA).

---The employee is due no other allowance for one year unless there is a change in job function and uniform requirements that permits an increase in the initial allowance (e.g. summer to winter or vice versa) or a new initial allowance. (e.g., Class A to Class B or vice versa)

Adjusted Initial Allowances

---The adjusted initial allowance is the difference between the initial allowance the employee has already received and the maximum amount allowable for that category. (See example #4, page 19)

---When an adjustment is made during the initial allowance period, the adjusted initial is added to the original allowance, and the period covered remains the same.

---When an adjustment is made after the initial allowance period has expired, the adjusted initial is included with the replacement allowance and coincides with the replacement dates.

---An adjustment may occur when a present or previous temporary/seasonal employee is appointed to permanent status if the employee received less than the maximum allowable initial allowance for the Class A or Class B category.

Replacement Allowances

---The first replacement allowance for temporary/seasonal employees will begin with the quarter immediately following the end of the initial allowance period provided the employee is working in a uniformed position.

If the employee has separated and is not reemployed until after the initial allowance period has expired, the replacement allowance will begin with the quarter in which the employee returns to duty.

---Future replacement allowance periods will begin with the first day of the quarter during which the employee starts work and will end with the last day of the quarter in which the employee will terminate. Any service during a quarter entitles the employee to the full quarterly allowance.

---The replacement allowance issued for each quarter will be for the appropriate category and season determined by the park.

---Quarterly replacement allowances should cover anticipated length of employment within the current fiscal year.

---If an employee will work past the end of the current fiscal year, one replacement allowance will end on 9/30, and a second authorization will be necessary at the beginning of the new fiscal year to cover employment from 10/1 to termination.

IT IS IMPORTANT TO CHECK WITH PAST DUTY STATIONS BEFORE AUTHORIZING ALLOWANCES TO PREVENT POSSIBLE OVERPAYMENT AND DELIVERY DELAYS.

Terminations

---The park is responsible for notifying the contractor via UAA form, to terminate the uniform allowance when a temporary/seasonal employee terminates.

- The Uniform Contractor is required to ship uniform orders as long as the employee's account is active. Therefore, termination information must be processed in a timely manner.
- Under the quarterly payment schedule, should an employee terminate and be rehired **within the fiscal year**, any previous replacement allowance balance will be reactivated automatically by the contractor upon receipt of a new Uniform Allowance Authorization Form (UAA). The new total (remaining balance plus new authorization) will be activated under the new organizational code.
- If an employee is not reemployed within the same fiscal year, remaining account balances will be cancelled.
- Remember, with the exception of initial allowances, all accounts expire on September 30, and must be reactivated each fiscal year. A new authorization beginning October 1 is required for employees hired during the last quarter.

EXAMPLES FOR COMPUTING ALLOWANCES - TEMPORARY AND SEASONAL EMPLOYEES

Refer to Uniform Allowance Schedule (Appendix 3). Matrix for examples on pages 22, 23 and 24.

Example #1 - New Employee

EOD 4/26/85, anticipated termination date 9/15/85

Uniform Category: Class A, summer

Allowance Due: Initial, \$200

Allowance Period:	Qtr 3	Qtr 4	Qtr 1	Qtr 2
	4/1/85			3/31/86
	\$ 50	\$ 50	\$ 50	\$ 50

Same Employee Rehired 5/5/86, anticipated termination date 9/27/86

Uniform Category: Class A, summer

Allowance Due: Replacement, \$62.50

Allowance Period:	Qtr. 3	Qtr 4
	\$31.25	\$31.25

Same Employee Rehired 5/5/87, anticipated termination date 10/20/87

Uniform Category: Class A, summer

Allowance Due: Replacement, \$62.50*

Allowance Period:	Qtr 3	Qtr 4
	4/1/87	9/30/87

Second Replacement, \$31.25

	Qtr 1
	10/1/87 - 12/31/87

*Replacement allowance can only be authorized through 9/30 of the current fiscal year. A separate allowance authorization form must be submitted at the beginning of the subsequent fiscal year.

Example #2 - New Employee

EOD 10/15/85, anticipated termination date 2/10/86

Uniform Category: Class B, winter

Allowance Due: Initial, \$200

Allowance Period:	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	10/1/85			9/30/86

Same Employee Rehired 3/1/86, anticipated termination date 5/30/86

Uniform Category: Class B, winter

Allowance Due: None - employee still in initial allowance period. An allowance authorization form should be prepared to reactivate employee's account.

