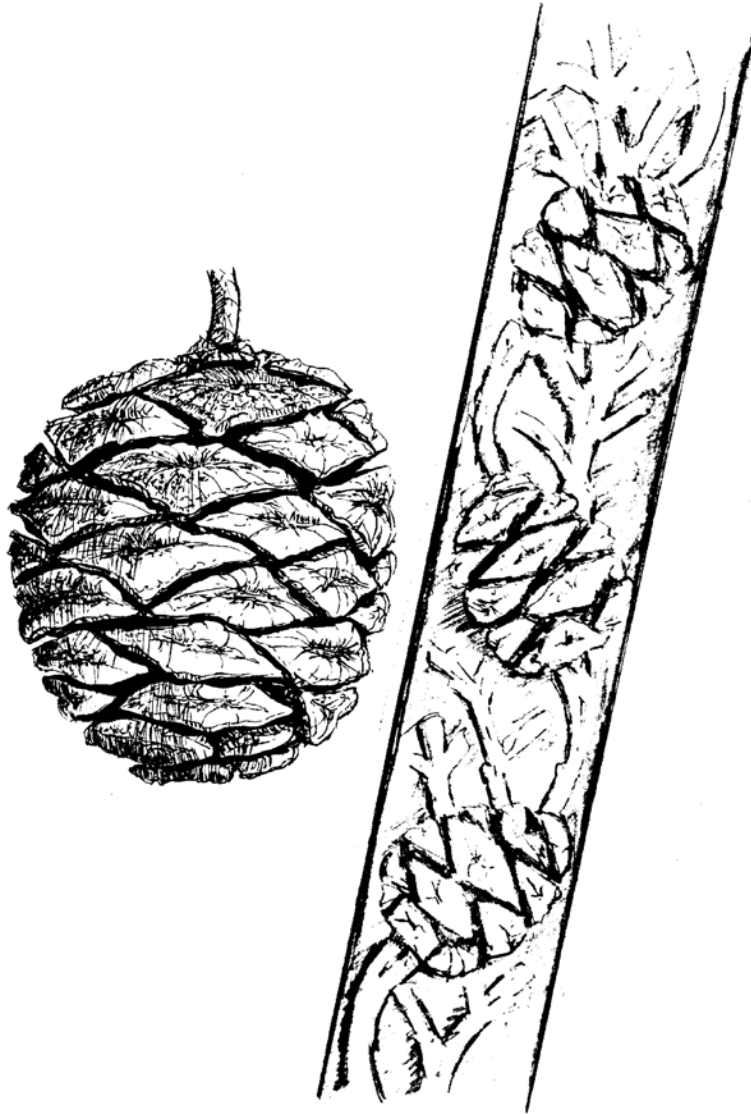


Reference Manual 43

Uniforms



Associate Director, Park Operations and Education

(Date)

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REFERENCE MANUAL 43

I. PURPOSE AND SCOPE

This Reference Manual contains supplementary material to the National Park Service (NPS), Director's Order (D.O.) # 43, Uniforms.

II. BACKGROUND

Definition of Terms

Personal Appearance: includes all elements of appearance, grooming, and personal adornment.

Personal Adornments are any items not specifically included in the official uniform item list located in Section 2, of Subpart A of this manual, including, but not limited to: tattoos, jewelry, pins, buttons, fingernail polish, body piercing, and elective body modifications.

Personal Protective Equipment (PPE): common definition used in the Occupational Safety and Health Act (OSHA) and Director's Order 50.

Ranger Hat: generic term used in this reference manual to refer to the flat-brimmed straw or beaver-felt hat. Sometimes called the "flat hat" or "stetson hat." Used generically, the term is not meant to reflect job series or other uses of the term "ranger."

Special Work Apparel: items required to safely and efficiently accomplish specific duties. Includes apparel items in earlier policy documents that were called "special uniforms" or "work apparel."

Superintendent: used generically to denote the senior manager for any unit or office.

Uniform Coordinator: refers to an individual in a park or office that has a portfolio of uniform duties on behalf of that park or office.

Uniform Program Manager: refers to the designated manager positions in regional offices and the Washington Office (WASO).

Uniform Program Website: the Government-maintained website for uniform allowance authorization, is located at http://amoebawww.den.nps.gov/amoeba/nps_uniform.nsf.

Employees can place orders at www.uniformsolutions.com/lma.

III. AUTHORITIES

The following expanded citations [refer to 5 United States Code (U.S.C.) 5903] and the Comptroller General's decisions set the limits of the NPS uniform program. Relevant sections of laws are quoted where appropriate, and clarifying comments from congressional reports have been cited where necessary to indicate congressional intent.

Uniform Allowances

Laws

1. Title 5, U.S.C., Section 5901(a) – P.L. 83-763 (1954), as amended by P.L. 89-554 (1966), P.L. 90-83 (1967), and P.L. 101-509 (1990):

“There is authorized to be appropriated annually to each agency of the Government of the United States...on a showing of necessity or desirability, such sums as may be necessary to carry out this subchapter. The head of the agency concerned, out of the funds made available by the appropriation, shall:

1) furnish to each of these employees a uniform at a cost not to exceed \$400 a year (or such higher maximum amount as the Office of Personnel Management may establish under Section 5902); or

2) pay to each of these employees an allowance for a uniform not to exceed \$400 a year (or such higher maximum amount as the Office of Personnel Management may establish under Section 5902).

The allowance may be paid only at the times and in the amounts authorized by the regulations prescribed under Section 5903 of this title...”

2. Title 5, U.S.C., Section 5901(c) – P.L. 89-554 (1966), as amended by P.L. 90-83 (1967):

“An allowance paid under this section is not wages within the meaning of Section 409 of Title 42 or Chapters 21 and 24 of Title 26.”

3. Title 5, U.S.C., Section 5902 - P.L. 83-763 (1954), as amended by P.L. 101-509 (1990):

“The Office of Personnel Management may, from time to time, by regulation adjust the maximum amount for the cost of uniforms and the maximum allowance for uniforms under Section 5901.”

4. Title 5, U.S.C., Section 5903 - P.L. 89-554 (1966), as amended by P.L. 101-509 (1990):

“The Office of Personnel Management may prescribe such regulations as it considers necessary for the administration of this subchapter.”

Congressional Reports

1. Senate Report No. 1992 (1954), which repeats in substance the House Report on P.L. 83-763: Funds will be paid “as prescribed by agency regulations, to each such (uniformed) employee for purchase and upkeep of uniforms.”

The original report wording permitted use of funds for full payment of uniforms and for

their upkeep.

2. Conference Report No. 2665 (1954): Funds will be paid “to each such (uniformed) employee to defray the expense of acquiring (a) uniform...The conference substitute adopts the language of the Senate amendment, except (1) for deletion of a provision therein for use of uniform allowances for upkeep of uniforms and (2) addition of language giving the agency head discretion to furnish such uniforms out of funds appropriated therefor, in lieu of a cash allowance.”

The conference report changed the wording to allow expenditure of funds only for defraying uniform costs and disallows their use for maintenance of uniforms.

Administrative and Legal Guidance

1. Office of Management and Budget (OMB) Circular No. A-30 (1966): The circular implements the provisions of the Federal Uniform Allowance Act (P.L. 89-554). It also establishes rules for allowances for temporary or substitute employees: “...The amount payable to a temporary or substitute employee who is otherwise eligible for a uniform allowance shall be determined by adjusting the standard for an annual allowance to take account of any reduced requirements which result from the limited period and nature of employment...”

The circular also established that the annual period to which the limitation of the uniform allowance ceiling applies for each employee begins with the date on which the employee first becomes eligible for a uniform or a uniform allowance under the act.

2. Comptroller General Decision B-166452 (1969): The decision stems from a question which was raised regarding the legality of providing an employee who changed uniform classes with the full amount of the new allowance if the two together exceed the Congressionally specified annual ceiling - \$125 at that time, \$400 at present. The Comptroller General held that “...both the statute and (the section of Circular No. A-30 on annual allowances noted above) must be construed as contemplating that the employee will remain subject to substantially the same uniform requirements during the annual period to which the...limitation applies. To hold otherwise would, in our opinion, constitute an unreasonable and illogical construction of the statute and regulations.” This has been interpreted by the Solicitor to mean that the annual \$400 ceiling cannot be exceeded except in situations where an employee completely changes uniform class, and these have been defined by the agency as changes from dress to another field or vice versa. No other adjustments that exceed the ceiling are permitted, whether for seasonal changes, for changes within a class, or in instances when an employee's adjusted initial allowance and replacement allowance combine to total more than \$400.

3. Departmental Manual (DM), Part 344, DM 1 - Financial Management: Establishes standards and procedures for the payment of uniform allowances to employees under relevant laws and guidelines.

4. Departmental Manual, Part 370, DM, Addition to Federal Personnel Manual (FPM): Establishes Department of the Interior policy on eligibility and standards for granting uniform allowances to employees.

5. NPS Guideline, NPS-43 - Uniform Program Guideline: Establishes NPS policies for the administration of the uniform program and standards for the proper wear of the uniform. Replaced in 2000 by DO #43 and this manual.

Protective Clothing

Laws

1. Title 5, U.S.C., Section 7903 - P.L. 89-554 (1966): “Appropriations available for the procurement of supplies and material or equipment are available for the purchase and maintenance of special clothing and equipment for the protection of personnel in the performance of their assigned tasks.”

2. Title 29, U.S.C., Section 668 - P.L. 91-596 (1970); P.L. 97-375 (1982): “It shall be the responsibility of the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program...The head of each agency shall (after consultation with representatives of the employees thereof...acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees...”

Regulations

1. 29 CFR 1910.132 - 1910.136: Establishes the general requirements for personal protective equipment and specific requirements for eye, face, respiratory, head, and foot protection.

Administrative and Legal Guidance

1. Comptroller General Decision B-112031 (1952): “Questions concerning the propriety of furnishing special clothing and equipment to civilian employees have been considered by this Office a number of times and it has been held that where such equipment is essential to the safe and successful accomplishment of the work involved and primarily for the benefit of the Government, payment may be made from appropriations otherwise available therefor; but that on the other hand, if the equipment be solely for the protection of the employee without resulting benefits to the Government, and such as the employee reasonably might be expected to furnish as a part of the official equipment of his position, appropriated funds would not be available for the purchase thereof.”

2. Comptroller General Decision B-174629 (1972): (Even though not specifically mentioned in 29 CFR 1910.132a, protective) “...clothing could be administratively determined to be necessary because of a priority safety need established by the operation of the safety management program prescribed under section 19 of the OSHA Act of 1970, and Executive Order 11612. Accordingly, if the clothing and equipment in question has been or is administratively determined to be necessary,” then payment may be made from Government funds.

Badge and Arrowhead Insignia

Statutes and Regulations

1. Title 18, U.S.C., Section 701 (1948): “Whoever manufactures, sells, or 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 officer or employee thereof, or any colorable imitation thereof, or in any other manner makes or executes any engraving, photograph, print, or impression in the likeness of any such badge, identification card, or other insignia, or any colorable imitation 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.”

2. 36 CFR, Part 11.1 - 11.3 (under authority of 16 U.S.C., Section 3): “The term ‘arrowhead symbol,’ as used in this part, refers to the insignia of the National Park Service prescribed as its official symbol...”

“The term ‘commercial use’ as used in the regulations of this part refers to use of (the symbol) on souvenirs or other items of merchandise presented for sale to the public by private enterprise operating either within or outside of areas of the National park system.”

“The Director may permit the reproduction, manufacture, sale, and use of the (symbol), with or without charge, for uses that will contribute to purposes of education and conservation as they relate to the program of the National Park Service. All other uses are prohibited.”

