



United States Department of the Interior

NATIONAL PARK SERVICE
NATIONAL CAPITAL REGION
1100 OHIO DRIVE, S. W.
WASHINGTON, D.C. 20242

OCT 20 9 06 AM '83

HARPER LEASING
HARPER PERAC, WV.

In Reply Refer To:
P92 (NCR-ORMV)

1983 18 OCT

Memorandum

To: All Superintendents, Associate Regional Director, White House Liaison, and Associate Regional Director, Administration, National Capital Region

From: Deputy Regional Director, National Capital Region

Subject: Uniform Guidelines
Reply Due: October 28, 1983

Enclosed is a copy of the Uniform Standards and Allowance Guidelines which have been incorporated into a single guideline, NPS-43.

Please review and provide your comments on this draft guideline to Ed Drotos, the Regional Uniform Coordinator, by October 28.

Robert Stanton

Enclosure

UNITED STATES GOVERNMENT
memorandum

DATE: October 5, 1983

REPLY TO
ATTN OF: Servicewide Uniform Coordinator

SUBJECT: Uniform Guidelines

TO: Ed Drotos

The Uniform Standards and Allowance Guidelines have been incorporated into a single guideline, NPS-43.

Please review and provide your comments to the WASO Servicewide Uniform Coordinator by November 4, 1983.



Linda B. Balatti

Enclosure

DRAFT

UNIFORM PROGRAM
NPS-43

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DIRECTOR'S STATEMENT

Throughout the history of the National Park Service, the uniform has played a major role in identifying the person to go to for help or information in the NPS areas. The uniform itself has changed and evolved through the years, and will no doubt continue to do so. However, 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 embodies. I'm sure this latest edition of NPS Servicewide Uniform Standards will provide employees with a uniform they can take pride in wearing.

I am fully committed to continuing the high quality appearance of uniformed employees of the National Park Service and ask all Superintendents to carefully establish and enforce local park uniform standards which adhere to the high ideals which have been established for those people privileged to wear the uniform of the National Park Service.

GOALS AND RESPONSIBILITIES

IDENTIFICATION: To have National Park Service employees easily identifiable.

IMAGE PROJECTION: To project to the public a nationwide image of high quality.

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 supply system that is financially accountable and cost effective.

The National Park Service uniform is a tool to help employees perform their duties more effectively and to permit visitors to easily recognize on-duty employees who are there to help them. Vital to the uniform program is the "total image concept" of the appearance of National Park Service employees. This concept applies to all employees and to the appearance of the total park. It includes individual physical fitness, personal grooming, demeanor, employee attitude and the way the park area looks and serves its intended purpose.

Generally, the Servicewide Standards are intentionally broad and offer a wide range of options, permitting Superintendents to meet individual park needs or unique work assignments.

In some instances it may be desirable to depart from these standards. Such departures must be approved by the Regional Director.

PROGRAM ADMINISTRATION

- . Director: With assistance from the Servicewide Uniform Committee and the WASO Uniform Coordinator, is responsible for selecting the uniform, for prescribing Servicewide Standards, and for administering the program.
- . Regional Director: To insure compliance and adherence to Servicewide Standards. Administers program within Region.
- . Superintendent: Establishes local uniform and appearance standards, determines who will wear the uniform, types of uniforms to be used, and are responsible for enforcing the standards they set, both personally and through their subordinates.

It is the Superintendents responsibility to apply the Servicewide Standards to meet both the needs of the employees and the principles of the "total image concept".

- . Supervisors: Administer the Servicewide program, regularly evaluate subordinates, provide counseling or recommend actions for violations of standards and are exemplary in 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.

When the uniform is being worn, it will not be mixed with non-approved items, or vice-versa. Employees are not to wear any items bearing the NPS arrowhead patch while off duty.

° Park Uniform Coordinator

- Serves as coordinator and liaison between the Regional Coordinator and park for all matters relating to uniforms. Serves as chairperson of the Park Uniform Committee. 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.
 - ° Follows-up to assure pertinent program information is distributed to all uniformed employees.
 - ° Ensures that all reports, orders, authorizations and allowance are accurate.
 - ° 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.
 - ° Serves as Uniform Committee Chairperson. Calls committee meetings when needed; arranges agenda; recommends Ad Hoc Members; coordinates committee recommendations with the Directorate. 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.
 - ° May serve as Ad Hoc Committee Member;

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 all 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 Superintendent's with program compliance.

ROLE AND FUNCTION STATEMENTS

WASO 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 Standards 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.
- ° Coordinates all comments, suggestions, problems, or complaints, received from the Regional Coordinators, making appropriate recommendations to Directorate.
- ° Serves as Contracting Officer's Representative for uniform contract.

Servicewide Uniform Committee

This committee is made up of the WASO Coordinator as chairperson, Regional Coordinators, and Ad Hoc members as designated.

WHO WEARS 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. 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 where the uniform would enhance understanding of and identify 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 as an example for the benefit of their subordinates.
- ° All Superintendents.
- ° Full time staff instructors at Albright and Mather Training Centers. Training Center Superintendents may require trainees or guest NPS instructors to be in uniform.

Who Should Not Wear the Uniform:

- ° Employees who have little public contact such as maintenance employees in shops and certain office workers.
- ° 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

Note: Once in the employees possession items purchased with uniform allowance funds become the personal property of the employee.

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 interpretive and entrance station duties, patrol and law enforcement duties and most supervisors of these occupations. Superintendents may authorize employees in other positions such as Chief of Maintenance or other Division Chiefs where there is a demonstrated need and the employee is fully able to provide all the services the public normally expects from employees wearing this uniform.

Class A Field (Work) Uniform

This is the less formal (work) 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 always 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 Dress Uniform con't

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.

NOTE: The Superintendent must notify the uniform contractor not to include the cloth name tag on orders for these employees.

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 their 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 may encounter specialized clothing needs during the performance of their duties. Each special uniform has criteria that 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 Page 27.)

PERSONAL APPEARANCE STANDARDS

It is recognized that there is a wide variety of local feeling and public acceptance of personal appearance styles. The Servicewide Standards are, therefore, intentionally broad and offer a wide range of choice.

Hair styles shall be arranged so that employees can safely and capably perform their assigned jobs and so they do not detract from the overall uniform appearance. If a hat or cap is required, the hair style must be appropriate to 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.

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

UNIFORM ALLOWANCES

The uniform allowance is intended to HELP DEFRAY the cost of wearing a uniform. It is not intended to cover the total cost of all uniform items, nor IS IT INTENDED TO BE USED FOR PROTECTIVE CLOTHING AND EQUIPMENT. Allowance funds are not to be used for uniform cleaning or maintenance.

The responsibility of determining who shall wear the uniform, and the allowance permitted rests with the Superintendent. Prorated allowances are recommended for employees wearing the uniform only occasionally. The total uniform allowance granted to one employee in any one year, shall not exceed \$400 (except in cases where an entirely different uniform is required). (Example: See Chapter 2 page 15.)

CLASS A - UNIFORM ITEMS

Class A Dress Uniform symbolizes the National Park Service to the general public and is worn primarily by park protection/interpretation employees in public contact occupations.