Same Employee Rehired 1/5/87, anticipated termination date 3/31/87

Uniform Category: Class B, winter

Allowance Due: Replacement, \$37.50

Allowance Period: Qtr 2

1/1/87 - 3/31/87

Example #3 - New Employee

EOD 5/15/85, anticipated termination date 9/15/85

Uniform Category: Class A, summer

Allowance Due: Initial, \$200

Allowance Period:	Qtr 3	Qtr 4	Qtr 1	Qtr 2
	<u>4/1/85</u>			<u>3/31/86</u>

Employee's termination date is changed to 11/15/85 and winter uniform is required.

Uniform Category: Class A, summer and winter

Allowance Due: Adjusted Initial, \$200

Allowance Period: Remains the same, 4/1/85-3/31/86

Maximum allowable initial for Class A, summer and winter = \$400

less: Class A - Summer Initial Received	200
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Adjusted Initial Due:	<u>\$200</u>
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NOTE: Full \$400 Class A initial allowance has been allocated and cannot be exceeded.

Same Employee Rehired 5/20/86, anticipated termination date 9/15/86

Uniform Category: Class A, summer

Allowance Authorized: Replacement, \$62.50

Allowance Period:	Qtr 3	Qtr 4	@ \$31.25
	<u>4/1/86</u>	<u>9/30/86</u>	

Same Employee Hired at a New Park

EOD 11/15/86, anticipated termination date 2/18/87

Uniform Category: Class A, winter

Allowance Authorized: Replacement, \$100

Allowance Period:	Qtr 1	Qtr 2	@ \$50
	<u>10/1/86</u>	<u>3/31/87</u>	

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Example #4 - New Employee

EOD 11/13/85, anticipated termination date 4/15/86

Uniform Category: Class A, winter

Allowance Due: Initial, \$350

Allowance Period:	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	10/1/84	through		9/30/85

Same Employee Rehired 5/10/87, anticipated termination date 9/15/87

Uniform Category: Class A, summer

Allowance Due: Adjusted Initial from winter to summer

Amount Due: \$50

Replacement Allowance Due:	Qtr 3	Qtr 4	
	4/1/86	9/30/86	
Class A - summer =	\$31.25	\$31.25	= \$ 62.50
			50.00
		Total Due	\$112.50

NOTE: The adjusted initial allowance coincides with current replacement allowance period because the initial allowance period has expired.

Example #5 - New Employee

EOD 1/5/85, anticipated termination date 4/15/85

Uniform Category: Class B, winter

Allowance Due: Initial, \$200

Allowance Period:	Qtr 2	Qtr 3	Qtr 4	Qtr 1
	1/1/84			12/31/85

Same Employee Rehired 1/22/87, anticipated termination date 4/30/87

Uniform Category: Class B, winter

Allowance Due: Replacement	Qtr 2	Qtr 3	
	1/1/86	6/30/86	
	\$37.50	\$37.50	= \$ 75

Same Employee Terminated 4/30/87

Rehired in New Park 6/1/87

Anticipated Termination 9/30/87

Uniform Category: Class B, summer

Allowance Due: *Adjusted Initial from winter to summer = \$ 50

Replacement Allowance for Class B, summer begins with the 4th quarter -	
7/1/86 through 9/30/86 @	\$ 31.25
	50.00
	81.25

Total Due

NOTE: Maximum initial allowance for Class B has been issued and cannot be exceeded.

Example #6 - Returning employee has received maximum initial amount of \$250 for Class B, winter and summer

EOD 1/1/85, anticipated termination date 9/15/85

Uniform Category: Class B, winter to 5/15/85

Class B, summer effective 5/15

Allowance Due: Replacement, \$100

Allowance Period: Qtr 2 (Class B, winter)

1/1/85 - 3/31/85

= \$ 37.50

Qtr 3* Qtr 4 (Class B, summer)

4/1/85 9/30/85

= \$ 62.50

\$100.00

*Park has the discretion to determine appropriate seasonal replacement rate (winter or summer) when requirements change during a quarter.

Example #7 - Returning employee has received maximum initial amount of \$400 for Class A, winter and summer.

EOD 10/15/85, anticipated termination date 6/15/86

Uniform Category: Class A, summer

Allowance due: Replacement, \$93.75

Allowance Period:	Qtr 1	Qtr 2	Qtr 3
	10/1/85		6/30/86
	\$31.25	\$31.25	\$31.25

Employee terminates early 3/10/86, then is hired in a winter park.