“Permission granted under this part by the Director may be rescinded by him at any time upon a finding that the use of the (symbol) is injurious to their integrity or inconsistent with the purposes of the National Park Service in the fields of conservation and recreation, or for disregard of any limitations or terms contained in the permits.”

Ornaments

The U.S. Court of Appeals has ruled that a policy that bans on-duty employees from wearing union pins on their uniforms does not violate the free speech rights for union employees.

Uniform Allowance System

Congress specifically authorized uniform allowances by P.L. 83-763, passed in September of 1954. P.L. 94-458, which passed in October of 1976, authorized a \$400 annual ceiling for NPS uniformed employees. Other agencies successfully sought similar legislation in subsequent years. In 1990, Congress raised the annual allowance ceiling to \$400 for all non-military agencies.

IV. REFERENCE MATERIAL

SUBPART A: PROGRAM MANAGEMENT

1. MANAGING THE UNIFORM PROGRAM

Positions and Committees

Servicewide Uniform Manager

- Coordinates all matters pertaining to uniforms, standards, problems, and related issues.
- Prepares and disseminates directives, program updates, instructions, and other communications relating to Servicewide uniform matters.
- Prepares and disseminates the Servicewide uniform guideline and all changes thereto.
- Evaluates problems, recommendations, and other issues, and advises the Directorate on appropriate actions.
- Serves as the contracting officer's representative for the uniform contract.
- Reviews and approves uniform component specifications.
- Ensures compliance on matters pertaining to the uniform program and uniform allowance system through established channels.
- Appoints special work groups as appropriate, to represent communities of interest based on work activities, climate, or other criteria. These groups, whose tenure will vary according to current projects or issues, will guide the committee on issues pertinent to that community.

Servicewide Uniform Committee

- Consists of 12 members plus the Servicewide program manager as Chair.
- Membership is made up of the seven regional uniform managers (or designees) and one member from each of the five major advisory groups (or designee) including: ranger activities, interpretation, maintenance, resource management, and administration.
- All garments that are worn as part of, or with components of, the NPS uniform are subject to review by this committee, excepting personal protective equipment that is required by law or regulation. On approval, new components and their use are added as amendments to this reference manual.
- Provides advice and counsel on the Servicewide uniform program including revisions to policy, the uniform supply contract and changes in apparel items. The committee reviews and acts upon recommendations for new or revised uniform items.
- Additional details on this committee's roles and responsibilities may be contained in a statement issued by the Chief, Division of Ranger Activities, WASO.
- Meets not less than every other year; funding provided by the WASO, Division of Ranger Activities.
- Forwards recommendations to NPS management as directed by the Associate Director, Park Operations and Education, for approval.

- Participates in special work groups as needed. These groups, whose tenure will vary according to current projects or issues, will guide the committee on issues pertinent to that community.

Regional Uniform Manager

- An employee in a regional division representing a uniformed field division (i.e., protection, interpretation, maintenance, etc.).
- Serves on the Servicewide uniform committee.
- Serves as liaison between the field and the Servicewide uniform coordinator on all issues pertaining to the uniform program.
- Works with the uniform company contractor to resolve problems with field areas that cannot be remedied at the park level.
- Reviews problems and suggestions made by the field and takes appropriate action on them according to procedures outlined in this guideline.
- Disseminates program memoranda and other information to all field areas promptly.
- Advises and assists superintendents on issues pertaining to compliance with program.
- Ensures that parks meet property management responsibilities outlined in this manual.

Park Uniform Coordinator and Uniform Committee

All NPS areas should have a park uniform coordinator who wears the uniform daily. Parks that have a uniform committee should select representatives from each uniformed division, and operate under a charter from the superintendent. Responsibilities of the Coordinator and/or the committee may include:

- Administers the park's program including review of park uniform policies and recommend changes to the superintendent.
- Resolves internal administrative problems;
- Reviews and comments on suggestions for Servicewide program changes;
- Serves as the primary information repository for the uniform program and advises the superintendent and staff on those aspects of its contents.
- Acts as liaison between the regional coordinator and the park on all matters pertaining to the uniform program other than administrative matters.
- Maintains a liaison with the park uniform program administrator and assures that program information is shared and that actions are jointly agreed on.

Park Uniform Program Administrators

NPS areas may have more than one park uniform program administrator when geographic or other circumstances warrant. Since almost all aspects of the uniform program are structured with the organization code as the basic administrative unit, parks with more than one park uniform program administrator should assign additional administrators to specific organizational codes.

- Serves as primary information source on the administrative portions of the uniform program and advises the superintendent and staff on those aspects of its substance and contents.
- Ensures that all reports, orders, authorizations, and allowances are accurate. Assures compliance with procedures for acquiring allowances, making orders, and returns, meeting closeout requirements, and conforming to all other administrative aspects.
- Assures that uniform allowance authorizations are completed and informational packets for new and seasonal employees are sent expeditiously.
- Coordinates uniform program activities with the park uniform program coordinator.
- Resolves ordering problems with the uniform contractor.
- Maintains a liaison with the park uniform program coordinator and ensures that program information is shared and that actions are jointly agreed on.
- Maintains sufficient access to the NPS uniform program website to expedite efficient placement of orders.

Uniform Contractor - Customer Service

- Serves as primary points of customer service contact for park employees, coordinators, and administrators.
- **Does not** interpret NPS uniform program policies.
- Presents problems that can't be resolved or forwards questions regarding interpretation of NPS policies to the attention of the contractor's Government contracts specialist.

2. THE UNIFORMS

Uniformed Positions

DO #43, Subpart A, Section 5.1.2. requires a “condition of employment to be signed by employees *prior to appointment to any uniformed position, regardless of length of NPS service*. This statement must be used when an employee enters into a new position (i.e., new position number) that is designated as a uniformed position. Ideally, a position is designated as a uniformed position when:

- The vacancy announcement for the position contains a notice that the incumbent is required to wear the uniform in accordance with applicable policies and that the incumbent will be required to sign the condition of employment letter;
- The position description states the requirement to wear the NPS uniform; and
- The selecting official informs the prospective employee that (s)he is being offered a uniformed position and will be required to sign a condition of employment statement.

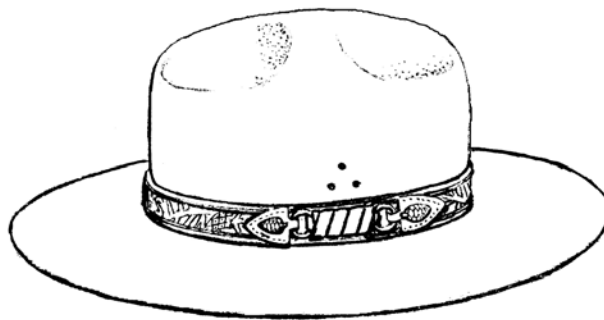
The condition statement **cannot** be used when:

- An employee receives a promotion or step increase within the same position (i.e. same position number).
- A manager changes the position from a non-uniformed position to a uniformed position. The incumbent may volunteer to sign the condition statement, however.

Uniform Classes and Components

Uniform classes and components have been revised to delineate among different uniforms according to function and provide discrete work apparel for particular types of work. The intent is to provide managers with a tool to readily identify the appropriate uniform and work apparel for a particular task and to provide uniformed employees with clear guidance on which components should be worn for those tasks.

<i>Service Uniform</i>	Public contact positions (standard uniform)
<i>Field Uniform</i>	Public contact positions where environmental conditions dictate a more practical uniform
<i>Work Uniform</i>	Work projects, backcountry use



[1930's –1940's ranger hat]

ITEM	SERVICE	FIELD	WORK	COMMENTS
Accessory, Badge	X	X		
Accessory, Badge Patch			X	See Wear Standards
Accessory, Belts, NPS Embossed	X	X	X	
Accessory, Insignia, "USNPS"	X	Limited		See Wear Standards
Accessory, Name Bar, Brass	X	X		See Wear Standards
Accessory, Name Bar, Cloth			X	See Wear Standards
Coat, Dress, 11 Oz. Tropical	X			Summer uniform; always with a tie
Coat, Dress, 16 Oz. Elastique	X			Winter uniform; always with a tie
Coat, 16 Oz., "Ike" Style	X			Summer or Winter; always with a tie
Coveralls, 12 Oz., Insulated		Limited	X	Worn temporarily over other uniforms
Coveralls, 8 Oz., Uninsulated		Limited	X	Worn temporarily over other uniforms
Gaiters, Gore-Tex		Limited	X	See wear Standards
Gloves, Cowhide, Thinsulate	X	X	X	
Gloves, Deerskin	X	X	X	
Hat, Balaclava		Limited	X	Winter uniform & Mountaineering
Hat, Ball cap, Mesh		X	X	Summer Uniform
Hat, Ball cap, Twill		X	X	Winter Uniform
Hat, Cotton, Wide Brim		Limited	X	
Hat, Fur Trooper Style	X	X	X	Winter Uniform & Mountaineering
Hat, Gore-Tex Nylon, with Flaps		Limited	X	Winter Uniform & Mountaineering
Hat, Ski cap, Acrylic Knit		Limited	X	Winter Uniform & Mountaineering
Hat, Ski cap, Wool Knit		Limited	X	Winter Uniform & Mountaineering
Hat, Straw, "Ranger Hat" *	X	X		Summer Uniform
Hat, Tan Felt, "Ranger Hat" *	X	X		Winter uniform
Jacket, 8 Oz. Twill **		X	X	
Jacket, Cotton Duck [new]		Limited	X	
Jacket, Ecospun™ Fleece	X	X	X	Could melt in maintenance situations
Jacket, Windbreaker	X	X	X	
Overshell, Hip Length **	X	X	X	No Brass on Work Uniform
Overshell, Waist Length **	X	X	X	No Brass on Work Uniform
Raincoat	X	X	X	
Shirt, 10 Oz. Tropical Service, SS	X	X	X	Summer Uniform
Shirt, 10 Oz., Tropical Service, LS	X	X	X	Winter or Summer Uniform
Shirt, 4.25 Oz., Poplin Field, SS	Limited	X	X	
Shirt, 5.5 Oz. Twill Work, LS			X	Winter or Summer Uniform
Shirt, 5.5 Oz., Twill Work, SS			X	
Shirt, Maternity Smock, LS	X	X	X	Winter or Summer Uniform
Shirt, Maternity Smock, SS	X	X	X	Summer Uniform Only
Shoe, Backcountry Hiking Boot			X	
Shoe, Lightweight Hiking Boot	X	X	X	
Shoe, Wellington Boot	X	X	X	
Shoe, Work Boot			X	
Shoes, Female, Low Heel Pump	X			
Shoes, Low Quarter Dress	X			
Shoes, Rocky Walker™	X	X	X	
Shorts		X	X	
Skirt, 11 Oz., Tropical	X			Summer Uniform
Skirt, 16 Oz., Elastique	X			Winter Uniform
Socks, Dress Crew	X	X	X	
Socks, Hiking	X	X	X	

ITEM	SERVICE	FIELD	WORK	COMMENTS
Socks, Mid-Calf, Boot	X	X	X	
Socks, Over-Calf, Boot	X	X	X	
Sweater, "Commando" Pullover	X	X	X	
Sweater, Turtleneck	Limited	X	X	
Tie, Clip-On	X	X		Always with tie tac; see wear standard
Tie, Female, Cross-Over	X	X		
Tie, Four-in-Hand	X	X		Always with tie tac; see wear standard
Trousers, Brush			X	
Trousers, Jeans		Limited	X	
Trousers, 11 Oz. Tropical	X			
Trousers, 16 Oz., Elastique	X			
Trousers, 8 Oz., Twill		X	X	
Trousers, Convertible [new]		Limited	X	
Trousers, Maternity	X	X	X	
Trousers, Rain/Wind	Limited	X	X	Temporarily over "Service"
Vest, Insulated		X	X	

Notes:

* Always worn with the embossed hatband. Hat covers worn in rain/snow; chin strap optional.