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	*	
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		*
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 <u>page 27</u> .		
Chukka Boots		
Wellington Boots	Scarf - Brown	
Walking/hiking Boots	Gloves/Mittens	
Rubber Overshoes	Ear Muffs	

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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	•									
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		•								
<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 page 27.</p> <table><tr><td>Chukka Boots</td><td>Work Gloves/Mittens-brown</td></tr><tr><td>Wellington Boots</td><td>Ear Muffs - brown</td></tr><tr><td>Walking/Hiking Boots</td><td>Scarf - brown</td></tr><tr><td>Rubber Overshoes</td><td>Insulated Boots</td></tr></table>			Chukka Boots	Work Gloves/Mittens-brown	Wellington Boots	Ear Muffs - brown	Walking/Hiking Boots	Scarf - brown	Rubber Overshoes	Insulated Boots
Chukka Boots	Work Gloves/Mittens-brown									
Wellington Boots	Ear Muffs - brown									
Walking/Hiking Boots	Scarf - brown									
Rubber Overshoes	Insulated Boots									

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Release No.

June, 1983

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 above left breast pocket
- worn only on shirt, dress service ~~shirt~~ ^{twill jacket or dress ~~shirt~~ jacket}

Belt

- buckle supplied by authorized contractor, is only authorized buckle
- buckle highly polished
- leather polished, showing no wear
- key ring is inconspicuous, holding only keys essential to official duties
- if radio is worn on belt, must be behind side belt loop on hip
- no other items on belt except standard law enforcement items worn in accordance with approved guidelines

Cap, Baseball, Solid and Ventilated

- small NPS arrowhead (CS-8) sewn on front
- free of grease spots, hair oil, 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 sewn 1 1/2" below seam centered on left shoulder
- name tag worn above right pocket

Dress Coat

- same as Dress Service Jacket - except lines re: pockets and zipper
- not to be worn with law enforcement equipment
- kept fully buttoned
- worn in most interpretive, urban, and ceremonial situations, and by most management personnel

Dress Service Jacket

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

Ear Muffs

- free of grease spots, stains or soils

Footwear

Boots, Wellington

- rounded plain toes, low walking heel
- cordovan colored, highly shined

Boots, Hiking/Walking

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

Oxfords, Dress Pumps, Chukkas

- plain toe, cordovan, polished
- oxfords and chukkas 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 and in entrance stations & kiosks
- removed indoors
- worn level on the head, parallel to the ground, approximately one or two finger widths about 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
- hair style does not interfere with proper wearing of hat

Hatband

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

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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 in windy weather

Insignia

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

Jacket, Twill, Zip-out 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

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

- 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 or brown thread
- must be replaced when frayed or faded

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Patch, Arrowhead cont.

- small patch (CS-8) worn on caps
- large patch (CS-7) worn on all other items
- worn only on official NPS uniform items

Raincoat

- only worn to protect uniform 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 beneath short-sleeved shirts
- all buttons kept buttoned, except the top button of short-sleeved shirt

Shirt, Turtleneck

- black
- worn only under long-sleeved gray shirt

Shorts

- fit properly
- show no signs of wear
- always clean and neat at start of work day
- worn only with knee length brown socks

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 when skirt or pump is worn

Sweater

- gray knit cardigan
- arrowhead patch on left sleeve sewn securely 1 1/2" below

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 always worn with official NPS arrowhead tie tack

Tie Tack

- official NPS gold-colored arrow-head
- tie tack centered on tie and fastened between third and fourth button counting from the collar, chain in the third button hole
- always worn with clip-on tie

Trousers and Jeans

- fit properly
- show no signs of wear
- always clean and neat at start of each work day or shift
- bottom of jeans no more than 1" from floor
- pockets do not bulge

Personal Appearance

- hair (including facial hair) is neat, clean and well groomed, style does not detract from wearing hat, distract visitor,
- personal grooming standards are guided generally by standards for white collar workers
- use coveralls when doing dirty work
- 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, 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
- glasses with silver 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 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	*											
Socks - dark brown	*											
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		*										
<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 <u>page 27</u>.</p> <table border="0"> <tbody> <tr> <td>Work Gloves - brown</td> <td>Insulated Boots</td> </tr> <tr> <td>Ear Muffs - brown</td> <td>Safety toed Boots</td> </tr> <tr> <td>Scarf - brown</td> <td>Rubber Overshoes</td> </tr> <tr> <td>Wellington Boot</td> <td>Chukka Boots</td> </tr> <tr> <td>Work Boots</td> <td></td> </tr> </tbody> </table>			Work Gloves - brown	Insulated Boots	Ear Muffs - brown	Safety toed Boots	Scarf - brown	Rubber Overshoes	Wellington Boot	Chukka Boots	Work Boots	
Work Gloves - brown	Insulated Boots											
Ear Muffs - brown	Safety toed Boots											
Scarf - brown	Rubber Overshoes											
Wellington Boot	Chukka Boots											
Work Boots												

Class B - Uniform Items

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Work Boots
Safety Toed Boots
Work Gloves - brown
Rubber Overshoes

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<p>CLASS B WORK UNIFORM</p> <p><u>WINTER</u></p>	<p>Required Items</p>	<p>Area Options As Approved</p>
<p>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 Part XI.) Name tag - cloth (issued)</p>	<p>* * * * * * *</p>	
<p>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</p>		<p>* * * * * * * *</p>
<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 <u>Page 27</u>.</p> <p>Work Gloves - brown Ear muffs - brown Scarf - brown Insulated Boots Work Boots Rubber Overshoes</p>		

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CLASS B WORK UNIFORM <u>SUMMER</u>	Required Items	Area Options As Approved
Trousers - twill and/or Jeans Shirt - gray, short sleeved, poplin Cap - baseball, solid fabric, twill or ventilated Belt - NPS embossed design Footwear - work shoe or boot (safety toed) (refer to Part XI.) Socks - dark brown Name tag - cloth (issued) Jacket - twill with zip-out liner Parka - lined Raincoat - reversible Overshell - unlined, Storm Shed Windbreaker - unlined nylon Sweater - gray cardigan Coveralls - long sleeved, twill Shorts - hiking	* * * * * * * * * * * * * * * *	* * * * * * * * * * * * * * * *
<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 page 27.</p> <p style="text-align: center;"> Work Boots Work Gloves - brown Rubber Overshoes </p>		

CLASS B - APPEARANCE STANDARDS

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

Belt

- buckle supplied by authorized contractor is only authorized buckle
- buckle highly 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 or Ventilated

- small NPS arrowhead (CS-8) sewn on front
- free of grease spots, hair oil, 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 worn as on other outer garments
- white; to be worn by all painters

Ear Muffs

- dark brown

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

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 need to protect them from moisture
- removed when indoors

Gloves

- dark brown
- work gloves appropriate for job task

Jacket, Field, Zip-in Lining

- clean, free of spots or stains
- shows no sign of wear
- worn with field jeans or trousers
- pockets kept buttoned
- cloth name tag will be worn

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 or brown thread
- must be replaced when frayed or faded

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, 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 or 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