EOD 4/15/86, anticipated termination date 9/30/86

Uniform Category: Class A, winter

Allowance Due: Replacement, \$68.75

Qtr 3 @	\$ 50.00	
less:	31.25	received at 1st
	<u>18.75</u>	park
Qtr 4	50.00	
	<u>\$ 68.75</u>	

NOTE: When advance replacement allowances have been processed for the summer season and the uniform requirement changes to the winter season, the park will authorize the additional allowance.

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Example #8 - Employee received maximum allowance authorization in past for
Class A and is rehired.

EOD 4/20/85, anticipated termination 9/18/85

Uniform Category: Class A, summer

Allowance Due: Replacement	Qtr 3	Qtr 4	
	4/1/85	9/30/85	
	\$31.25	\$31.25	= \$ 62.50

Employee resigns 6/10/85 and is rehired in another park 6/20/85, anticipated
termination 11/15/85

Uniform Category: Class A, summer (same category as previous park)

A Uniform Allowance Authorization (UAA) must be prepared to activate
employee's account, listing new park location, organizational code, and uni-
form category.

No additional allowance is due as employee is authorized through 9/30/85.

This action must be processed to enable the employee to place orders against
the remaining allowance balance or for cash purchases.

A separate UAA must be submitted for the replacement allowance due for
Quarter 1.

Termination Date 11/15/85

Allowance Due:	Qtr 1
	10/1/85 through 12/31/85

Matrix for examples for computing seasonal employees

EXAMPLES	CLASS A - SUMMER	Qtr 1 10/1	Qtr 2 1/1	Qtr 3 4/1	Qtr 4 7/1	TOTALS
#1	Jerry Smith - EOD 4/26/85 Initial Rehired 5/5/86-9/27/86 Rehired 5/5/87-10/20/87* *issue new allowance for subsequent fiscal year			\$200 \$ 31.25 \$ 31.25	\$ 31.25 \$ 31.25	\$ 200 \$ 62.50 \$ 62.50*
#2	CLASS B - WINTER Jane Brown - EOD 10/15/85- 2/10/86 Rehired 3/1/86-5/30/86 Rehired 1/5/87-3/31/87	\$200	\$ 37.50			\$ 200 None \$ 37.50
#3	CLASS A - SUMMER & WINTER Sara Jones - 5/15/85 - 9/15/85 Change to 11/15/85 (winter) Rehired 5/20/86-9/15/86 (summer) 11/15/86-2/18/87 (Class		\$200	\$200 \$ 31.25	\$ 31.25	\$ 200 \$ 200 \$ 62.50
#4	CLASS A - WINTER Barbara Rush - EOD - 11/13/85-4/15/86 Rehired 5/10/87-9/15/87 (summer)	\$350		\$ 50.00** \$ 31.25	\$ 31.25	\$ 350 \$ 112.50

** Difference between initial allowance of \$350 and maximum amount of 400.

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EXAMPLES		Qtr 1 10/1	Qtr 2 1/1	Qtr 3 4/1	Qtr 4 7/1	TOTALS
#5	CLASS B - WINTER					
	Joe Smith - EOD 1/5/85- 4/15/85		\$200			\$ 200
	Rehired 1/22/87 - 4/30/87		\$ 37.50	\$ 37.50		\$ 75
	Rehired - new park - 6/1/87-9/30/87 Adjusted Initial			\$ 31.25 50.00		\$ 81.25
#6	CLASS B - WINTER & SUMMER					
	John Jones - EOD - 1/1/85-9/15/85 Returning employee has received \$250 initial amount for B-2B		\$ 37.50	\$ 31.25	\$ 31.25	\$ 100
#7	CLASS A - WINTER & SUMMER					
	Jack Brown - (Return- ing employee has received maximum initial amount of \$400 for Class A, winter and summer) EOD - 10/15/85 - 6/15/86 Employee terminates 3/10/80 and goes to work in a winter park EOD - 4/15/86-9/30/86	\$ 31.25	\$ 31.25	\$ 31.25		\$ 93.75

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EXAMPLES		Qtr 1 10/1	Qtr 2 1/1	Qtr 3 4/1	Qtr 4 7/1	TOTALS
#8	CLASS A - SUMMER					
	Employee received maximum allowance and is rehired EOD - 4/20/85 - 9/18/85 Resigns - 6/10/85 and is rehired at another park 6/20/85 to 11/15/85 - still Class A, summer	\$ 31.25		\$ 31.25	\$ 31.25	\$ 62.50
						\$ 31.25