** Liners are only worn as a zipped-in component; never as an outer garment.

"Limited" = use in this uniform category are limited to specified duties, such as bike patrol, water operations, or foul weather.

Service Uniform

Use: Worn by employees in public contact positions and other persons stipulated by regional directors and superintendents. Worn by superintendents, division chiefs, managers, maintenance managers, supervisors of public contact employees, and other non-maintenance uniformed employees.

Occasions for Wear: Routine, daily activities involving a high degree of public contact or supervision of employees in public contact. Examples include: operation of visitor centers, campgrounds, entrance stations, and other visitor facilities; presentation of interpretive programs; and frontcountry patrol by foot, vehicle, or horse.

General Rules for Wear: The ranger hat is worn wherever possible. Ranger hats with covers are normally worn in rain and snow. Hoods, knit hats, and other foul-weather headgear are worn only when circumstances dictate.

Although *Field Uniform* shirts are approved for this category, tropical short-sleeve shirts are preferred and should be utilized wherever possible.

Field Uniform

Use: Worn by employees engaged in visitor contact activities in situations where the *Service Uniform* would be impractical or inappropriate due to climate, terrain, or safety. Superintendents should require the more formal *Service Uniform* when circumstances permit. Worn by superintendents, division chiefs, managers, supervisors of uniformed

employees, and other non-maintenance, uniformed employees. Maintenance supervisors may or may not fit in this category (e.g., when the foreman position is a field supervisor with substantial hands-on maintenance duties, this uniform should not be authorized for safety reasons).

Occasions for Wear: Routine, daily activities involving a high degree of public contact or supervision of employees in public contact in which the wearer is subject to adverse environmental conditions. Examples include: outdoor activities in foul weather; interpretive walks on unsurfaced trails; frontcountry patrols in mixed environments (e.g., roads, trails, open ground and boat patrols using hard-hulled craft); horse patrols or resource management activities in areas highly visible to the public.

Work Uniform

Use: Worn by employees engaged in daily or planned, **not incidental** work projects and backcountry operations when warranted by environmental and working conditions. Usually includes water operations or protection or resource management duties that have little or no public contact potential.

Authorization for Wear: Authorized for wear by employees engaged primarily in work duties and work projects, all wage-grade employees and persons performing resource management work of a maintenance nature.

Occasions for Wear: Daily wear in all work situations. Routine, low visitor contact work and patrol activities. Examples include: wilderness, backcountry, boundary, ski and boat patrols; overnight-guided hikes; resource management activities in areas generally not visible to the public.

Maternity Uniform

Use: Pregnant employees who are provided a supplement to their regular allowances to acquire needed uniform components wear the maternity uniform. Black maternity pants may be purchased on the open market and worn in lieu of the pants provided in the program when a proper, comfortable fit cannot be obtained.

Occasions for Wear: Routine within-park activities.

Formal Attire

Use: Formal occasions where men would be expected to wear an evening suit or 3-piece suit, women would be expected to wear a cocktail dress, and military personnel would appear in their dress uniform with a white shirt. This option is for management personnel and immediate staff only. At the discretion of the senior manager, personnel can wear this dress when attending a formal dinner, ball, or reception.

Attire: A white dress shirt, purchased with personal funds, may be worn under the NPS Dress Coat (summer or winter weight), when specified by the senior manager of the event. On these occasions, the Dress Coat is always worn; never taken off. The shirt will have 3 to 3 ½-inch collar points (measured from the attachment at the neck to the point), not buttoned-down. Shirt cuffs should extend no more than 1/8 inch beyond the end of the coat sleeve, when standing with arms at the sides. Footwear will conform to the Service uniform unless otherwise specified.

Special Work Apparel and Personal Protective Clothing

From time to time, a need arises for specialized clothing or uniforms due to safety concerns or environmental conditions or working conditions. Such uniforms may combine standard components with specialized clothing or equipment not available from the uniform contractor (see DO #43, Section 1, fourth bullet; Section 5.4.1.c and 5.5).

In these instances, the superintendent must identify tasks or procedures that may have the potential for exposing employees to personal injury, unusual environmental conditions, occupational health exposure, or tasks that require special clothing. In such situations, the employee must be provided with and use equipment and/or clothing necessary to

perform the task/work in a safe and healthful manner. Prescribed uniform items will be worn with work apparel and/or personal protective clothing or equipment to assure identification with the NPS.

Conditions that warrant special work apparel and personal protective clothing may include:

- exposure to environmental hazards or extreme conditions (poisonous plants, ultraviolet radiation exposure, heat, cold, contaminants, others);
- duties that require specialized clothing (water, flight, cave, and ski operations, painting, welding, law enforcement duties, fire operations, and some resource management duties); or
- duties that require PPE clothing or equipment to meet OSHA or other published PPE standards.

When a determination of need has been completed, the superintendent must:

- identify special uniform categories and components required for specific uses;
- consult with supervisors and park or Regional safety officers to determine applicable personal safety requirements;
- list the uniform components that will be authorized and required under each category;
- designate the employees or classes of employees who will wear these components;
- purchase the components with park operating funds;
- assure compliance with special uniform standards found below;
- evaluate special uniform requirements and determine if they will be necessary to continue or modify the special uniform;
- assure that safety components meet approved safety standards and adequately protect workers;
- assure that employees wear safety components while engaged in associated tasks and;
- ensure compliance with loss control management and property management regulations, guidelines, and directives.

To maintain Servicewide uniformity, care must be taken to approve only those apparel items that are **necessary** to the employee health and safety and reject those that are *desired* for team identity or other reasons. For example, orange safety vests, worn over standard uniform components, should be the preferred option for bike patrol, traffic control, and SAR missions, rather than approval of a local jacket.

Acquisition and Use

1. Protective clothing and equipment that is for the protection of employees engaged in hazardous work may be purchased with appropriated funds. Employees are not required to purchase protective clothing and equipment with personal funds or their uniform allowance. Details and explanations of personal protective clothing and equipment can be found in the NPS, DO #50B and RM #50B, Occupational Safety and Health Program.
2. Special uniform items may also be procured with appropriated funds. See Comptroller General Decision B-112031 for specific authority regarding purchase of such "special clothing" for employees. Protective clothing worn while employed by the Service in any of the following categories is deemed to be of benefit to the Government.
3. Employees must wear PPE and protective clothing provided by the Service when performing specified tasks.
4. Special clothing shall be worn only when the employee is performing specified tasks.
5. Protective clothing and equipment are property of the Government and are subject to property management guidelines.

The following are **EXAMPLES of work apparel** as they should be specified at a park to meet special work situations. Approved colors for over-the-counter options should be standardized to keep variations to the absolute minimum. When available and appropriate, forest green should be preferred for upper body garments (other than shirts) and trousers.

Lifeguard Uniform

- Only persons assigned to and engaged in lifeguard duties wear this uniform.
- The basic uniform will consist of a [color specified] swim suit or trunks (a specified vendor that silk-screens the NPS arrowhead on the trunks/suits should be used);
- Cover up garments may either be uniform components from the uniform contractor, or where increased visibility is required, color coordinated open market garments.

Ski and Backcountry Winter Uniform

- Only persons assigned to ski patrol, Nordic, snowmobile, snowshoe, and related operations wear this uniform.
- The basic uniform will be the *Field* or *Work Uniform*, depending on park needs. The arrowhead patch will be worn on outer garments to increase identification.

- Area options consist of:
 - black ski pants and top (under the uniform shirt);
 - green, or black snowmachine suit and green, or white helmet, as duties require;
 - green Filson cruiser coat;
 - green, gray, or black wool knickers;
 - ski gloves;
 - gray, wool knee socks; and
 - ski boots or other designated footwear.

Horse Patrol Uniform

- Worn by employees assigned to horseback operations.
- The basic uniform will be the *Service* or *Field Uniform*, depending on park needs.
- Area options consist of:
 - plain western cordovan riding boots;
 - equestrian rain slicker;
 - jodhoppers; and
 - plain leather chaps **only** when safety is a concern.

Motorcycle or Trailbike Patrol Uniform

- Worn by employees assigned to patrol duties using these vehicles.
- The basic uniform will be the *Service* or *Field Uniform*, depending on park needs.
- Area options consist of:
 - gray, green, or white motorcycle helmet;
 - helmet face shield or goggles;
 - riding gloves; and
 - Wellington-style cordovan boot at least 10 inches high (footwear with extremely pointed toes and/or high heels are expressly prohibited).

Bicycle Patrol Uniform

- Worn by employees who are actually performing patrols by bicycle.
- The basic uniform will be the *Field* or *Work Uniform*, depending on area needs.
- Area options consist of:
 - gray, green, black or white, safety-approved bicycle helmet;
 - dark-green bike shorts;
 - Orange safety vest;
 - gray, green, or black bicycle gloves;
 - pant leg straps;
 - gray or brown socks; and
 - gray or black tennis shoes or lightweight boots.

Water Operations Uniform

- Worn by employees who are actually performing water-related or watercraft operations.

- The basic uniform will be the *Field* or *Work Uniform*. The badge patch may be worn on the left breast of survival suits and/or personal flotation devices.
- Area options consist of:
 - wetsuit; shorts, swimsuit, T-shirt;
 - flotation jacket or survival suit;
 - sweat suits;
 - foul weather gear; and
 - brown, green, or white leather or canvas boat shoes, or other appropriate footgear.

Flight Operations Uniform

- Worn by employees involved in special use flight operations (other than firefighting) where law enforcement, visitor, and other contacts are anticipated in immediate connection with the flight.
- The basic uniform will be a standard, military-style, green flight-suit constructed of polyamide or aramid cloth with an NPS arrowhead on the left shoulder; gloves, in either of the options described below; and cordovan or black leather boots with uppers that are safely overlapped by the legs of the flight-suit.
- Area options consist of:
 - Military-green flight gloves constructed of fire-resistant fabric (when in the aircraft);
 - uniform leather gloves (when in the aircraft);
 - white, SPH-4 or SPH-5 helmet (inside the aircraft or in flight operations);
 - approved defensive equipment belt (law enforcement);
 - approved shoulder holster and defensive gear (law enforcement);
 - leather, military-style name/badge insignia patch on front left breast attached to a Velcro™ patch with approved NPS badge patch (law enforcement and interpretation) over right breast pocket; **or**
 - green fabric, military-style name strip with black letters sewn over right breast pocket with NPS gold badge over left breast pocket (law enforcement and interpretation);
 - brown or green waders where allowed by Office of Aircraft Safety, such as in float plane operations where water safety considerations are a significant factor.

Incident Management Team Uniform

- Worn by members of incident-management-overhead teams who do not normally wear uniforms, such as finance and logistics personnel, but who need clear identification with the NPS.
- This category does not include members of strike teams, who are normally in uniform. On multi-agency teams, normally uniformed employees who are in civilian clothes may wear an NPS ball cap for identification.
- The basic uniform will consist of:
 - uniform ball cap;
 - team vest identifying the employee's function within the team; and
 - NPS name bar or name tag.

Out-of-Park Duties

When an out-of-park assignment, such as training, detail assignments, special events, and international travel requires wearing the NPS uniform, all uniformed employees must comply with the receiving area's uniform standards, including appearance standards. This is necessary to preserve the integrity of the receiving area's standards. **Employees that are unwilling to comply must turn down the assignment, or specifically request a waiver ahead of time in writing.** Failure on the employee's part to notify the receiving area of deviations from local standards may mean that the employee will have to reimburse the Government for any expenses incurred.