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, other places
- clean and neat at beginning of each work day or shift
- worn neatly tucked in
- T-shirts or undershirts not visible beneath short-sleeved shirts
- all buttons kept buttoned, except top button, unless a necktie is worn
- arrowhead patch on left sleeve 1-1/2" below shoulder seam, straight and secured all around

Shirt, Turtleneck

- black
- worn only under long-sleeved gray shirt

Socks

- dark brown, ankle, knee- or mid-calf length; worn with 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/Jeans

- fit properly
- show no signs of wear
- always clean and neat at start of each work day or shift
- bottom of pants no more than 1" from floor

PERSONAL APPEARANCE

- hair (including facial hair) neat, clean and well groomed, style does not detract from wearing hat, distract visitor, or interfere with effective communication or with safe performance of job
- personal grooming standards guided by standards for blue collar workers
- use coveralls when doing dirty work that does not require public identification
- makeup should convey healthy, natural appearance
- weight should be appropriate to your age, height, and bone structure and not detract from well-groomed appearance
- 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

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 silver reflective lenses never worn
- only belt buckle which comes with official belt will be worn
- no personal items is worn which interferes with safe performance of job

SPECIAL UNIFORMS/PERSONAL PROTECTIVE EQUIPMENT

From time to time special needs arise that require flexibility between areas for specialized clothing or uniforms. In order to accomplish diverse job tasks, such uniforms may combine both standard and specialized clothing or equipment which is 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.
2. Consult with the supervisor, and the park safety officer, 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 of Special Uniform Standards as outlined in each area.
7. Evaluate special uniform requirements on an annual basis.
8. Insure compliance with NPS Loss Control Management Program.

Typical items that fall into this category include:

Gloves/Mittens
Gaiters
Cross-Country Gear
Black 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)

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 mgt.
4. be worn by employee when performing the specified job task(s).

Note: The Class B work uniform requires safety toed footwear, unless the work supervisor, in consultation with the park safety officer or regional safety manager determines to the contrary. In that case, the employee must purchase footwear that meets the Class B standard. (The uniform allowance does not cover this purchase.)

NOTE: For additional details and explanations of PPE on clothing, refer to the NPS Loss Control Management Program. NPS-50

PPE cont.

Conditions or situations when PPE and/or clothing 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 a personal injury or illness. In such situations the employee must be provided the necessary equipment and/or clothing to protect against the hazard. When hazardous conditions exist regularly prescribed uniform items should not be used. Examples of hazardous conditions include extremes in temperature, heat, cold or open flame; chemical contacts, vapors or gasses, forceable impacts, biological contaminants, etc.

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

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 to park visitors.

Area Options as authorized are:

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 Patrol (Summer)

In areas which experience
extremely 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 while 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 to park visitors.

Area Options as authorized are:

Cap, knit ski type, solid green;
baseball cap, NPS green; or
MOUNTAIN cap
Filson Cruiser, shirt jacket, NPS
green
Pants, green wool knicker or
standard length
Gaiters (snowprotectors), green
Socks, knee high, wool, solid
gray
Footwear as designated
Overshell, Storm Shed

Horse Patrol - Frontcountry

The Classs A uniform will be worn while 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, eqaulet style, gray
(Name tag, badge, patch)
Jeans, NPS green
Boots, western riding, cordovan,
plain, no tooling
Jacket, dress service
Trousers, elastique (for formal
situations)
Gloves, dark brown

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Special Uniforms

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Horse Patrol - Backcountry

Low-density Visitor Use Areas-
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 as authorized are:

Area Options as authorized are:

- Hat, flat brim, felt or straw
- Cap, baseball
- Shirt, epaulet style, gray (Name tag, badge & patch)
- Jacket, dress service (elastique)
- Boots, western riding, cordovan plain, no tooling
- Gloves, dark brown
- Trouser (elastique) or jeans
- 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.)

Motorcycle or Trailbike Patrol con't

The Superintendent may authorize a Wellington style, cordovan boot, (atleast 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 requiring these items for the safe, effective performance of their duties and are only worn while actually performing water-related or watercraft operations.

Items authorized include:

- Shirt, gray
- Shirt, black turtleneck (to be worn under long sleeved 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 as required
- Exposure wear, as required
- Shoes, canvas, green, brown or white (identical within park)
- Shoes, deck, leather
- Rain gear
- Windbreaker/Overshell

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

The Wearing Of NPS Uniform By Those
Persons Not Employed By NPS

Persons 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), ceta employees, work study groups, members of Natural History Association, Cooperating Associations, Student Conservation Association, or students or faculty of a university performing in cooperative activities.

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 must be requested by memo from the Superintendent to the Contractor listing names and quantities.

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, is a means of identification for 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 Bar

This name bar identifies qualified employees 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.

See your procurement officer for most recent contract and prices of name bars.

Special Purpose Uniforms

Lifeguard

The lifeguard uniform will be worn by all persons assigned to life-guard duties at beaches or pools. The uniform will consist of:

NP 70411	MALE LYCRA DIVE SUIT BY SPEEDO (RED WITH WHITE STRIPE) SIZES EVEN SIZES 26 - 38	
NP 70412	MALE NYLON SWIM TRUNKS BY KATH (RED) SIZES 28 30 32 34 36 38 40 42	SPECIAL PRICE
NP 70307	BIRDWELL BEACH TRUNKS	
NP 75039	FEMALE LYCRA CROSSBACK DIVE SUIT BY SPEEDO (RED WITH WHITE STRIPE) SIZES EVEN SIZES 30 - 40	
NP 70570	UNISEX SPORT SHORT (RED) SIZES S M L XL	TRI-BLEND OF POLYESTER COTTON AND NYLON (FAST DRYING)
NP 70576	UNISEX SPORT UNLINED JACKET (RED) SIZES S M L XL	TRI-BLEND OF POLYESTER COTTON AND NYLON (FAST DRYING)
NP 1702	UNISEX LINED JACKET (RED) SIZES XS S M L XL XXL	
NP 70000	GRAY T-SHIRT WITH LETTERING SIZES S M L XL	
NP 80050	HEAVY CHAMPION T-SHIRT	
NP 70010	GRAY HOODED SWEATSHIRT WITH LETTERING SIZES S M L	
NP 80075	HEAVY CHAMPION SWEATSHIRT	
NP 70015	GRAY SWEATPANTS SIZES S M L XL	
NP 80100	HEAVY CHAMPION SWEATPANTS	
NP 70125	DOLPHIN RAIN PARKA WITH LETTERING	
NP 70130	MESH BASEBALL CAP WITH EMBLEM (RED) SIZES M L XL	
NP 70160	ACME SILVER WHISTLE	
NP 70165	LANTARD - BLACK NYLON 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

GENERAL:

Purpose: The purpose of this guideline is to set forth Servicewide policies for the wearing of the NPS uniform and procedures for the payment of 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 procedure and enclosed reference material, supercede all previous NPS directives and memorandums relating to the subject.

The Centralized Supply System and the establishment of employee allowance accounts dictate that a standardized method of administering the program be established.

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. 238.