PARK ADMINISTRATIVE RESPONSIBILITIES

The uniform program places the responsibility for administration of the program at the Park level. While Regions and WASO will continue to provide oversight and guidance, the Park must administer the program. Parks must:

1. Establish sufficient records to assure that each employee's account is up-to-date, accurate and meets established standards. The retained copy of the Authorization Form should be adequate to provide these records for each employee.
2. Determine and compute uniform allowances.
3. Submit the original copy of the UNIFORM ALLOWANCE AUTHORIZATION FORM to the contractor with correct and up-to-date information. The uniform allowance authorization form should accompany the uniform order form for all new employees (including returning seasonals).

PLEASE NOTE: The uniform order and UAA form for new employees are to be reviewed and submitted together to the contractor by the park uniform coordinator or other designated person. This requirement is designed to eliminate the large number of errors occurring in seasonal employee orders and problems resulting from late authorization submissions (i.e., orders being received before the authorization). If an employee requires a special size in a uniform item, the park account will be charged the difference between the regular and special size order costs.

4. Failure to correctly complete UAA forms and/or Uniform Order Forms will result in these documents being returned to the park for correction and resubmission.
5. When an employee terminates or transfers from Service, it is the responsibility of the park to supply the termination notice to the contractor.

PROGRAM FUNDING

Funds for the Servicewide Uniform Program are withdrawn annually from the Region's initial allotment. For fiscal year 1983, funds were withdrawn on the basis of expenditures in fiscal year 1982. Future withdrawals are in arrears; e.g., funds will be withdrawn each year on the basis of actual expenditures from the previous year.

Expenditures are itemized by the park cost account number, including the amount of the actual allowance spent, the cost of cloth name tags, and charges for special sizes.

Backorder charges for previous year will be included and itemized in the annual allotment withdrawal.

DIRECT PURCHASES

A direct purchase is the process available to the park to acquire uniform items from the uniform contractor to meet those special needs not covered by the allowance system. Examples of items to be ordered by the direct purchase method include: additional cloth name tags; coveralls (for non-uniformed personnel), badge tab holders and safety toed boots.

Direct purchases cannot be used to supplement the uniform allowance. Issuing Government-owned uniforms to employees that have been granted a uniform allowance is considered to be subsidizing the employees salary and may be in violation of Title 18, U.S.C. 641.

The following procedures must be used for completing direct purchases:

1. Complete a DI-1 and the purchase order at the park or region having the need, which must include the purpose for the purchase, intended use and an explanation as to why the allowance system is not appropriate for these items.
2. Send the completed DI-1 and purchase order for the direct purchase to the regional uniform coordinator for review and approval. Without the approval of the designated regional uniform coordinator direct purchases sent to the contractor will not be honored.
3. The regional uniform coordinator after review, will forward approved purchase orders to the contractor for processing. File copies will be returned to the park receiving officer for processing.
4. Items purchased by direct purchase with government funds are considered to be Government property and become subject to receiving, use, accountability, control, and disposal in accordance with Federal and Interior Property Management Regulations.

PROPERTY MANAGEMENT RESPONSIBILITIES

Items ordered under the allowance system are considered as the employee's personal property; however the Government has a vested interest in the property since the allowance is granted by appropriated funds and the uniform contract requires delivery to the park. Therefore, these items must be received and accounted for by the park until delivered to the ordering employee.

The Regional Directors and Park Superintendents shall establish procedures as follows:

1. Uniforms Purchased under the Uniform Allowance System

A. Receiving Officer:

- (1) Designate, in writing, a Receiving Officer to acknowledge receipt of deliveries made against an employee's uniform allowance;
- (2) The Receiving Officer designated cannot be the contracting officer or the employee initiating the order;
- (3) Responsibilities of the Receiving Officer designated include:
 - (a) receiving shipments from the contractor carrier;
 - (b) acknowledging receipt of the goods from the Carrier;
 - (c) accepting responsibility for the shipment from time of receipt until delivery to the employee;
 - (d) establishing and maintaining a log of shipments received. The log should contain the name of the individual employee receiving the shipment; date of receipt of the shipment; date of delivery of the shipment to the individual employee; the packing list invoice number from the shipment; and the signature of the employee indicating receipt of the shipment; and
 - (e) maintaining the pink copy of the packing list as the park file copy. This copy, together with the completed log will constitute the park's file for audit purposes.