Special Event Uniforms

Uniform consistency within a work discipline (e.g., maintenance, visitor assistance, and crowd control) is **required** at all public events. The person exercising general oversight for the event will designate which uniform will be worn for the event as far ahead of time as possible. Field supervisors are responsible for assuring maximum uniform consistency among participating employees.

International Travel

NPS employees who represent the Service while visiting national parks in foreign countries are strongly encouraged to wear their uniform when meeting with or attending ceremonies where employees from the host country are in uniform or when the NPS employee is conducting training or attending a conference for or with uniformed employees. Carrying defensive equipment is never appropriate unless specifically requested by the country and authorized by the U.S. State Department. As a general rule, personal appearance, grooming, and adornment must be conservative.

Attendance at Training

For training courses that require wearing the uniform and last 14 days or less, employees are expected to continue to comply with their home unit's uniform and appearance standards. When uniforms are required for courses of 15 days and more, employees will conform to uniform and appearance standards set by the training institution, if applicable. During longer training sessions, attendees are more likely to appear in public places a significant amount of time, reflecting on the training institution. Therefore, it is important to comply with local standards, particularly for appearance. Course coordinators are responsible for providing instruction to attendees on proper uniform wear and appearance for longer sessions.

Detail Assignments and Other Temporary Duty

When the NPS uniform is required to be worn, the host manager will inform the incumbent ahead of time about local uniform requirements and incumbents will comply with that standard.

3. WEAR AND APPEARANCE STANDARDS

Rules for Wear

Seasons and Transitions

1. Parks will have defined summer and winter seasons where appropriate. A single uniform is acceptable for year-round wear in areas where climate dictates. Where climatic conditions vary within the park (e.g., due to elevational change), the winter and summer uniforms may be worn year-round. However, effort should be made to insure that work units wear matching uniforms and that summer and winter components are never mixed.
2. Superintendents will designate transition periods when either the summer or winter uniform will be permitted. Concerted effort will be made to assure that all members within an operating unit wear a single standard uniform during the transition period.
3. During winter and summer seasons, superintendents may approve exemptions for the wearing of uniforms from the alternative season where need dictates, as long as there is consistency within the operating unit.
4. Long sleeve shirts may be worn with either summer or winter uniforms to accommodate environmental protection (poisonous plant, sun exposure, etc.) and work protection (for such hazards as welding sparks and barbed wire). The tie is never worn with the summer uniform.

Name Bar Standards

Providing information about the NPS and who we are is an important service to park visitors. This personalizes visitor contacts, allows for greater interaction, and provides an avenue for feedback. Therefore, a name bar (brass on the *Service* and *Field Uniforms*; cloth on the *Work Uniform*) will always be worn on upper-body outer garments. Every name bar must contain the employee's full last name and first name or first initial(s). Name bars never contain titles such as "Mr.," "Mrs.," "Dr.," or "Ph.D." Cloth name bars cannot accommodate as many characters as the brass name bars and may not, except for shorter names, accommodate the full first name.

Uniform Wear Standards

Certain rules apply to overall appearance. All uniforms and uniform components must meet the following minimal standards:

- They must be clean and neat at the beginning of the workday.
- They must not be frayed and particular attention should be paid to collar points and cuffs.
- They must be free of excessive wear, including worn areas, shiny spots, holes, or missing buttons.

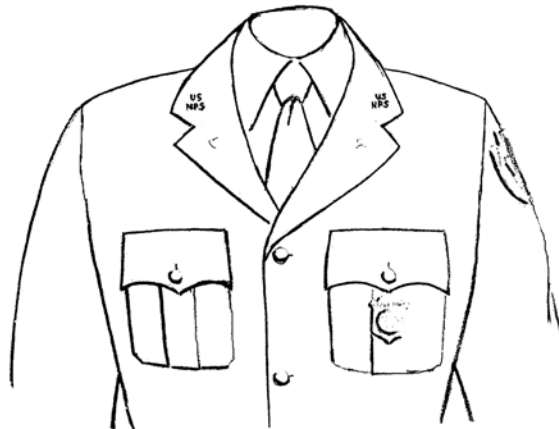
- They must be free of offensive odor.
- They must be clean and free of spots, stains, soil or any other foreign substance.
- They must not be faded. Fading is defined as when a uniform item is noticeably lighter in coloration than a comparable new item.
- They must be free from pilling, (i.e., when small balls of material appear on the exterior of worn clothing).
- All items should be ordered (or altered to) sizes that prevent **excessive** tightness or bagginess.

Additionally:

- Pants and shirt pockets should be free of bulges. Items in shirt and pants pockets should not stick out, be readily apparent, be more than a ½-inch thick or distract from uniform appearance.
- T-shirts must never be visible under shirts (either at the neck **or** at the sleeves) or worn alone as a uniform shirt. Colored and patterned T-shirts are not permitted.
- ***Service and Field Uniforms are incomplete without badges and name bars.*** Each employee will be issued a minimum of two badges and two name bars, one for the uniform shirt, one for jackets and outerwear. Normally, three badges will be issued in order to provide employees with sufficient flexibility in changing uniforms. (also see the section “Name Bar Standards” above)
- Sunglasses may be worn with uniforms, but sunglasses that are dark enough to make it difficult or impossible to see the employee's eyes should be worn in visitor contact situations only when absolutely necessary. Mirrored sunglasses are prohibited. Sunglasses rims must be in conservative colors such as gray, black, or brown; bright or neon colors are prohibited.

Wear Standards Specific to a Garment

Dress Coats: Elastique and Tropical Dress Coats and “Ike” Coat



- always worn with a necktie.
- The end of the coat's sleeves should be at the wrist bone. Shirt sleeves should be no more than an 1/8-inch beyond sleeve ends.

- Front buttons are buttoned at all times; the “Ike” coat is fully-zipped.
- The summer (tropical) coat is worn with summer pants or skirt. The elastique (winter) coat is worn with winter pants or skirt. Mixing of fabrics is not permitted.
- Always worn with “USNPS” collar insignia, badge, and name tag. **All** items must be on the coat and in the proper position.
- Law enforcement equipment may not be worn with the Elastique or Tropical Dress Coat.

Shirts:

- All buttons are to be buttoned, with particular attention placed on the pocket and sleeve-vent buttons. The top button of the long sleeve shirt can be left unfastened only when the shirt is worn with a turtleneck or with the summer uniform. The top button is the only button that is to be left unbuttoned on the short sleeve shirt.
- Turtlenecks or ties are **never** worn with the short sleeve shirt.
- Long sleeve shirts are always worn with a tie when in the winter *Service Uniform* and worn either with a tie or turtleneck in the winter *Field Uniform*; ties are never worn with the winter *Work Uniform*.
- Sleeves on the long-sleeve shirt must never be rolled when in a situation in which public contact is likely.
- There should be no spread between front buttons when sitting; if there is, the shirt is too tight.
- Shirts should always be tucked in and “bloused,” where the shirt is gathered at the sides or in back and tucked in so that the front is smooth. A straight line should be maintained through the shirt buttons, belt buckle, and fly.
- Pens and pencils must not visibly protrude more than a quarter inch from the tops of pockets. The clip must be under the pocket flap. Nothing should be carried in the pockets that are thicker than ½-inch.
- When wearing the *Work Uniform*, sleeves must be rolled down and buttoned except in situations where safety, soiling, or the work situation necessitates that they be rolled up.
- T-shirts must never be visible under shirts at the neck or the sleeves.
- Shirts will always be tucked in.

Trousers

- Seam creases must be apparent in Service Uniform pants.
- All pants are to be hemmed to the proper length.
- Bottoms of pants must hang no lower than the heel welt and no higher than 3 inches above the ground.
- Pants bottoms should be as close to parallel with the ground as possible and should not be cuffed or rolled up.
- Waistbands on pants should not roll outward.
- Flaps on pants pockets must cover the pocket. Items placed in pockets should not cause obvious bulges. Nothing should be carried in a pocket that is thicker than ½-inch.
- The tab on the rear pocket of the twill pants should be buttoned.

Skirts

- Skirts must be free from wrinkles, shiny surfaces, and bagginess.
- All skirts are hemmed.
- Bottoms of skirts must be no shorter than mid-knee and no longer than 3 inches below the knee.
- Waistbands on skirts should not roll outward.

Convertible Trousers and Shorts

- Shorts may only be worn with the *Field* or *Work Uniform* and in parks where extreme climatic conditions warrant their use.
- Shorts are worn either without socks or with solid, plain, gray, rag-wool socks (with boat shoes) or with solid, plain, gray, rag-wool or brown hiking socks (with hikers).
- Detachable legs on the convertible trousers must be the same color shade as the main garment (usually obtained by washing the legs every time the main garment is laundered).
- Detachable leg portions on the convertible trousers must be fully zipped on or off; never partly open.
- Always worn with the NPS-embossed belt in the frontcountry and for public contact work

Raincoat

- Must be worn either fully-zipped or fully-opened.
- May be worn only when it is precipitating.
- Older raincoats with orange linings will not to be worn reversed; orange vests acquired as PPE, will be worn instead.

Hip and Waist Length Parkas

- *Service* or *Field Uniform* parkas are always worn with a badge and a name tag.
- Defensive equipment is worn only with the waist-length parka. The storm-flap should be buttoned to the height that the zipper is closed on both parkas.
- The waist length parka should be long enough to reach the belt and cover the whole shirt.

Overshell

- The side zipper on the overshell should be closed when not in use with defensive equipment. When opened to accommodate such equipment, the snap should be closed at the bottom behind the holster or radio case.
- Velcro™ wrist closures must always be closed.
- Overshells are always worn with a badge and a name tag.

Hoods

- Hoods are only worn on coats in foul weather or when foul weather is imminent.
- Hoods and the ranger hat must not be worn together.

Windbreaker

- The badge and name tag will be worn on windbreakers with badge and name tag tabs. Name tags must be centered on the name tag tab.

Rain/Wind Pant or Gaiters

- Rain/wind pants and gaiters are normally worn fully-zipped, snapped, and strapped but may be worn open when exertion requires venting.
- Excess strap on gaiters must be tucked in and not left dangling.

Field and Work Jackets

- Pockets and cuffs are to be buttoned on the twill work jacket.
- USNPS insignia are worn on the Field jacket (twill fabric) collars when worn with the Field Uniform unless safety concerns dictate otherwise.
- Field jackets are always worn with a badge and a nametag when in *the Field Uniform*.

Coveralls

- Coveralls should be snapped except for the top snap wherever practical.
- Coveralls are authorized for *Field* and *Work Uniforms* but should not be worn as a substitute for the uniform except in very hot climatic conditions.
- The zipper should be closed.

Gloves

- Gloves are worn with Velcro™ closures closed and snaps snapped.

Vest

- The vest is worn as part of the layering system. When worn as outerwear with the *Field Uniform*, the badge and name bar will be attached.

Turtlenecks

- Turtlenecks are always worn under a long-sleeve shirt.
- The neck portion must be folded over one time.
- Turtlenecks should be free of fading and pilling.
- Dickies that have the same neck appearance as the supplied turtleneck may be worn; provided that they are black and not faded.

Pullover "Commando"-style Sweater

- The sweater is worn with a badge and name tag with the *Service and Field Uniforms* and without any metal accoutrements with the *Work Uniform*.
- The sweater should be worn full length except with law enforcement equipment.
- Sweater cuffs must be folded back.