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

OVERVIEW
UNIFORM ALLOWANCE AND DISTRIBUTION SYSTEM

The information below provides an overview on how the allowance system and ordering process work. Employees should be kept informed of current procedures to utilize the effectiveness of the uniform system.

1. Park prepares and submits the Uniform Allowance Authorization Forms to the contractor, listing employee name, park location, shipping address, employee account number (first 7 digits of the SS#), cost account number, uniform category, allowance amount (showing computation) and the period covered.
2. Contractor processes the Authorization Forms, generating a periodic Employee Status Report. This report provides the parks with a printout of the information contained on the Allowance Authorization Forms and the employees ordering activity. The park must review the report for accuracy and return to the contractor with changes or corrections.
3. The park provides the employee with a copy of the completed Allowance Authorization Form indicating the amount of the allowance and the period covered, along with the uniform catalogue and order forms.
4. Employee completes the order form and returns^{it} to the park. The park reviews and sends on to the contractor. Orders will be filled and shipped, indicating the allowance balance on the packing list. If the employee's order exceeds the allowance balance, a personal check, money order or charge card must be included with the order. If payment is not included, the contractor will notify the employee of the amount owed and will wait to ship the order until full payment is made.
5. Allowance Authorizations sent to contractor incomplete or with 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.

Reference order form supply sheet. Contractor has a supply of all forms. Parks responsible for ordering adequate forms from contractor. See appendix

6. All orders are shipped to the park location. Upon receipt of the order, employees must verify the goods received against the packing list. Employees must sign the packing list indicating receipt and turn in a copy to the park, and keep a copy for their records.
7. Exchange forms are provided with each order and must be used with the exchange of merchandise or the return of defective items.

UNIFORM ALLOWANCES
STANDARDS AND PROCEDURES

METHOD OF PAYMENT AND AUTHORIZATION PROCEDURES

Payment of allowances directly to employees is not authorized. Uniforms are provided to the employee through a central distribution system and all required uniform items are available through the Servicewide Uniform Contractor or the Central Supply System. This supply method applies to both initial and replacement allowances.

The uniform allowance is intended to HELP DEFRAY the cost of wearing a uniform and is not intended to cover the total of all uniform items. Allowance funds are not to be used for uniform cleaning or maintenance. The allowances listed on the Uniform Allowance Schedule are the ordinary maximum allowed for any employee. The responsibility of determining who shall wear the uniform and the allowance permitted rests with the Superintendent.

The allowance amount, authorized for each employee is intended for use only by an employee, consequently, any funds not used reduces 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).

REMEMBER: NO CASH ALLOWANCES ARE PAID. BASIC UNIFORMS ARE PRESCRIBED BY NPS SERVICEWIDE UNIFORM STANDARDS. ALL REQUIRED UNIFORM ITEMS ARE AVAILABLE THROUGH THE SERVICEWIDE CONTRACTOR.

UNIFORM ALLOWANCE FORMS

The Uniform Allowance Authorization Form (UAA) initiates action by the park for the contractor to establish an allowance account for the employee.

The Uniform Allowance Change/Transfer/Termination Form (UACTT) is provided to notify the contractor of any changes in information submitted on current UAA form, to terminate an account or to provide current information when employees transfer.

The Uniform Allowance Authorization Form (UAA), after completion by the park, is sent to the contractor for processing. An account in the employees' name is then established.

Once the allowance period becomes effective, the employee can place orders for uniforms up to the dollar limit of the authorization for approved uniform items. Purchases in excess of allotted amounts must be accompanied by personal check, money order or credit card for the excess amount. There is a \$5 minimum on all credit card charges.

A UNIFORM ALLOWANCE AUTHORIZATION FORM must be prepared by the park when the employee:

1. First becomes eligible for an initial allowance
2. Is eligible for a replacement allowance
3. Changes category or seasons
4. Leaves the Service or moves to a non-uniform position
5. Transfers to another park
6. Changes name

A UNIFORM ALLOWANCE FORM - CHANGES/TRANSFERS/TERMINATIONS (UACTT) must be prepared when the employee:

1. Leaves the Service or moves to a non-uniform position.
2. Transfers to another park.
3. Changes names.
4. Correct errors made on initial Uniform Allowance Authorization form.

INSTRUCTIONS FOR COMPLETING THE UNIFORM ALLOWANCE AUTHORIZATION FORM (UAA)

1. Date authorization is prepared.
2. National Park Service region.
3. The employee account number is the first seven digits of the employee's Social Security Number. Be accurate.
4. The Cost Account Number serves two purposes: it provides accounting data and the four digit organizational code is used for the shipping address.
5. Complete employee's name, park location and park shipping address only.
6. This applies only to new employees. Enter date employee is required to be in uniform.

THE INFORMATION IN BOXES 7,8, and 9 DOES NOT RELATE TO THE TYPE OF APPOINTMENT. IT REFERS TO THE LENGTH OF CONTINUOUS TIME WORKED AND IS USED FOR INVENTORY PURPOSES. PLEASE CHECK THE APPROPRIATE BLOCK.

10. Check this box only for Initial Allowances.
11. Check this box only for Replacement Allowances.
12. The beginning and ending dates are the inclusive dates the authorization is in effect, not the inclusive dates of employment.
13. Select one Category Type from the appropriate column on the UAA form.
14. Select one Season Code from the appropriate column on the UAA form.
15. Enter authorized allowance amount here.
16. Use this section for allowance computations and remarks.
17. The Superintendent's signature authorizes the wearing of the uniform as well as the amount of allowance authorized.

NOTE: SEE APPENDIX FOR U.A. Schedule

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UNIFORM ALLOWANCE
AUTHORIZATION
FORM (UAA)

DATE 1 REGION 2

EMPLOYEE ACCT NO FIRST 7 DIGITS OF SS IN 3 4 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0

EMPLOYEE NAME 5 LAST FIRST MIDDLE INITIAL NAME OF OFFICE 6

CITY 7 STATE 8 ZIP 9

☐ MALE ☐ FEMALE BOB DATE 6 7 EMPLOYEE WORKING 12 MONTHS 8 EMPLOYEE WORKING 6-12 MONTHS 9 EMPLOYEE WORKING 6 MONTHS OR LESS

10 INITIAL 11 REPLACEMENT ALLOWANCE PERIOD 12 BEGINNING 13 ENDING 14

13 14 UNIFORM CATEGORY SEE CODES BELOW UNIFORM ALLOWANCE AUTHORIZED 15 EXACT COMPUTATION MUST BE SHOWN IN BOX BELOW

UNIFORM CATEGORIES

PLEASE ENTER TYPE AND SEASONAL CODE IN UNIFORM CATEGORY BOX ABOVE
EXAMPLE IS

TYPE 13	CODE 14
I - CLASS A DRESS & FIELD	B - BOTH SEASONS
II - CLASS A DRESS	W - WINTER
III - CLASS A FIELD	S - SUMMER
IV - CLASS B DRESS OR WORK	M - MATERNITY
V - MATERNITY	L - LIFE GUARD
VI - LIFE GUARD	