B. Employee Responsibilities:

- (1) Receives shipment from the designated receiving officer;
- (2) Acknowledges receipt of property by placing their signature and the date of receipt on the receiving official's log;
- (3) Physically counts and verifies the shipment against the order;
- (4) Signs and dates the packing list; and
- (5) Provides the receiving official with the pink copy of the packing list.

2. Uniform Items Purchased Under Direct Purchase Process

A. Receiving Officer:

- (1) Designate, in writing, a Receiving Officer to acknowledge receipt of deliveries made under the contract; this is the same individual designated in paragraph 1.A. on page 27.
- (2) The Receiving Officer designated cannot be the Contracting Officer or the individual initiating the order;
- (3) The Receiving Officer designated shall be responsible for:
 - (a) the items from time of receipt until delivered to the uniform bank;
 - (b) physically counting and inspecting each order against the purchase document;
 - (c) acknowledging receipt of the property by signing and dating the receiving report copy of the purchase document; and
 - (d) forwarding the receiving report to Finance for payment.

B. Custodial Officer:

- (1) Designate, in writing, a property liaison officer;
- (2) Control and issuance of items on hand receipts;
- (3) Provide proper storage for the items;

- (4) Conduct periodic inventories in accordance with 41 CFR 114-60.8; and
- (5) Process items in the inventory for disposal in accordance with 41 CFR 114-60.902(b); 41 CFR 114-60.106; 41 CFR 114.43.102-51; 41 CFR 101-44; 41 CFR 114-44; and Personal Property Management Guideline - NPS-44.

REFUND AND EXCHANGE POLICY

- ° All uniform items requiring refund and/or exchange must be returned to the contractor within 15 days of receipt by the employee. When items are returned as a result of a contractor error, postage paid by the employee will be refunded. If items are returned as a result of employee error, the employee must bear the postage expense.
- ° Government postage may be used in situations involving return of orders due to employees not reporting for duty, and/or other similar cases approved by the Superintendent. When government franks are used, it is imperative that the package be processed through the park mail room.
- ° Credit adjustments will be made to employees' accounts for items ordered and charged against the allowance amount. For items purchased with personal funds, the contractor will make monetary adjustments.
- ° The value of packages sent by the contractor but not received by the park will be absorbed by the contractor. The value of packages sent to the contractor by the park or individual employee, but not received, will be absorbed by the park or employee.
- ° When a shipment is received by the park and lost, a Report of Survey is needed. The park must reissue a UAA in the amount of the items that were not received by the employee, citing the approved Report of Survey Number in the Remarks section of the UAA.
- ° When an employee terminates and has an order in process at the time of termination, it is the responsibility of the park to return the order to the contractor when received, to hold for the employee if there is a reasonable expectation that he/she will be returning to duty soon, or forward items to employee's current park duty station if applicable. If the order is to be cancelled, the contractor should be notified and the items returned.
- ° COD's WILL NOT BE ACCEPTED BY THE CONTRACTOR.

RECORDS

The National Park Service Uniform Reporting System is maintained by the Servicewide contractor. Reports are generated as follows:

1. Employee Status Report is a complete status report by park for all employees in the system. It allows the park to check the information submitted to contractor for accuracy.

This report lists employees by name, account number, cost account number, orders to date, date of last order, employee balances and termination dates. This report is generated in October, January, April, July and September. The park should carefully review all information, correcting any errors in the space provided on the report. The report must be signed and returned to the Contractor within 10 days. Those reports with no corrections or changes must also be signed and returned. Corrections will be made by the contractor and will show up on the next status report. Distribution - Park.

2. Regional Quarterly Summary is a quarterly summary of total dollar transactions by Park/Region. Distribution - Region and WASO.
3. Invoice Summary is a summary of ALL invoices for shipments during the month. This is the controlling document for payments to the contractor. Distribution - WASO.
4. Inventory Sales Summary provides the Service with information on numbers and types of uniforms delivered. It is used by the contractor to forecast needs and maintain adequate stock levels. Distribution - WASO.

CATALOG AND FORMS

Catalogues, order forms, exchange forms and uniform allowance forms are available from the Uniform Contractor. The park is responsible for making sure adequate quantities are available for employee use. Submit requests on the catalog and order form supply sheet. See Appendix 5.

FISCAL YEAR UNIFORM ALLOWANCE CLOSEOUT PROCEDURES

Replacement uniform allowances authorized during the current fiscal year cannot be applied beyond the end of the fiscal year. Allowance balances not used by August 31 each year will be cancelled.