Ranger Hats and Accessories

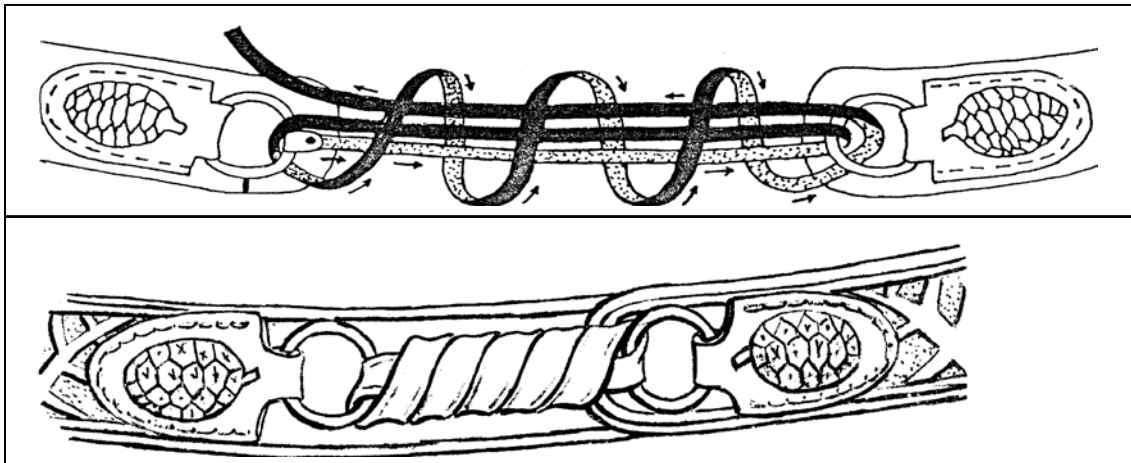
The ranger hat is the most important, recognized and respected symbol associated with the NPS, and should be worn with pride and care with the *Service Uniform*

outdoors or in an entrance station, and in most situations with the *Field Uniform*. Exceptions are limited to:

- extreme cold weather;
- highly windy environments;
- vehicle law enforcement patrol in which the need to respond quickly to a potentially hazardous law enforcement or emergency incident precludes the immediate wearing of the hat;
- exigent circumstances as identified by an authorized person (e.g., superintendent) at the park.

Additionally:

- The brim of the ranger hat must be blocked flat and free from nicks and warping.
- Ranger hats must be clean and unstained.
- No hair may hang below the brim on the wearer's forehead.
- The brim of the ranger hat is worn level, approximately two fingers above the eyebrow. Canting (slanted sideways) and tipping (slanted front to back) of the hat, even slightly, are not permitted.
- The hatband is to be worn with the USNPS logo centered in the front. Both leather and metal cones must be polished, and the ties should be wrapped according to instructions.



- The top of the chinstrap is to be worn **under** the hatband, and the strap is to be mounted on the back of the hat and worn on the back of the head with the buckle centered.
- Rain covers are to be worn **over** the hatband with the seam in back and loose plastic snugged down. Rain covers are worn only on the ranger hat.

Fur Trooper Cap

- Trooper caps are not worn with flaps and chin straps down and/or strapped except in extreme weather conditions. When flaps are worn down, the strap is snapped either under the chin or behind the head.

- Badges are not permitted on the front flap of the cap.

Ball Caps

- Worn level with the bill two fingers above the eyebrow and centered in front.
- Adjustable straps must be snapped.
- Cap bills may be rolled but not creased.
- A **neck drape** may be added for sun protection when in the *Work Uniform* and away from routine public view (backcountry, river/surf, or maintenance duties away from public view) provided: 1) the drape is a solid color such as forest green, steel gray, or brown (or other color as proscribed in local standards); 2) the color is consistent within the work group; 3) all exposed edges of the fabric are hemmed; and 4) the drape does not extend lower than 2 inches below the bottom of the collar and not more than ½-inch in front of the ears.

Wide-Brimmed Cotton Hat

- Worn with the brim level (see standard for ranger hat)
- Worn with the neck strap behind the neck unless needed to hold the hat on the head against wind, river rapids, etc.
- Never modified to hold the brim in a position(s) different from supplier shipped (i.e., no Velcro™, pins, or other method to hold the brim up to the crown; chin strap is not used to hold the brim in a “cowboy hat” style)
- Must be replaced once excessive fading or sweat stains are noticeable.

Ties and Tie Tack

- Metal clip on the clip-on tie must not be visible, and the tabs must be under collar wings.
- Four-in-hand tie must have a symmetrical, closed knot that is fully snug at the neck with no shirt showing above the knot.
- The tip of the tie will be no higher than 1-inch above the belt buckle and no lower than the middle of the buckle.
- Cross ties are tied with the snap crossing over from the right.
- Ties should be free of wrinkles, stains and fading.
- Tie tack is always worn attached to the shirt by the tie-tack chain.
- Tie tack is centered on a line between the pocket flap buttons on the *Service Uniform* shirt.
- Tie tack must not be visible when worn with the dress coat.
- Tie tack is never worn with civilian attire.

NPS Embossed Belt

- Belts should always be highly polished and should never be scuffed, abraded, or worn.
- No accoutrements may be carried on the belt (e.g., keys, knives, sunglass case) when wearing formal attire. Accoutrements in all other classes **must be commensurate with and necessary for the duties being performed**. Particular attention will be paid to minimizing the number of keys carried on dress belts.

Straps and cases for approved accoutrements must be cordovan in color wherever possible.

- Only NPS uniform supplier-provided and current-issue buckles may be worn on the belts.

Socks and Hosiery

- Socks must be brown, must not sag, and must be free of patterns, holes, pilling, or any signs of excessive wear. Official uniform socks will be worn whenever possible.
- Socks are not required with boat shoes when on boats.
- Nylon hosiery must be skin-toned, plain and free of runs, seams, patterns, glitter and any other embellishments. Nylons must be worn when wearing dress shoes and a skirt.

Shoes and Boots

- Any shoe must be highly polished and free of streaks, scuffs, cracks, and breaks.
- Only brown laces are permitted.
- Work and hiking boots should be in good condition and shined, although a high degree of polishing is not expected except when special circumstances dictate.
- Boat shoes must be cleaned, in good condition, and well oiled, if leather.
- Resoled shoes must have dark welts and dark stitching. Vibram™ soles are not permitted on dress shoes.
- Dress shoes are worn only with dress socks and dark brown laces.
- Parks are authorized to purchase backcountry and technical climbing boots according to local standards. Boots must conform as closely in color and style to uniform program boots as possible. Brightly colored boots are inappropriate and are not permitted.
- Steel-toed work boots are PPE and should be purchased directly by parks. A determination must first be made that they are required PPE, however, and this should be done in accord with park and regional safety officers and appropriate guidelines.

Accessories

Name Tags

- The NPS name bar with the arrowhead insignia is worn **only** with civilian clothes and never on the uniform.
- Name tags should be clean and free of nicks and scratches.
- Name tags are worn over the right pocket. They must be level, centered and 1/8-inch (the width of a nickel) above the top of the pocket flap.

Badge

- The badge must be worn vertically and must shine. Care must be taken to use only non-abrasive materials when polishing the badge, since the thin gold coating may be easily removed.
- The badge is pinned through the tabs provided on garments.

USNPS Insignia

- USNPS collar insignia must be bright and untarnished.
- Consistency among uniformed employees, whether within a park during normal operations or at a special event, should be the guiding principal.
- The insignia are to be worn **horizontal** to the ground and centered in the points of the lapel. Although the angle of lapel cuts varies by garment, the insignia should always be level with the ground and centered.

Commemorative Pins

- See D.O. #43, Section 5.2.6.
- Special pins will only be worn when approved in writing by the Associate Director, Park Operations and Education and will have specific effective and sunset dates, not exceeding 1 year.
- The pin must be proposed, in writing, by the superintendent and/or regional director.
- The proposed pin must include a justification and an example of the pin.
- Proposed pins must commemorate an event or observance that is significant to the NPS, or a unit of the Service, its history or mission, and have some interest or educational value for the public.
- The pin must be produced by the NPS, a unit thereof, or be licensed or contracted to be produced by an authorized agent of the Service.
- The largest dimension must not exceed 7/8-inch.
- Authorized pins will only be worn on shirts; centered ¼-inch above the name bar.
- The requestor shall insure that pins are removed from all uniforms immediately upon expiration of the approval.

Other and Options

Law Enforcement Leather Gear

- All law enforcement leather gear must be cordovan in color and highly polished.
- Velcro-lined inner utility belts are **never** worn alone when in public view.

Scarves

- Scarves must be brown (same brown as the socks).

Handbags

- When used in public view, handbags must be brown, cordovan, or black in color; conservative in style; and modest in size. They should not detract from the uniform.

Day Packs and Fanny Packs

- Packs should be dark-green, brown, or black in color and free of patches and all other decorations.

Eyeglass, Sunglass and Retaining Straps

- Sunglasses may be worn with uniforms. Sunglasses which are dark enough to make it difficult or impossible to see the employee's eyes should not be worn in visitor contact situations except when absolutely necessary, such as when prescribed by a doctor for light sensitivity.
- Mirrored sunglasses are prohibited.
- Sunglass rims must be a conservative color (e.g., gray, black, or brown); bright or neon colors are prohibited.
- Retaining straps must be brown, dark gray, dark-green, or black.
- Glasses on straps must hang so that neither the strap nor glasses obscure the badge or name tag.

Belt Cases

- Cases for glasses, Leatherman™-type tools, gloves, and similar items must be either dark brown or black.

Umbrellas

- Must be black when used in public view.

Obsolete Uniform Components

Employees will be allowed to wear discontinued uniform components for reasonable periods of time following the component's removal from the uniform program. Dates when such components may no longer be worn will be established for those items that have been significantly changed. In cases when component specifications have not been changed significantly, uniform articles may be worn for the life of the item. The program manager in consultation with management and the Servicewide Uniform Committee will determine which items will be formally terminated and the date of their obsolescence. Components and dates will be published as periodic addendum to this reference manual.

Temporary Suspension of Standards for Exigent Circumstances and Waivers

On rare and limited occasions it may be necessary to briefly suspend all or portions of the Servicewide uniform standards. A situation might (but not necessarily) include, and is not limited to:

- natural disasters where agency identification is required/desired but employees homes (and uniforms) are wholly or partly inaccessible, or destroyed;
- very unusual and unanticipated work assignment where the uniform poses a health or safety risk;
- extreme climatic conditions of short duration.

Suspension of standards should only take place when employee identification is necessary **and** access to complete uniforms is impractical or when wearing the uniform creates a clear health risk or hazard. Managers will make every effort to communicate the nature, duration, and extent of the suspension as well as the required resumption date.

Waivers: Individuals may request a waiver from the superintendent from wearing specific uniform garment or component **only** based on one of the following:

1. Documented allergic reaction to the apparel item; or
2. Uniform contractor cannot supply the right size or fit.

When such a waiver is granted, the employee assumes full responsibility and cost for obtaining approved, comparable item(s) from the open market.

Burial in Uniform

Employees may be buried in uniform when requested by the employee or family. In the case of line-of-duty death, the Service encourages the family to consider this method of burial. The employee should be buried in the dressiest uniform that they were entitled to wear during their service. For employees entitled to wear controlled accoutrements, the park will excess the appropriate items to allow burial with full collar brass and badge compliment.

PRIVATE Personal Appearance Standards

Background

Federal courts and regulatory agencies have established or supported personal appearance standards (that is, standards for personal adornment and makeup and for hair length, style and type) for Government employees as long as they are reasonable and are related to performance or public expectations. Certain distinctions are made between different types of uniformed employees.

Several court cases, including Lowman v. Davies (1983) and Jacobs v. Kune (1976), have established that personal appearance standards may be set for uniformed employees outside of the law enforcement and emergency service community since they serve the public and represent the interests of the employing agency.

Objectives

The NPS has established personal appearance standards for its uniformed personnel in order to:

- Maintain a neutral image that encourages approachability and interactions with the broadest spectrum of the visiting public.
- Assure employee safety.
- Maintain the positive appearance that the public has come to associate with the service while embracing diversity.
- Promote relations with cooperating organizations with similar standards.
- Maintain good order and discipline which is a part of uniformity among all uniformed employees.