THE UNIFORM ALLOWANCE PRESCRIBED ABOVE CANNOT BY LAW EXCEED \$400 PER ANNUM

ALL - SEE COMPUTATION EXPLANATION

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CONTRACTOR

INSTRUCTIONS FOR COMPLETING
THE ALLOWANCE CHANGE/TRANSFER/TERMINATIONS (UACTT)

1. This section must be completed exactly as on the most recent Uniform Allowance Authorization Form and must be completed regardless of further action required.
2. CHANGES: Use this section to change or update data previously submitted and ENTER ONLY NEW INFORMATION. When adjusting allowances, show computation and use Explanation Box as identified for additional information.
3. TRANSFERS: This section is used only when employees transfer between parks. THE GAINING PARK is responsible for contacting the past duty station for the current uniform status of the employee, completing the Transfer Section and other changes as appropriate, and forwarding to the Uniform Contractor. Also, a copy of the completed UACTT is to be sent to the past duty station. PROCESS MUST BE DONE PROMPTLY TO ASSURE PROPER DELIVERY OF UNIFORMS.
4. TERMINATION: This section is used to CANCEL AN ACCOUNT. Employees cannot place orders against the account after the date of termination. DO NOT COMPLETE THIS SECTION IF EMPLOYEE IS TRANSFERRING TO ANOTHER PARK.
5. Use this section when any change in the amount of allowance is made.
6. Use this section when necessary to provide an explanation.
7. Superintendent's signature authorizes action.



UNIFORM ALLOWANCE FORM
CHANGES/TRANSFERS/TERMINATIONS (UACTT)

THIS SECTION MUST BE COMPLETED FIRST REGARDLESS OF OTHER ACTION TO BE TAKEN

DATE _____ REGION _____ PARK _____

EMPLOYEE ACT NO FIRST 7 DIGITS OF SSN _____ 1 _____

ORGANIZATIONAL CODE _____ PARK COST ACCOUNT NUMBER _____

EMPLOYEE NAME _____ LAST _____ FIRST _____ MIDDLE INITIAL _____

THIS SECTION MUST BE FILLED OUT EXACTLY AS ORIGINALLY SUBMITTED ON UAA FORM

☐ CHANGE 2

EMPLOYEE ACT NO FIRST 7 DIGITS OF SSN _____

ORGANIZATIONAL CODE _____ PARK COST ACCOUNT NUMBER _____

EMPLOYEE NAME _____ LAST _____ FIRST _____ MIDDLE INITIAL _____

PAUSE OR OFFICE _____

☐ MALE ☐ FEMALE BOB _____

☐ EMPLOYEE WORKING 12 MONTHS ☐ EMPLOYEE WORKING 6-12 MONTHS ☐ EMPLOYEE WORKING 6 MONTHS OR LESS

☐ RETIAL ☐ REPLACEMENT ALLOWANCE PERIOD BEGINNING _____ ENDING _____

☐ UNIFORM CATEGORY (SEE UAA FORM FOR CATEGORIES) 1 2

ADJUSTED ALLOWANCE \$ _____ EXACT COMPUTATION MUST BE SHOWN IN BOX BELOW:

☐ TRANSFER 3

FROM PARK _____ TO PARK _____

PARK COST ACCOUNT NUMBER _____

ORGANIZATIONAL CODE _____ PARK _____

ORGANIZATIONAL CODE _____ PARK _____

UNIFORM CATEGORY ☐ 1 ☐ 2 (SEE UAA FORM FOR CATEGORIES)

BOB DATE _____ ALLOWANCE AMOUNT _____

☐ TERMINATION 4

DATE OF TERMINATION _____

☐ CANCEL ITEMS ON ORDER ☐ SHIP ITEMS ON ORDER

ALLOWANCE COMPUTATION 5

☐ INITIAL ☐ REPLACEMENT ☐ ADJUSTMENT ☐ ADJUSTMENT REPLACEMENT ☐ INTERMITTENT

EXPLANATION 6

INFORMATIONAL ENTRY ONLY

ALLOWANCE AUTHORIZATION THIS ACTION _____

NEW ALLOWANCE AUTHORIZATION _____

7

ISSUED _____

CONTRACTOR

AMOUNTS TO BE ALLOWED

The maximum allowance within any one year may not exceed \$400, except when an employee is being changed from one type and category of uniform to an ENTIRELY DIFFERENT one. In cases where the \$400 limitation may be exceeded, parks should consult with the Regional Finance Officer before approving such authorizations. (Entirely different categories are generally from II to either III or IV, or vice versa.) Categories V, lifeguard and VII, maternity are considered special uniforms.

Initial Allowances are granted an employee when first placed in a uniformed position. Allowance amounts are determined by the type of uniform to be worn and the seasons it is to be worn. Initial allowances must be prescribed for a one year period from employees' EOD date.

A new initial allowance may be authorized only when an employee has been out of a uniformed position for two years or more, and has received no replacement allowances during that time. INITIAL ALLOWANCES MUST BE GRANTED IN THE FULL AMOUNT, AND CANNOT BE PRORATED.

Replacement Allowances are granted after the initial allowance period expires (first full year), provided the employee remains in a uniformed position. Replacement allowances as with the initial allowance, are determined by uniform category and seasonal requirement.

The Uniform Allowance Schedule for both initial and replacement rates is enclosed as Appendix 3.

SPECIAL PURPOSE UNIFORMS

Lifeguard and Maternity uniforms are special purpose uniforms. Uniform allowance for these two categories are paid on a FY basis Category V Lifeguard (\$125) and category VI Maternity (\$100). This allowance is provided in addition to other uniform allowance requirements. A separate UAA must be completed and submitted to the contractor. Only items listed in each of those categories can be purchased with the prescribed allowance funds. Regular uniform items must be purchased and charged through regular uniform allowance.

Class A Dress Uniform symbolizes the National Park Service to the general public and is worn primarily by park protection/interpretation employees in public contact occupations.

Release No.

June, 1983

COMPUTING ALLOWANCES - PERMANENT EMPLOYEES

Initial Allowances

- Initial allowances are authorized for one calendar year, beginning with the date the employee is assigned to wear the uniform.
- The employee is due no other allowance for one year unless there is a change in categories and/or the initial allowance is adjusted.
- When an adjusted initial allowance is made during the initial period, the dates do not change.
- When an adjustment is made after the initial period expires, the adjustment is included with the replacement allowance.

Replacement Allowances

- The first replacement allowance for permanent employees must be annualized. Annualization is simply the process of prorating an allowance for a period of less than one year to make all subsequent allowances fall due on the first day of each fiscal year. This means that the allowance is computed from the expiration of the initial allowance period to the last day of the fiscal year.
- In those instances where the annualization period is 60 days or less, the replacement allowance due should be added to the Annual Replacement Allowance due on October 1 following. This procedure avoids the need to submit small orders and minimizes the possibility of losing the allowance as a result of not having placed an order by the August cutoff date.
- To activate an initial allowance for a permanent employee, complete a Uniform Allowance Authorization Form (UAA) showing computation in explanation block (see example # 1 on sample form *Appendix 4*).
- To make changes in uniform allowance requirements, and/or the original information submitted on the UAA, i.e., name change, new organization code assigned etc., complete a Change/Transfer/Termination form (UACTT).
- When an employee transfer, complete a UACTT.
- When an employee terminates or leaves a uniform position, complete a UACTT.