All uniform orders must be postmarked no later than August 31 of each fiscal year. The Uniform Contractor will return orders postmarked after that date for resubmission after October 1.

Existing back orders will be charged against current allowance balances and will be shipped as soon as the Contractor receives the merchandise.

Refunds, credits and/or exchanges on shipments received in August and September must be returned to the Contractor immediately for processing. This will help facilitate the current fiscal year closeout.

When uniform orders are received by the park after an employee has transferred to a new park, the order will be forwarded to the employee's new duty location. If a permanent employee has been terminated, the order will be returned to the Contractor. In the case of temporary/seasonal employees, the order may be held until the employee is rehired, forwarded to a new duty location, or returned to the Contractor as appropriate.

ESTABLISH NEW FISCAL YEAR ALLOWANCE ACCOUNTS - PERMANENT EMPLOYEES

Individual allowance authorizations for permanent employees currently on an annual replacement allowance will not be required for next fiscal year. Instead, each park will receive a Consolidated Uniform Allowance Report which lists these employees from the Contractor. Two copies of the report will be furnished for use as follows:

1. Original copy to be certified and returned to the Uniform Contractor within 2 weeks.
2. One copy to be retained for park administrative records.

Permanent employees added to the system during the current fiscal year authorized an initial allowance that extends into next fiscal year will not appear on the Consolidated Uniform Allowance Report. A separate Uniform Allowance Authorization Form (UAA) must be submitted for those employees for a replacement allowance.

Make changes or deletions as necessary to the existing information on the report. Each page of the report must be certified by the Superintendent and forwarded to Uniform Contractor by the end of the first week in September.

Permanent employee accounts for the new fiscal year will be activated and established from the information furnished through this report.

NOTE: Remember this procedure is for permanent employees only. Changes or deletions may be made only for employees listed on the report. TO ADD ANY PERMANENT EMPLOYEES TO THE SYSTEM, A SEPARATE UNIFORM ALLOWANCE AUTHORIZATION MUST BE SUBMITTED.

ESTABLISH NEW FISCAL YEAR ALLOWANCE ACCOUNTS - TEMPORARY/SEASONAL EMPLOYEES

To establish an allowance account for the new fiscal year, an individual Uniform Allowance Authorization Form (UAA) must be completed for all temporary/seasonal employees. These authorizations must be computed on a quarterly schedule and must accompany the consolidated report.

PRICE CHANGES/ORDERING PROCEDURES

Price changes take effect October 1 of each year. Existing order forms will not be valid after August 31 of each year. New order forms must be used for purchases against the new fiscal year Uniform Allowances. Orders received after the last week of August on old forms will be returned for resubmission on the new order forms.

The Contractor will send new fiscal year order forms to all Park Uniform Coordinators.

REVIEW PROCESS

I. Introduction

Annual review of this policy and guideline is essential to ensure that program goals of employee identification, image projection, uniform suitability and availability, and financial accountability are met.

II. Policy

A systematic review of this document will be made annually to ensure that it is kept current with the needs of the Service. Participation in this review by field personnel is essential.

III. Guidelines

Suggested policy and guideline changes, additions, or corrections should be submitted by October 15, each year, via memorandum to the Washington Office, through the Regional Uniform Coordinator. These recommendations should explain in detail the change(s) intended. In order to be considered during the review process, recommendation(s) should arrive in the Regional Office by October 1, each year. They will then be forwarded to the Washington Office by October 15.

The Washington Office will review and consolidate the suggestion(s) by December 1, each year, and then send them to the field for review. All comments from the field will be sent directly to Ranger Activities, WASO, with copies to the Regional Coordinator, by January 30, each year.

The comments will be analyzed and prepared for Directorate approval and incorporated into the Policy and Guideline. The approved changes will be printed and distributed to the field by April 1, each year.



**SERVICE NAME BAR
(NPS-I-E)**



**UNIFORM NAME TAG
(NPS-08)**



**INTERPRETER SIGN
NAME BAR
(NPS-3)**



**LANGUAGE INTERPRETER
NAME BAR
(NPS-2)**



**LANGUAGE INTERPRETER
NAME BAR
(NPS-2)**



**SIGN LANGUAGE
NAME BAR
(NPS-1)**



CLOTH NAME TAG



**BADGE
(CS-1)**



**COLLAR INSIGNIA
(CS-5)**



**CAP PATCH
(CS-8)**



**SHOULDER PATCH
(CS-7)**

NATIONAL PARK SERVICE - UNIFORM ALLOWANCE SCHEDULE

Allowance Rates Permanent Employees				
CODE	CATEGORY	INITIAL	ANNUAL REPLACEMENT	QUARTERLY REPLACEMENT
A-1	Class A	\$ 400	\$ 200	\$ 50.00
B-1	Class B	250	150	37.50