Regions, clusters, and/or parks may be more restrictive based on surveys of local or regional standards as established by comparable organizations (e.g., local or regional law

enforcement agencies, professional organizations, and corporate organizations with similar public service functions).

Standards

Employees must recognize that the public will often judge the effectiveness of the NPS based upon its first impressions. A uniformed employee who is inattentive to his/her personal appearance reflects an unfavorable image not only on her/himself, but on the entire Park Service.

Distinction is drawn between the grooming required for males and females. This does not reflect any difference in the degree to which it is imperative that female or male employees are well groomed; rather it reflects norms and expectations by the public of grooming standards by the two sexes. These expectations and norms are critical to the recognition, cooperation and approachability by the public.

Personal appearance standards are set for two categories for uniformed employees. Employees with mixed duties that fall into the two categories will meet the more restrictive standard. Wherever safety considerations impose more conservative standards, those standards will apply. The standards apply equally to **all** uniformed employees in each category.

The components of official employee uniforms are specified in Subpart A, Section 2 of this manual. Modifications to the uniform and personal adornments must be minimized. **Personal adornments** are any items not specifically included in the official uniform item list located in Section 2, of Subpart A of this manual, including but not limited to: tattoos, jewelry, pins, buttons, fingernail polish, body piercing, and elective body modifications. The following Servicewide restrictions apply to personal adornments, unless specifically superseded by a regional, cluster, state, or local standard:

- *General:* Persons choosing to accept a uniformed position are required to minimize personal adornments while wearing the NPS uniform.
- *Tattoos* will be physically covered to the greatest extent possible.
- *Jewelry* must not unreasonably detract from the overall appearance of the uniform. Excessive numbers, large size, and bright or contrasting colors of jewelry may create an unprofessional appearance. In addition, supervisors and managers may have to limit jewelry wear for safety reasons.
- *Earrings.* Men are not authorized to wear earrings. Women may wear matching earrings, no more than two per lobe. Earring size must not detract from the overall appearance of the uniform.
- *Rings and Studs* associated with body piercing must be removed (where visible) while in uniform.
- *Elective body modifications* must never be visible.
- *Fingernails* must not be over ¼-inch long on women and closely trimmed on men. Women may wear polish that is a conservative shade, complementary to their skin color or to the uniform colors. Men may not wear nail polish.

Law enforcement and emergency service personnel*Rationale*

Courts have made it clear that law enforcement and emergency service personnel are clear representatives of authority who need to be readily recognizable to the public. They need to project a neutral image, thereby minimizing public antagonism in everyday contacts, whether or not cooperation or recognition is needed. The assurance of impartiality is essential to their function. Attention is necessary to minimize safety hazards to employees who are often in physically dangerous situations.

Standards:

- Beards no longer than 2 inches in length are permitted. Beards must be long enough to indicate that the beard is intentional rather than giving the appearance that the wearer has been negligent in shaving. For this reason, beards must be grown during off-duty time. Beards and moustaches must be neatly trimmed.
- Firefighters, divers, and those on Hazardous Materials Teams (HazMat) must keep their beards short enough to be able to maintain a seal on a self-contained breathing apparatus.
- Hair may be longer than the bottom of the uniform shirt collar only if properly confined and contained while on duty. Bangs must be above eyebrows. Any form of haircut or hair style that draws more attention than the uniform and detracts from the wearer's authority, such as cuts that produce patterns, designs or contrasting lengths, is prohibited. Sideburns must be no longer than the bottom of the ear.
- Coloration not normally found in human hair, or any coloration which is employed to produce unnatural hair patterns through contrasting hair colors is prohibited.
- Makeup and adornment should conform to standards established for law enforcement officers in the local area. Neither makeup nor adornment should distract from the uniform, interfere with job performance or present a safety hazard. Tattoos must not be visible.
- See also NPS Reference Manual #9, Chapter 6 for law enforcement personnel.

Exemptions: Commissioned rangers engaged in undercover or covert operations may be exempted from these standards with the approval of the park's chief ranger.

All other Uniformed Employees*Rationale*

These uniformed employees are in the public eye (occasionally or frequently) and therefore, have an affirmative responsibility to maintain the positive and neutral image of uniformed NPS employees. Proper personal appearance emphasizes professional competence and expertise.

Standards:

- Beards will be neatly trimmed, combed, clean, and free of ornaments. Moustaches must be neatly trimmed. Beards must not interfere with regularly assigned duties and/or be a safety hazard in the performance of those duties.
- Hair must be clean, and neat. Hair length must not interfere with regularly assigned duties and/or be a safety hazard in the performance of those duties. Hair must not obscure either the badge or name bar/tag. Any form of haircut or hairstyle that draws more attention than the uniform and detracts from the wearer's authority, such as cuts that produce patterns, designs or contrasting lengths, is prohibited. Sideburns must be no longer than the bottom of the ear.
- Coloration not normally found in human hair, or any coloration which is employed to produce unnatural hair patterns through contrasting hair colors is prohibited.
- Makeup and adornment will conform to the kind typically worn by members of service or professional organizations. Neither makeup nor adornment will detract from the uniform, interfere with job performance or present a safety hazard.

Exemptions: Employees engaged in costumed interpretation may be exempted from these standards with the approval of the appropriate division chief.

Exceptions:

Exemptions may be granted to the above personal adornment limitations and appearance standards only in accordance with D.O. #43, Section 5.3.3.

Exceptions occur only where regional, cluster, or local standards are developed. To establish a regional, cluster or local standard, the appropriate manager must survey a minimum of three other indites having similar public service functions. Indites may include such organizations as teacher associations, law enforcement agencies, civic and service organizations, corporations, professional groups, or associations. Standards must be applied to like class(es) of NPS employees. For example, three surveyed standards from educational and tour organizations that apply to employees in interpretation; three standards from public service corporations that apply to administration, maintenance, resource management, and interpretation. When survey standards have been documented, the appearance standard developed for the region/cluster/park will reflect the norm or median standard of this survey. The regional director will approve this standard and it will be attached to the standards of effected park(s). The chosen standard must be applied throughout the park, cluster or region.

Employees on **detail assignments, team assignments**, or other temporary duty, will comply with the receiving area's standards.

Conduct and Bearing Standards

Regular Duty

The distinctive NPS uniform is so closely related to the mission and traditions of the agency that it is virtually synonymous with both the agency's purpose and personnel.

Uniformed employees are held in high esteem by the public as guardians of the Nation's irreplaceable natural and cultural heritage; they are also highly regarded as role models who have many attributes Americans prize including: courtesy, service, integrity, self-reliance and self-sufficiency. Employees who wear the *Service* or *Field Uniform*, whether commissioned or not, also wear a badge which connotes a certain level of formal authority.

Accordingly, uniformed employees of the NPS are held to high standards of conduct and behavior, and are expected to comport themselves accordingly.

Prohibited Activities

Although proper behavior is expected from uniformed employees under all circumstances, employees are specifically prohibited from the following activities **while in uniform or wearing a readily identifiable uniform component**:

- Purchasing or consuming alcoholic beverages, whether on or off duty.
- Smoking or carrying cigars, pipes or cigarettes in their mouths or chewing tobacco while in public view.
- Gambling in any form while on or off duty.
- Participating in or attending any demonstration or public event wherein the wearing of the uniform could be construed as agency support for a particular issue, position, or political party.
- Sleeping while on duty and in public view.

Public Events

Uniformed employees of the NPS participate in hundreds of public events and ceremonies each year. These events impose higher standards of uniformity, conduct and bearing than normal duty because of the conspicuousness of the NPS uniform in public settings, particularly in the presence of the media.

General:

It is imperative that uniformed employees look as similar as possible at special events.

A special effort will be made to have all uniformed employees either wear a prescribed and published "uniform of the day" or meet together to assure that their uniforms conform. It is more important that uniforms are identical than a particular standard be followed to the letter (e.g. one employee lacks gloves, then all should forego them). A "stand up" inspection by the person managing the event or his or her representative will be conducted before the event begins.

- All metal components - badges, nametags, and USNPS collar ornaments should be highly lustrous and properly aligned.
- Garments must be clean and pressed. All persons authorized to wear ranger hats must wear those hats except in extremely cold or windy weather.
- Shoes, belts, and hatbands must be highly polished. Keys and accessory items on belts are prohibited.
- Uniformed employees who will take part in ceremonies should rehearse movements together to assure that they conform to each other.

Particular attention should be paid to the following:

- Hand salutes - The right hand is raised sharply with fingers and thumb extended and joined. The tip of the right index finger is placed on the brim of the hat slightly above the right eye with the hand and wrist straight. The outer edge of the hand should be tilted slightly downward so that neither the back of the hand nor the palm is clearly visible from the front.
- Standing at attention - The person stands erect with eyes straight ahead, feet spread at a 45-degree angle, and hands naturally curled with thumbs along trouser seams.
- Standing at parade rest - The person stands erect with eyes straight ahead, feet spread at shoulder width, arms behind the back, hand in hand.



Outdoor Ceremonies

All uniformed employees should salute with hats on under the following circumstances:

- Playing of national anthems (United States or other countries). Face the appropriate flag (if visible) or the music (if flag is not visible) and salute. Hold the salute until the last note is played.
- Recitation of the Pledge of Allegiance - face the flag and salute.
- Presentation of colors - salute when the flag is approximately 6 feet away until it is 6 feet past you.
- Raising and lowering of the flag - salute from the moment it starts up the pole until it reaches the top, or from the time it begins descending until it reaches the base of the flagstaff. If flown at half-staff, hold the salute until the flag is lowered to half-staff **after** being raised to the top.
- Raising and lowering of the flag when alone - stand back from the flagstaff and salute the flag before lowering and after raising.
- Playing of “Taps” or “Hail to the Chief” - face the music and salute. Hold the salute until the last note is played.
- Passage of the President in a parade or motorcade - salute as the vehicle passes.

During prayers and benedictions, **all** uniformed employees should remain covered (i.e., the hat remains on the head) with heads bowed. Hands should be held together in front.

In all other circumstances, emulate the military if they are represented.

Indoor Ceremonies

1. **All** uniformed employees should remove their hats, stand at attention, and face the flag or music, but **not** salute. Those wearing billed-caps should hold them by the bill in their left hands; those wearing ranger hats should grip the front edge of the rim with their left hands and rest the body on their left forearms, keeping them level with the ground. These procedures will apply in the following circumstances:

- Playing of national anthems (United States or other countries)
- Recitation of Pledge of Allegiance
- Presentation of colors
- Raising and lowering of the flag
- Playing of ‘Taps’ or ‘Hail to the Chief’

2. Uniformed employees should rise and stand at attention but **not** salute when the President of the United States passes.

3. Uniformed employees should put their right hands over their hearts during the Pledge of Allegiance.

4. During prayers and benedictions, uniformed employees should remove their hats (if they haven't already done so), hold them as noted above, and bow their heads.

5. In all other circumstances, emulate the military if they are represented.

Funerals:

1. All of the above indoor and outdoor protocols apply.

2. Uniformed employees may wear a ¾-inch wide black band horizontally across the middle of the badge in tribute to public safety officers killed in the line of duty or NPS employees who died or were killed while in the performance of their duties. The band may be worn from the time of death until end of funeral ceremony.



3. The superintendent, regional director, or director, as appropriate, will stipulate when the band is to be worn.

4. Efforts should be made to assure uniformity in the wearing of the band at an area or a specific event.

4. THE PARK UNIFORM PROGRAM

Requirements and Content

Park standards are brief and should not simply recapitulate either the D.O. #43 or this R.M.. The contents will include the following, portions of which are entered on the uniform program website:

Authorized Wear

- Employees who will wear the uniform by division and position.
- Uniform classes authorized for specified groups or individual employees. (Classes are: Service, Field, and Work).