EXAMPLES FOR COMPUTING ALLOWANCES - PERMANENT EMPLOYEES

Annualizing Allowances

Example # 1

Employee authorized category IB (Class A Dress, Both Seasons) for the period of 1-15-82 to 1-14-83 at \$400.

To annualize replacement to fiscal year, compute as follows:

Allowance period 1-15-83 to 9-30-83

1-14-83 - 1-31-83	= 17 days @ 54¢	= \$ 9.18
2-1-83 - 3-31-83	= 2 mo. @ \$16.17	= 32.34
4-1-83 - 9-30-83	= 2 qtrs. @ \$50.00	= 100.00
Total Replacement Due		<u>\$141.52</u>

Example # 2

Employee authorized category IVB (Class B Work, Both Seasons) for the period of 6-10-82 to 6-9-83 at \$250.

To annualize replacement to fiscal year, compute as follows:

Allowance period 6-10-83 to 9-30-83

6-10-83 - 6-30-83	= 21 days @ 42¢	= \$8.82
7-1-83 - 9-30-83	= 1 qtr. @ 37.50	= 37.50
Total Replacement Due		<u>\$46.32</u>

Note: In both of these examples, the employee is eligible for a full years replacement allowance beginning October 1, 1983.

Change Of Season, Same Category During Initial Allowance Period

Example # 1

Employee is authorized an initial allowance for category IS, from 5-10-82 to 5-9-83. On 10-5-82 the category requirement is changed to include winter uniforms. The category is changed to IB and the new allowance is determined by computing the difference between the original season authorized and the amount for both seasons.

Compute as follows:

Category IB Initial	\$400
Received Category IS Initial	250
Adjusted Initial Allowance Due	<u>\$150</u>

Example # 2

Employee is authorized an initial allowance for category IVW from 2-5-82 to 2-4-83. On 6-1-82 the category requirement is changed to include summer uniforms. The category is changed to IVB and the adjusted initial allowance is determined by computing the difference between the original season authorized and the amount for both seasons.

Compute as follows:

Category IVB initial	\$250
Category IVW initial	200
Adjusted Initial Allowance	<u>\$ 50</u>

Note: The initial allowance period remains the same, example #1 5-10-82 - to 5-9-83, example #2 2-5-82 - 2-4-83. (Employee has now been compensated for the full initial allowance amount in each of the above categories). Employee will be entitled to a replacement allowance beginning 5-10-83 in example #1 and 2-5-83 in example #2.

Change Of Seasons, Same Category During Replacement Period

Example # 1

Employee authorized category IS. Received initial allowance for that category in 1980. A replacement allowance was authorized from 10-1-82 to 9-30-83 for IS at \$250. Employee transferred to new park location and uniform requirements changed to category IW.

Compute as follows:

1) Adjust initial allowance	IB	400
	IS	250
Additional allowance due		<u>\$150</u>

2) Replacement allowance amount remains the same until 10-1-83 when replacement allowance will be based on category IW.

3) Adjusted allowance amount due coincides with current replacement dates 10-1-82 to 9-30-83.

Change of Category Same Season During Replacement Period

Example # 1

Permanent employee authorized category IVB. Received an initial for that category in 1979. A current replacement allowance for \$150 has been authorized from 10-1-82 to 9-30-83. Employee transferred to new job function. Allowance requirements changed to category IB.

Compute as follows:

1) Adjust initial allowance	IB	400
	IVB	250
Allowance due		<u>\$150</u>
(adjusted initial)		

Change Of Category When An Entirely Different Uniform Is Required

Note that the previous examples concern employees who are moving from various categories where a portion of the uniform requirements are common items. The same rules of computation do not apply where an employee is assigned to an entirely different uniform. An example:

Employee is currently assigned Category IVB, Work or Dress (Both Seasons). The employee is reassigned to Category IIB, Class A Dress Uniform (Both Seasons). Here the employee is assigned to an entirely different uniform and is entitled to a new allowance of \$350. (See Comptroller General Decision B-166452, April 17, 1969).

Parks should consult with the Regional Finance Officer where there may be a question concerning appropriateness of applying CG B-166452.

If a new Initial Allowance is issued, the employee is due no replacement allowances for the period of one year, regardless of previous uniform categories.

COMPUTING ALLOWANCES - TEMPORARY AND SEASONAL EMPLOYEES

Initial Allowances

- Initial allowances are authorized for one calendar year, beginning with the date the employee is assigned to wear the uniform. (EOD)
- The employee is due no other allowance for one year unless there is a change in categories and/or the initial allowance is adjusted.
- When an adjusted initial allowance is made during the initial period, the dates do not change.
- When an adjustment is made after the initial period expires, the adjustment is included with the replacement allowance.
- 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).

Replacement Allowances

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

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

- After the initial period expires, the employee's first replacement allowance for temporary and seasonal employees is prorated on a daily basis from the ending date of the initial allowance period to the next full quarter (see example #3 on sample form).
- Quarterly replacement allowances should cover anticipated length of employment within the fiscal year.
- Complete a single Uniform Allowance Authorization Form (UAA), showing quarterly computation in explanation block (see example #1 on sample form). Appendix 4.

- Regardless of the EOD or termination dates, the authorization begins with the first day of the quarter that the employee starts work and ends with the last day of the quarter in which the employee is expected to terminate (see example #2 on sample form). Appendix
- Any period of service within the quarter entitles the employee to the full quarterly allowance. This includes those periods of less than a full quarter between the expiration of the initial allowance and the end of the calendar quarter.
- 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) (see example #3 on sample form). Appendix
- Replacement allowances are based on the uniform category and season required at the time of the authorization.
- A new UAA Form must be completed each time a temporary or seasonal employee is rehired to activate their allowance account.
- It is important to check with past duty stations before authorizing replacement allowances to prevent possible overpayment and delivery delays.
- All allowance computations must be shown in the explanation block of the Uniform Allowance Authorization Form (UAA) and/or Change/Transfer/Termination Form (UACTT) to prevent errors and delays in processing of the authorizations (see example #4 on sample form).

Terminations

Often times seasonal employees will terminate one park and within a short period of time will be reemployed in another park. A termination form (UACTT) must be completed each time employment ends. This form must be submitted to the Uniform Contractor as soon as the termination date is known. Also, a copy should be forwarded to the gaining park when it is known that the employee has been hired by that park.

- 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 allowance period authorized, any previous balance will be reactivated upon receipt of a new Uniform Allowance Authorization Form (UAA). Additional quarters may also be authorized as required on this form. 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. Employees hired during the last quarter would require a new authorization beginning October 1.

Examples for Computing Allowances - Temporary & Seasonal Employees

Prorating Replacement Allowances after the expiration of the initial allowance period.

Example # 1

Employee was authorized an initial allowance for category IS (Class A Dress, Summer Season) for the period of 5-10-82 to 5-9-83 at \$250. Employee terminated 8-15-82. Employee rehired with an EOD date of 5-5-83, with an anticipated termination date of 9-20-83.