Allowance Rates Temporary/Seasonal Employees			
CODE	CATEGORY	INITIAL	QUARTERLY REPLACEMENT
A-2W	Class A Winter	\$ 350	\$ 50.00
A-2S	Summer	200	31.25
A-2B	Both	400	N/A
B-2W	Class B Winter	\$ 200	\$ 37.50
B-2S	Summer	125	31.25
B-2B	Both	250	N/A
ADJUSTED INITIAL*		ADJUSTED INITIAL AMOUNT	
Class A			
Summer to Winter		\$ 200	
Winter to Summer		50	
Class B			
Summer to Winter		\$ 125	
Winter to Summer		50	

*The amount of the adjusted initial allowance is determined by subtracting the initial allowance previously received from \$400.

CODE	CATEGORY	ANNUAL ALLOWANCE
	SPECIAL PURPOSE ALLOWANCE	
L	Lifeguard	\$ 100
M	Maternity	125

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

UNIFORM ALLOWANCE AUTHORIZATION (UAA)

1. DATE: _____ 2. REGION: _____ 3. PARK: _____

4. PREVIOUS PARK LOCATION: _____ 5. c/o PARK: _____
(if applicable) (if applicable)

6. EMPLOYEE ACCT. NO. (first 7 digits of SS#) _____ 7. PARK COST ACCOUNT NUMBER _____

ORGANIZATIONAL CODE _____ PMP _____ PWE _____

8. EMPLOYEE NAME: _____ 9. ☐ MALE ☐ FEMALE
Last First Middle Initial

10. IF NAME HAS CHANGED FROM PREVIOUS AUTHORIZATION, NOTE: _____ 11. ☐ PERMANENT ☐ TEMPORARY/SEASONAL

12. EOD DATE: _____ 13. EMPLOYEE PREVIOUSLY AUTHORIZED ALLOWANCE (check one) ☐ YES ☐ NO 14. CHANGE IN INFORMATION (explain in remarks) _____

15. TYPE OF ALLOWANCE (check one)

☐ INITIAL ☐ REPLACEMENT ☐ ADJUSTED INITIAL ☐ ADJUSTED INITIAL & REPLACEMENT ☐ INTERMITTENT (explain in remarks)

ENTER CATEGORY/CODE IN APPROPRIATE BOX		18. ALLOWANCE COMPUTATION		
CATEGORY	CODE	CATEGORY/CODE	ALLOWANCE PERIOD	ALLOWANCE AMOUNT
PERMANENT EMPLOYEES		A. INITIAL ALLOWANCE		
Class A	A 1	<input type="checkbox"/> <input type="checkbox"/>	BEGIN QTR. DATE _____ ENDING QTR. DATE _____	\$ _____
Class B	B 1	B. ADJUSTED INITIAL ALLOWANCE (explain in remarks)		
Lifeguard	L 1	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> SAME AS CURRENT INITIAL ALLOWANCE	\$ _____
Maternity	M 1		<input type="checkbox"/> SAME AS CURRENT REPLACEMENT ALLOWANCE	\$ _____
TEMPORARY/SEASONAL EMPLOYEES		C. REPLACEMENT ALLOWANCE		
Class A		<input type="checkbox"/> <input type="checkbox"/>	QUARTER 1 October 1 to December 31	\$ _____
Winter	A 2W	<input type="checkbox"/> <input type="checkbox"/>	QUARTER 2 January 1 to March 31	\$ _____
Summer	A 2S	<input type="checkbox"/> <input type="checkbox"/>	QUARTER 3 April 1 to June 30	\$ _____
Both Winter/Summer	A 2B	<input type="checkbox"/> <input type="checkbox"/>	QUARTER 4 July 1 to September 30	\$ _____
Class B		D. SPECIAL PURPOSE ALLOWANCE		
Winter	B 2W	<input type="checkbox"/> <input type="checkbox"/>	FY _____ October 1 to September 30	\$ _____
Summer	B 2S			
Both Winter/Summer	B 2B			
Lifeguard	L 2			
Maternity	M 2			
		TOTAL ALLOWANCE DUE \$ _____		