Authorized Items

Uniform items (garments) in each class authorized for wear in the park. Efforts should be made to minimize the number of required items, particularly for seasonals, in order to diminish out-of-pocket expenses in excess of authorized uniform allowances.

Special Work Apparel

- Special garments and accessories authorized for wear in the park.
- Employees who are authorized to wear them by division or position.
- Components which are approved for each special category.
- The use of PPE as special components.

Designated Uniforms

- The procedures which will be employed to determine seasonal changes.
- The circumstances when particular uniforms will or will not be worn.

Personal Appearance Standards

- Authorized local personal appearance, grooming, and adornment standards (where they deviate from the Servicewide stands in Section 3 of this manual).

Exemptions

- Limited circumstances (if any) when uniforms are not worn.
- Procedures for an employee to request a waiver from wearing a specified uniform component (see paragraph on "Waivers," Subpart A, Section 3)

SAMPLE PARK UNIFORM STANDARD

Spectacular Vistas National Park
Somewhere, US 00000-0000

Memorandum

To: All Park Uniformed Employees, Spectacular Vistas National Park
From: Superintendent, Spectacular Vistas National Park
Subject: Park Uniform Standards

Authorized Wear

The following employees are authorized to wear uniforms at Spectacular Vistas National Park:

Service Uniform Superintendent, Division Chiefs, Public Affairs Officer, staff of Visitor and Resource Protection, Interpretation, Resource Management Divisions

Field Uniform Same as above.

Work Uniform Maintenance, Resource Management and Visitor and Resource Protection employees

Authorized Items

The attached matrix items, printed from the uniform program website, are authorized for wear at Spectacular Vistas National Park. The website will not accept orders for items that are not listed in the attachment. The superintendent must authorize special requests for other items. A special ordering override can be provided only for the following reasons: Special out-of-park team requirements, special medical needs.

Special Work Apparel

The following work apparel is approved for the indicated duties only:

Horse Patrol Riding breeches; riding boots; ball cap or wide-brimmed hat

Water Operations Boat shoes (without socks), wide-brimmed hat.

Designated Uniforms

a) The time of year when the change will be made from winter to summer uniform will be specified each season, by memo. Employees will be given 15 days advance notice of the seasonal change.

b) Specific uniform classes will be worn in the following circumstances:

- Formal Apparel* Only at special events by specific order of the superintendent.
- Service* The uniform will be worn regularly by the public affairs officer and division chiefs, and will be worn by all employees in situations where a high degree of public service contact can be expected during the working day **except** as noted below.
- Field* The uniform will be worn by employees of the Interpretive Division during inclement weather. Visitor and Resource Protection Division and Resource Management Division employees may wear the uniform during inclement weather or while engaged in off-road patrol or work activities in front-country areas.
- Work* The normal uniform for all Maintenance Division employees. Also, worn by Visitor and Resource Protection Division and Resource Management Division employees while engaged in outdoor work activities where public contact is not likely or while involved in regularly scheduled backcountry activities.
- Horse Patrol* Routine frontcountry Visitor and Resource Protection patrols in the South and North Districts.
- Water Operations* Routine Maintenance and Visitor and Resource Protection operations in the River District.

Personal Appearance Standards

Protection and

Emergency Service employees

Makeup and adornment will conform with standards currently in effect for the United Vistas Cluster (see attached).

All Others

Makeup and adornment will conform to the aggregate standards from the Rotary Club and the New Ideas Corporation in Desertville, and the state Division of Natural Resources. These include the following provisions (specify).

New Employee Packet

NOTE: The required Condition of Employment Statement (DO #43, Exhibit A) *must* be signed prior to the employee's appointment date.

1. A letter from a park representative (superintendent, supervisor, uniform coordinator, or uniform program administrator) containing the following information:
 - the amount of the employee's allowance;
 - the employee's uniform account number;
 - the minimum uniform the employee is expected to acquire;
 - a statement emphasizing the need for accurate sizing in accord with instructions found on the uniform program website;
 - a statement emphasizing the need for prompt submission to assure that the order will arrive as quickly as possible;
 - instructions on how to access the uniform program website; and
 - notification that the order will be shipped to the park, not to the employee's current or future residence.
2. A set of park standards (see above).
3. A paper copy of the ordering screen from the NPS uniform program website.

5. ACCOUNTABILITY

Employee Performance and Conduct

Managers and supervisors have an affirmative obligation to ensure that their employees understand all appearance requirements and that they have all the forms and documents necessary to order uniforms. Managers and supervisors are held to the same performance and conduct standards as the uniformed employees whom they supervise, so it is essential for managers and supervisors to set the correct example of proper uniform and personal appearance.

Uniform appearance, personal appearance while in uniform, and employee bearing and demeanor are components of both an employee's performance and conduct. Managers and supervisors are both responsible and accountable for assuring that uniformed employees meet appropriate appearance and conduct standards. Employees may be appraised of satisfactory and non-satisfactory appearance and conduct through the performance evaluation process. Disciplinary action is also an option in cases of misconduct.

Condition of Employment Statement

The letter in D.O. #43 (Exhibit A) will be completed by each prospective employee **prior to appointment to any uniformed position, regardless of length of NPS service**, and placed in his or her official personnel folder to ensure that incoming employees understand that uniform and personal appearance standards are conditions of employment.

Uniform Ownership (see also, DO #43, Section 5.4.1.)

Employees are accountable for uniform components entrusted to their care. The badge and arrowhead patches protected by provisions of Title 18 USC 641 and 701, and Title 36 CFR Part 11.

Lost, stolen or unserviceable badges must be reported to the issuing officer as soon as possible. Under certain conditions, the employee may be required to pay for replacement badges (see DO #44, Personal Property Management), at market value. In the year 2000, that value was \$22. per badge.

Misconduct

The NPS supplement to the Federal Personnel Manual (FPM), Chapter 752, Subchapter 1.2B, provides basic guidance on actions that can be taken when an employee appears at work inappropriately uniformed or with uniform components missing. Other FPM sections apply to improper activities while in uniform:

First Offense

The supervisor should orally counsel the employee, pointing out his or her deficiencies, and grant annual leave or excused time to allow the employee to return home and report back to work properly uniformed. The supervisor should point out that proper uniform wear is a condition of the employee's position and that failing to be properly attired in the uniform means that the employee is not "ready, willing or able" to work.

Second Offense

Depending on the situation, the supervisor may want to repeat the steps outlined above. The exception would probably be the granting of annual leave or excused time; generally, the employee will be absent without leave until he or she reports to work in a proper uniform. An informal counseling memorandum of letter or warning may be warranted.

Third Offense

Progressive discipline and/or adverse action (i.e., a letter of warning or reprimand, suspension, or removal) will normally occur. In dealing with these issues as misconduct, the requirement that the employee be given an "opportunity to improve" does not apply.

SUBPART B: Program Administration

1. UNIFORM PROGRAM WEBSITE

Much of the following can also be found as pull-down help menus on the Uniform Program Website located at: amoebawww.den.nps.gov/amoeba/nps_uniform.nsf. The purpose of the Government portion of the website is to take care of the administrative processes including fund commitment, allowance authorization, and prevention of misuse of Government funds. The contractor part of the website handles the placement and tracking of orders, invoices, and annual closeout.

Automatic reporting systems associated with the websites make it easier for the NPS to monitor for fraud, waste and abuse, and allow designated agents to access real-time reports. WASO and regional uniform program managers can monitor for excessive quantities and items that are being ordered that are not part of the park's uniform standards.

2. ORGANIZATION CODES

The contractor is not permitted to establish new areas on the system without the specific approval of the NPS. Once the Service has established an organization code for a new area or park unit; it will then be entered in the uniform program website system by the system operator upon notification from the Servicewide program manager and the NPS contract representative. This will serve as the contract amendment allowing the contractor to accept orders.

3. ANNUAL PROGRAM CYCLE

The uniform program largely operates on an annual cycle based on the fiscal year (i.e., from October to September). During that cycle, there are a number of formal and informal dates which program administrators should keep in mind. The dates and times listed below may vary slightly from year to year.

- | | |
|-----------|---|
| October 1 | Allowance accounts for the new fiscal year are activated and ordering may begin. New uniform prices go into effect. |
| June 1 | Park uniform program administrators should remind managers and supervisors of the September shutdown of the contractor's operations so that the hiring of uniformed employees and/or ordering of uniforms can be coordinated to take place before or after. |
| July 1 | The park uniform program administrator should notify uniformed employees of the impending shutdown and advise them to expend the |

remainder of their uniform allowances by September 1st or as otherwise specified on the web site. **No portion of employee uniform Allowances may or will be carried forward to the new fiscal year.**

September 1-10

Deadline for submission of uniform orders for current fiscal year and for completion of any remaining outstanding business with the contractor. The specific date will be posted on the website annually.

September 15 Or as specified, consolidated uniform allowance report, which authorizes permanent employee uniform allowances for the coming fiscal year, sent to parks. **Prompt completion and return by October 1st is critical.**

September 20-31

Contractor closed 2 days for annual inventory, system update, accounting and other purposes. Specific date posted on the website annually.

4. ALLOWANCE SYSTEM

While it is not encouraged, the NPS recognizes that there are special cases where it is more cost-effective for the Government **AND** the employee to purchase a uniform from the contractor via a purchase order or other direct purchase process. This section does not apply to direct purchases; it applies to units and employees using the uniform allowance system.

Law sets \$400 as the maximum amount for initial and replacement allowances; lower amounts are set by policy. Beginning October 1, 2000, allowances are set at the following rates:

	Service	Field	Work	Allowance Amount
Permanent				
First Year	X	X	X	\$400.00
Second Year	X	X	X	\$400.00
Third Year	X	X	X	\$400.00
Fourth Year	X	X	X	\$400.00
Replacement	X	X	X	\$320.00
Occasional	X			\$160.00
Seasonal				
First Year	X	X	X	\$400.00
Fall Period	X	X	X	\$160.00
Spring Period	X	X	X	\$160.00
Maternity				
	X	X	X	\$350.00

Permanent Employees:

Initial Allowance \$400 (same as current)
 First 3 years' Replacement Allowances \$400/year (new)

Subsequent Replacement Allowances	\$320/year (same as current)
Occasional Wear Replacement Allowance	\$160/year (new)

Seasonal Employees:

Initial Allowance	\$400
Subsequent seasons	\$160/employment period

Maternity:

As needed	\$350
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1. The park or other administrative unit in which the employee works establishes a credit account with the uniform contractor via the “Uniform Allowance Authorization (UAA) process on the website. Employees then order uniform components against this credit account.

2. Employees may purchase only those uniform items included in the authorized uniform categories.

3. Occasional Wear Allowance: Only for employees that are required to wear the uniform less than 5 days per week on a consistent basis. Since employees in this category are typically in office environments, this category of allowance should be used for employees that are only expected to maintain a *Service Uniform*. Examples may include: central office employees, Public Affairs Officers, or employees in a technical services division. **Managers and supervisors cannot require employees to wear the uniform on a full time basis when this allowance is authorized.**

Use of Allowances

1. 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, tailoring, and upkeep are the responsibility of the employee.

2. The allowance amount authorized for each employee is to be used only by that employee. Since uniforms are procured with Government funds and since unexpended allowances reduce net uniform program costs to the Service, **ordering uniform items for other persons, with or without remuneration, is prohibited.**

3. **Employees are not required to expend the full amount of their allowances.** Unexpended allowances directly diminish the assessments made against the parks and administrative units where employees work. Unexpended funds **do not** revert to the contractor.