Compute as follows:

5-10-83 to 5-31-83	=	22 days @	42¢
6-1-83 to 6-30-83	=	1 mo @	12.50
7-1-83 to 9-30-83	=	Qtr 4 @	27.50
TOTAL			\$59.22

Example # 2

Employee was authroized an initial allowance for category IVS (Class B Work, Summer Season) for the period of 4-25-82 to 4-26-83 at \$150. Employee terminated 9-15-82. Employee rehired with an EOD date of 5-5-83, with an anticipated termination date of 9-27-83.

Compute as follows:

5-5-83 to 5-31-83	=	27 days @	28¢
6-1-83 to 6-30-83	=	1 mo @	8.34
7-1-83 to 9-30-83	=	Qtr 4 @	25.00
TOTAL			\$34.22

NOTE: Computation resumes with EOD date when initial allowance period has expired.

Example # 3

Employee authorized initial allowance for category IIIS (Class A Field, Summer Season) for period of 6-5-82 to 6-4-83. Employee terminated 10-15-82. Employee rehired with EOD of 5-30-83, a change in uniform category and season, now IB Class A Dress Both Seasons, with an anticipated termination date of 9-30-83.

Compute as follows:

- 1) Adjust initial allowance requirements to category IB.

	IB	400
	IIIS	<u>150</u>
Adjusted Initial Allowance Due	=	\$250

- 2) Compute Replacement allowance at Category IB

6-5-83 to 6-30-83	=	26 days	@	54¢	=	14.04
7-1-83 to 9-30-83	=	qtr 4	@			50.00
						<u>\$64.04</u>
Allowance period 6-5-83 to 9-30-83						250.00
Total Amount Due					=	<u>\$314.04</u>

Change Of Seasons, Same Category During Replacement Period

Example # 1

Employee has received an initial allowance for Category IVW. Employee changes seasons within the same category and is also due a replacement allowance. Employee authorized category IVW 10-1-82 to 3-31-83. Quarters 1 & 2 @ 31.25 = \$63.50

When requirements change a UACTT must be completed showing computation as follows:

Category IVB initial	\$250	Replacement Qtr 3	37.50
Initial Category IVW initial	<u>200</u>	Qtr 4	37.50
Adjusted Initial Allowance Due	<u>50</u>		<u>\$75.00</u>

Allowance Period 4-1-83 to 9-30-83
Total Due \$125.00

NOTE: When employees change from winter to summer, or summer to winter, they will be considered to be in the "BOTH" category for the purpose of subsequent replacement allowance within the same 12-month period.

Change In Category And Season During Replacement Period

Example # 1

Employee received initial allowance for category IIS. Employee changes category and season and is due a replacement allowance.

Employee authorized IIS 10-1-82 to 12-31-82
Quarter 1 for \$25.00

Compute change as follows:

Change to IB

Initial Allowance IB	400	
Received Initial Allowance IIS	200	Replacement QTR 2 50
Adjusted Initial Allowance Due	\$200	3 50
		4 50
		<u>\$150</u>

Allowance period 1-1-83 to 9-30-83
Total Due \$350

Examples Of Computing Replacement Allowances
Temporary & Seasonal Employees

Example # 1

A returning employee in the same uniform category is authorized to wear the work uniform, category IV S. The employee is expected to EOD May 7 and the termination date is scheduled for September 20 (refer to Allowance Schedule effective 10-1-82).

Compute as follows:

	Qtr 3 \$25.00
	Qtr 4 \$25.00
Total Amount Authorized	<u>\$50.00</u>

Example # 2

Employee is authorized category IB at park YY. EOD date is October 15 with a scheduled termination date of January 15.

Employee terminates on scheduled date and is rehired at park XX on February 18 with a scheduled termination date of September 28. The same uniform category and season (IB) required.

Compute as follows:

<u>Old Authorization</u>		<u>New Authorization</u>	
QTR 1	\$50	QTR 1	X
2	\$50	2	X
3	X	3	\$50
4	X	4	\$50
Amount Authorized	\$100	Amount Authorized	\$100

NOTE: Each time an employee is hired a new Uniform Allowance Authorization Form (UAA) must be submitted, and a Termination Form (UACTT) is required with each termination.

Allowance balances remaining from the previous authorization will be added to the new authorization and will be carried forward through the August closeout date.

Example # 3

Employee previously authorized category IVW for quarter 1. EOD date was 10-15 and termination date scheduled for 12-15.

Employee terminated on schedule and is rehired in the same park 4-1, with termination scheduled for 6-25. Employee changes from uniform category IVW to IVS. (Initial allowance for category IVB was previously paid).

<u>Old Authorization</u>		<u>New Authroization</u>	
QTR 1	\$31.75	QTR 1	X
2	X	2	X
3	X	3	\$25.00
4	X	4	X
Amount Authorized	\$31.75	Amount Authorized	\$25.00

NOTE: Allowance balances will be carried forward through the August closeout date.

Change Of Category When An Entirely Different Uniform Is Required

Note that the previous examples concern employees who are moving from various categories where a portion of the uniform requirements are common items. The same rules of computation do not apply where an employee is assigned to an entirely different uniform. An example:

Employee is currently assigned Category IVB, Work or Dress (Both Seasons). The employee is reassigned to Category IIB, Class A Dress Uniform (both Seasons). Here the employee is assigned to an entirely different uniform and is entitled to a new allowance of \$350. (See Comptroller General Decision B-166452, April 17, 1969)

Parks should consult with the Regional Finance Officer where there may be a question concerning appropriateness of applying CG B-166452.

If a new Initial Allowance is issued, the employee is due no replacement allowances for the period of one year, regardless of previous uniform categories.

PARK ADMINISTRATIVE RESPONSIBILITIES

The new uniform program places the responsibility for administration of the program at the Park level. This responsibility has previously been shared by Parks, Regions and WASO. While Regions and WASO will continue to provide oversight and guidance, the Park must now 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 sufficient to maintain all employee records.
2. Compute all allowances accurately.
3. Submit the original copy of the UNIFORM ALLOWANCE AUTHORIZATION FORMS to the Contractor with correct and up-to-date information. The Uniform Allowance Authorization forms should accompany the uniform order form for all seasonal employees.

PLEASE NOTE: Uniform orders and UAA forms for seasonal employees are to be reviewed and submitted to the contractor by the park uniform coordinator or other designated person. This is a new requirement designed to eliminate the preponderance of errors occurring in seasonal employee order and authorization submissions.

4. When transferring an employee, send a copy of the most recent Authorization Form immediately to the gaining Park. The gaining Park must submit a Change Authorization Form (UACTT) to the Contractor indicating the change in duty station and new cost account number. DO NOT SUBMIT A TERMINATION. THIS ACTION WOULD REMOVE THE EMPLOYEE FROM THE SYSTEM ENTIRELY.
5. 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.