17. ☐ TERMINATION _____ (Date) 18. ☐ CANCEL ITEMS ON ORDER 19. ☐ SHIP ITEMS ON ORDER

20. REMARKS

21. SIGNED _____
Regional Director or Superintendent

INSTRUCTIONS FOR COMPLETING THE UNIFORM ALLOWANCE AUTHORIZATION FORM (UAA)

1. List date authorization is prepared.
2. List National Park Service Region.
3. List Name of Park.
4. If applicable, list employee's last park location.
5. If applicable, list name of park which administers #3.
6. Complete employee's account number (first seven digits of the employee's social security number)—*be accurate*.
7. Complete cost account number. This number provides accounting data. The four digit organizational code is used for the shipping address.
Parks may establish sub-units as shipping points by the use of sub-organization codes with written notification to the contractor. The sub-unit address must be one used by the park for official business, i.e., not a home address.

8. Complete employee's name.
9. Check appropriate box.
10. If name has changed from that used on previous authorization, enter name previously used.
11. Check appropriate box.
12. Enter date employee is required to be in uniform (if applicable).
13. Check appropriate box.
14. Check this box to change or correct information on current authorization. (Be sure to explain the changes made in the remarks section).
15. Check appropriate box describing type of allowance.
16. A. Initial Allowance: Complete only when an initial allowance is due.
 - Enter appropriate category code in boxes provided. (The letter in the first box, the number and/or number and seasonal code in the second box).
 - Enter beginning date of quarter in which the allowance is authorized.
 - Enter the last day of the quarter in which the allowance period ends. (Remember the initial allowance period MUST cover four full fiscal quarters).
 - Enter allowance amount from the current uniform allowance schedule (See NPS-43, Appendix 3).B. Adjusted Initial Allowance: Complete only when an adjustment to the initial allowance is authorized.
 - Enter appropriate category code in boxes provided (See 16.A above).
 - Check this box only if the adjusted allowance occurs during the initial allowance period.
 - Check this box only if the adjusted allowance occurs during the replacement allowance period.
 - Enter adjusted allowance amount from the current uniform allowance schedule (See NPS-43, Appendix 3).C. Replacement Allowance: Complete only when a replacement allowance due.
 - Enter appropriate category code in boxes provided (See 16.A above) adjacent to quarter allowance is due.
 - Enter quarterly replacement allowance amount from the current uniform allowance schedule (See NPS-43, Appendix 3).D. Special Purpose Allowance: Complete only when a lifeguard or maternity allowance is authorized.
 - Enter category code in box provided (See 16.A above).
 - Enter fiscal year in which allowance is authorized.
 - Enter allowance amount from the current uniform allowance schedule. (See NPS-43, Appendix 3).E. Enter total amount of allowance due.
17. Check box to terminate allowance. List date termination becomes effective.
18. Check box if items on order at time of termination are to be cancelled.
19. Check box if items on order at time of termination are to be shipped.
20. Use this section to explain an intermittent allowance; an adjusted initial allowance, or any other action requiring an explanation.
21. Superintendents' signature authorizes the wearing of the uniform, the amount of allowance authorized and any changes or corrections to current authorizations.

CATALOG AND ORDER FORM SUPPLY SHEET

DATE _____

PARK NAME: _____

ADDRESS: _____

REGION _____

ORGANIZATION CODE _____

Superintendent/_____
Administrative Officer

	Uniform Catalogs
	Male Class A Order Forms
	Female Class A Order Forms
	Male Class B Order Forms
	Female Class B Order Forms
	Male Exchange Forms
	Female Exchange Forms
	Lifeguard Order Forms
	Maternity Order Forms
	Uniform Allowance Authorization Forms (UAA)
	Tape Measures

PLEASE TRY TO BE AS ACCURATE AS POSSIBLE, FORMS AND CATALOGS ARE EXPENSIVE

NAMES OF THE UNIFORM COORDINATORS

Linda Balatti
Servicewide Uniform Coordinator
Washington Office
202-343-6380

Len Frank
North Atlantic Region
617-223-3764

Mike Maule
Mid-Atlantic Region
215-597-7057

Bill Sturgeon
Southeast Region
404-242-4916

Bob Walker
Midwest Region
402-864-3476

John Chapman
Rocky Mountain Region
303-234-3068

Chris Cameron
Western Region
415-556-1866

Dick Hoffman
Pacific Northwest Region
206-399-5670

Ed Drotos
National Capital Region
202-426-6739

Rich O'Guin
Alaska Region
907-271-4551

Galen Warren
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505-476-6371