Administrative-Employee Shared Responsibility

The Contractor will provide two copies of the shipping invoice with each order shipped. Employees have ten days to examine the order, accept it or return it. If the order is correct. The employee must sign the shipping invoice and send it to the Administrative Officer, retaining the other copy for personal records. Should the order not be correct, the employee returns the item(s) in question for exchange. If the error is the Contractors, any postage paid by the employee will be refunded. If the error is the employees', the employee must pay all postage.

The Administrative copy of the shipping invoice must be re-tained for record purposes by the park.

PROGRAM FUNDING

Funds for the Servicewide Uniform Program are withdrawn annually from the Regions initial allotment. For fiscal year 1983, funds were withdrawn on the basis of expenditures in fiscal year 1982. Future withdrawals are in arrears: i.e., funds will be withdrawn for 1984 on the basis of actual 1983 expenditures.

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

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

OTHER UNIFORMS

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 EITHER PERSONAL OR 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 it is not an item the employees would normally be expected to provide for themselves as personal items and 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.

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.
- . Employees may not return packages COD. Government franking privileges 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.
- . COD's WILL NOT BE ACCEPTED BY THE CONTRACTOR
- . Items may be returned for exchange to the contractor within 15 days of receipt of same. Appropriate action will then be taken by the contractor.
- . Monetary refunds will be provided, where appropriate, for uniform items purchased from personal funds. Credit adjustments will be made to employees' accounts for items procured and charged to the account.
- . 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, but not received by the contractor, will be absorbed by the park.
- . 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, or to hold for the employee if there is a reasonable expectation that he will be returning to duty soon. If the order is to be cancelled, the contractor should be notified and the items returned.

RECORDS

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

1. Employee Status Report: This 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. See Appendix

2. Regional Quarterly Summary: This is a quarterly summary of total dollar transactions by Park/Region. Distribution - Region and WASO.
3. Invoice Summary: This 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: This report provides the Service with information on numbers and types of uniforms delivered and is used by the contractor to forecast needs and maintain adequate stock levels. Distribution - WASO.

CATALOG AND FORMS

Supply of 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 employees use. Submit requests on the catalog and order form supply sheet. See Appendix

WILLIAM SAYLOR

Uniform Name Tag - NPS - 08



Cloth Name Tag



JACK HORTON
NATIONAL PARK SERVICE

Service Name Bar - NPS-1-E

JACK HORTON
SIGN LANGUAGE INTERPRETER

Sign Language Name Bar - NPS-1

JACK HORTON
LANGUAGE INTERPRETER
ESPANOL/FRANCAIS

Language Interpreter Name Bar - NPS-2

PATRICIA BROGAN
INTERPRETER: FRANCAIS/ITALIANO
DUETSCH/ESPANOL/SVENSKA/POLSKA

Language Interpreter Name Bar -NPS-2



Shoulder Patch
(CS-7)



Cap Patch
(CS-8)



Badge
(CS-1)



Collar Insignia
(CS-5)

UNIFORM ALLOWANCE SCHEDULE

CATEGORY AND CODE	Initial		Replacement				
			Semi Annual	Annual	Quarterly	Month	Day
I Class A Dress & Field							
B - Both Seasons	\$400	\$200	\$100.00	\$50.00	\$16.67	.55	
W - Winter Only	350	175	87.50	43.75	14.58	.49	
S - Summer Only	250	150	75.00	37.50	12.50	.42	
II Class A Dress Only							
B - Both Seasons	350	175	87.50	43.75	14.58	.49	
W - Winter Only	300	150	75.00	37.50	12.50	.42	
S - Summer Only	300	100	50.00	25.00	8.34	.28	
III Class A Field Only							
B - Both Seasons	250	150	75.00	37.50	12.50	.42	
W - Winter Only	200	125	62.50	31.25	10.42	.35	
S - Summer Only	150	100	50.00	25.00	8.34	.28	
IV Class B Dress & Work							
B - Both Seasons	250	150	75.00	37.50	12.50	.42	
W - Winter Only	200	125	62.50	31.25	10.42	.35	
S - Summer Only	150	100	50.00	25.00	8.34	.28	
V Lifeguard Uniform							
L - Annual Allowance	125						
VI Maternity Uniform							
M - Annual Allowance	100						
VII Nurse Uniform							
	125	125	62.50	31.75	10.42	.35	

Change No. 2 - October 1983

Release No.

June, 1983

UNIFORM ALLOWANCE AUTHORIZATION (UAA)

DATE April 28, 1983 REGION NCR

EMPLOYEE ACCT NO. (FIRST 7 DIGITS OF SS #) 4 5 6 7 8 9 0 PARK COST ACCOUNT NUMBER 3 4 0 4 1 4 0

ORGANIZATIONAL CODE 3 4 0 4 PMP 1 4 0 PWE

PARK OR OFFICE LOCATION: NCP - Mall

EMPLOYEE NAME: Goodwin Joe E.
LAST FIRST MIDDLE INITIAL

☒ MALE ☐ FEMALE EOD DATE 5/7/83 ☐ EMPLOYEE WORKING 12 MONTHS ☒ EMPLOYEE WORKING 6-12 MONTHS ☐ EMPLOYEE WORKING 8 MONTHS OR LESS

☐ INITIAL ☒ REPLACEMENT ALLOWANCE PERIOD BEGINNING 4/1/83 ENDING 9/30/83

☒ IV ☐ S UNIFORM CATEGORY (SEE CODES BELOW) UNIFORM ALLOWANCE AUTHORIZED \$ 50.00 (EXACT COMPUTATION MUST BE SHOWN IN BOX BELOW)

UNIFORM CATEGORIES	
PLEASE ENTER TYPE AND SEASONAL CODE IN UNIFORM CATEGORY BOX ABOVE EXAMPLE IS	
TYPE	CODE
I CLASS A DRESS & FIELD	B BOTH SEASONS
II CLASS A DRESS	W WINTER
III CLASS A FIELD	S SUMMER
IV CLASS B DRESS OR WORK	M MATERNITY
V MATERNITY	L LIFEGUARD
VI LIFEGUARD	

THE UNIFORM ALLOWANCE PRESCRIBED ABOVE CANNOT BY LAW EXCEED \$400 PER ANNUM

ALLOWANCE COMPUTATION/EXPLANATION

☐ INITIAL ☐ REPLACEMENT ☐ ADJUSTED INITIAL ☐ ADJUSTED INITIAL & REPLACEMENT ☐ INTERMITTENT

Example #1

QTR	
1	X
2	X
3	25.00
4	25.00
Total L	50.00

SIGNED [Signature]
SUPERINTENDENT REGIONAL DIRECTOR

CONTRACTOR

2013

PLEASE VERIFY INFORMATION AND RETURN COPY ----- MAKE CORRECTIONS ON LINE PROVIDED UNDER EACH ACCOUNT

[illegible]

511 - PARK USE & OPERATIONS

9831249 Goodman, Joe E.

05/01/82	04/30/83	1	117	350.00
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CATALOG AND ORDER FORM SUPPLY SHEET

DATE _____

PARK NAME: _____

REGION _____

ADDRESS: _____

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 Form
	Uniform Allowance Authorization Forms (UAA)
	Uniform Allowance Auth. Change Forms (UACTT)
	Tape Measures

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

Release No. _____

June, 1983