4. Employees are required to obtain uniform components sufficient to meet the standards contained in D.O. #43, but are not expected to expend their allowances unnecessarily. Replacement allowance levels have been structured to provide adequate funds for most employees, but it's also understood that others, particularly those working indoors, will not always need the full amount provided.

Apportionment

1. Both temporary and permanent employees will receive full initial allowances. Initial and replacement allowances **cannot** be reduced from the amount stipulated above. The website will not accept any allowance amounts other than those set by policy.
- 2) Permanent employees will receive full, annual-replacement allowances after the period of their initial allowance expires. Intermittent, temporary, seasonal, and other employees who do not wear the uniform every day will receive semi-annual allowance amounts.
3. Maternity uniforms are a special purpose uniform, and allowances for these can be authorized in addition to other allowances.

Definitions

1. A permanent employee is one whose appointment does not have a time limitation and who is in uniform on a regular basis. Includes career and career-conditional appointments, whether full-time, part-time, or subject-to-furlough.
2. A temporary or seasonal employee is one whose appointment has a time limitation of 1 year or less and who is in a uniform on a regular basis.

Initial Allowance

1. The initial allowance is provided to employees when they are first placed in a uniformed position. Initial allowances are a one-time allocation granted to employees to **help defray** the cost of purchasing required uniform items.
2. Initial allowances are also authorized when an employee returns to a uniformed position after having been out of uniform for **3 years** since the end of the last allowance period.
3. The entire initial allowance is to be given at one time to all employees, whether permanent, seasonal or intermittent.

Replacement Allowance

1. Replacement allowances are granted to employees to help defray the cost of replacing worn uniform items.
2. Replacement allowances begin following the completion of initial allowance periods.
3. Permanent employees receive their replacement allowances at the beginning of the fiscal year. Seasonal, temporary, and intermittent employees receive their allowances in pro-rated amounts according to the procedures established below.

Maternity Uniform

This allowance is also based on the fiscal year and provided in addition to other uniform allowances through a separate UAA. Only one allowance per pregnancy may be granted. The authorization can be issued any time during the fiscal year.

Computing Allowances

Establishing an Allowance

Allowance histories should first be completed for newly hired employees. The employee allowance history work sheet can be found on the website.

A UAA must then be completed on the uniform website, and submitted via the website. The website has a downloadable UAA form (in .PDF format). This form can only be used for in-park purposes. It cannot be used in place of the web screen nor faxed to the contractor for any purpose.

Initial Allowances

Permanent Employees: An initial allowance is authorized for the fiscal year in which the employee is first authorized to wear the uniform. The employee receives the full sum no matter when he or she goes into uniform, whether on the first, last or any other day of the fiscal year. The employee is due no other allowance for 1 year.

Temporary, Seasonal, and Intermittent Employees: An initial allowance is authorized for the first two full periods worked. Although the entire sum is received at one time, the employee is not entitled to a replacement allowance until he or she has worked part of or all of **two** periods. Period 1 begins on October 1st and ends on March 31st; Period 2 begins on April 1st and ends on September 30th. **Example:** An employee works June – August each year. She receives a full initial at the beginning of her first summer, but that initial is still in effect when she works her season in the following summer. Her first replacement will be authorized in her third summer. An intermittent employee who works fewer than 130 days in a fiscal year is considered to have worked one period; an intermittent who works more than 130 days has worked two periods.

Replacement Allowances

Permanent Employees: Permanent replacement allowances begin on the first day of the fiscal year following the expiration of the employee's initial allowance. A UAA must be submitted for the **first** replacement allowance. After that, the employee is "in the system" and is reauthorized annually through the consolidated uniform allowance report (CUAR) (see the section on closeout procedures).

Temporary and Seasonal Employees: Seasonal/temporary replacement allowances are issued semi-annually in order to prorate the amounts received in approximate accord with seasons worked. Half of the permanent replacement allowance is authorized for each period. Period 1 begins on October 1st and ends on March 31st. Period 2 begins on April 1st and ends on September 30th. The first replacement allowance for a temporary/seasonal employee begins after the employee has worked **all or part of two periods**. Replacement allowances should cover the anticipated length of employment within the fiscal year. An employee working any portion of a period receives the entire amount authorized for that period. These periods are for administrative purposes only and do not correlate with winter and summer uniform categories. Replacement allowance periods begin with the first day of the period during which the employee starts work and end with the last day of the period in which the employee terminates. If an employee works past the end of a fiscal year, one replacement allowance will end on September 30th and a

second will be necessary at the beginning of the new fiscal year to cover employment from October 1st until termination.

Intermittent Employees: The replacement allowance for intermittent employees is determined by anticipating the number of days in the fiscal year that the uniform will be worn. The appropriate number of periods is authorized based on the number of days worked; one period for employees who will work up to 130 days, two periods for intermittents who will work more than 130 days.

Maternity Uniform Allowance

Employees who have fully expended their maternity allowances may utilize the balance of their regular allowances to buy maternity components.

Terminations and Transfers

All Employees

When any employee transfers, terminates or otherwise no longer requires a uniform, initiation of the Personnel Action (SF-50) will automatically terminate the employee in the uniform allowance system.

The contractor is **only required to ship items as long as the authorization is active.**

Permanent Employees

A park or administrative unit receiving a transferred employee **must** submit a UAA to the contractor to reactivate the authorization under the new organization code.

Temporary, Seasonal, and Intermittent Employees

Under the semi-annual payment schedule, an employee who terminates and is rehired **within a fiscal year** will be reactivated automatically by the contractor upon receipt of a new UAA. The new total (i.e., the remaining balance plus the new authorization) will be activated under the appropriate organizational code. Balances for employees not rehired within the same fiscal year will be cancelled.

Adjusted Allowances

An employee who received an initial allowance at a past initial allowance rate who goes back into uniform following a break of **more than 3 years** is entitled to a one-time initial allowance adjustment in the amount of the difference between the two initials.

Employee Claim

1. Claims for a uniform component damaged in a work-related incident or through an event or circumstance beyond the employee's control may be handled through an adjustment to the employee's allowance if the component was acquired with Government or personal funds through the uniform allowance system.
2. The UAA with the adjusted initial amount must be accompanied by a justification signed by the Superintendent or unit manager. The UAA and justification must be sent to the regional uniform coordinator for review and approval. If approved, the regional uniform coordinator will forward the UAA and justification to the uniform contractor.

5. UNIFORM PROCUREMENT PROCESS

Ordering

1. The entire uniform authorization and ordering process is automated on the NPS Uniform Website. Paper forms can be downloaded from this website for any administrative use (remote duty stations without World Wide Web access; record copies), **but all submissions to the contractor MUST be submitted electronically via this website.** All audits, reports and tracking occur on this website; therefore the records on this database must be complete.
2. The contractor **cannot** enter UAA's or employee orders from their terminals. The contractor cannot accept telephone or facsimile orders. **NOTE: Although the UAA requires entry of the full social security number, the full number is only used to verify employment. The contractor only receives the first seven digits of the social security number for use as the employee account number.**
3. Incorrect sizing is a common ordering problem. Current measurements should be entered on each order form. General sizing information is provided on-line; specific details can be found beside each item entry.
4. Information on making special orders can be found on-line.
5. **New Employees:** Each new permanent and seasonal employee should receive basic information and an ordering packet described in R.M. #43, Subpart A, Section 4. Advance transmittal of the packet will significantly shorten uniform delivery times and minimize confusion on which items to order.

Payment

1. Personal funds must be included with orders for amounts in excess of the employee's current uniform balance. Payments by credit card must be entered on-line on the order screen (this process is covered by the same safeguards and security methods used throughout the World Wide Web and is subject to all of the laws protecting against credit card fraud). The minimum amount that can be charged to a credit card is \$5.
2. When paying by check or money order, copy the order number from the screen on to the check/money order and mail it to the contractor. Order processing will not begin until the check/money order is received by the contractor.
3. Alterations must be paid for with personal funds.
4. Cash-on-delivery orders will not be accepted by the contractor.

5. The uniform contractor is authorized to charge employees for checks that fail to clear due to insufficient funds.

Order Fulfillment

Orders and authorizations are handled by the contractor on a first-in, first-out basis contingent on **date and time of receipt**.

Completion

1. The contractor is required to fill orders for components within standard size ranges within 15 working days unless an item is on backorder. Every effort is made to assure sufficient inventory on hand to minimize backorders. Backorders are nonetheless, unavoidable. When they occur, the contractor will notify the employee of the expected date of shipment on-line and/or on the packing slip for the balance of the order.
2. Deliveries for special, made-to-measure items outside normal size ranges require a minimum of 45 days.

Receiving

1. The contractor will absorb the value of packages sent by the contractor but not received by the park.
2. Once received, shipments are the responsibility of the park until signed for by the employee. A report of survey is required when a shipment is received by the park but lost before the employee receives it. The park must issue a new uniform allowance authorization for the full amount of the items lost. The report of survey number must appear in the remarks section of the new authorization.
3. The receiving employee must "sign for" the shipment by immediately going on-line and acknowledging receipt in the appropriate place on the website. Automatic acknowledgement occurs 30 days after the ship date in order to allow contractor payment. The lag time between the shipment carrier's receipt date and the employee's acceptance is tracked. This will give employees a check on the amount of time that their order sat in the mailroom before they were notified.

Cancellations and Terminations

1. The park will take one of the following actions when an order is received for an employee who has transferred or has been terminated:
 - return it to the contractor;
 - forward it to the employee if there is a reasonable expectation that he or she will be returning to duty; or
 - forward the shipment to the employee's current park duty station.

2. If an order is cancelled, the shipment must be returned to the contractor; the contractor should be notified by phone.
3. Under no circumstances shall the park retain a terminated employee's uniform shipment for use by other employees.

Exchanges and Refunds

1. The employee must return all uniform items requiring refunds or exchanges to the contractor within 10 days of receipt.
2. The park will absorb the value of packages sent to the contractor by the park but not received by the contractor. All returns should be sent by certified mail to ensure that they can be tracked if lost.
3. **Exchange forms** supplied by the contractor with the shipment must be used for all exchanges and returns. Return addresses must be entered in the space provided at the bottom of the exchange form.
4. Return shipment boxes should be prepared as securely as possible to prevent merchandise from being damaged upon return. **All hats must be double-boxed** to prevent damage during shipment. The contractor is not required to accept responsibility for returned hats that are damaged due to improper packing.
5. **Exchanges cannot be made of any garment or other component that has been worn, washed, or altered unless the garment is defective.** Garments and other uniform components that have failed as a result of normal wear and tear are not considered to be defective.
6. Credit adjustments will be made to the employee's account for items ordered and charged against the employee's allowance.
7. The contractor will reimburse employees for items purchased with personal funds.

6. DIRECT PURCHASES

Uniform Components Covered by Allowances

1. Parks are permitted to directly purchase uniform items from the contractor to meet those special needs not covered by the allowance system. **Direct purchases cannot be used to supplement the uniform allowance.** Issuance of Government-owned uniforms to an employee who has been authorized a uniform allowance is an illegal augmentation of the employee's salary. Such purchases have been expressly prohibited by the Department of Interior, Inspector General and may be in violation of 18 U.S.C., Section 641.

2. Uniforms and components may be purchased directly from the contractor, subject to the above restrictions via a Government purchase-card. Purchases must be approved by the superintendent (or other designated official) and the order must be placed by a warranted contract officer. Direct purchases must be accompanied by an appropriate justification in the “remarks” block on the order screen including a statement why the employee allowance system is not appropriate. Government purchase card orders will be treated the same as employee personal credit card purchases; third party drafts and purchase orders will be handled by the contractor the same as orders that use checks or money orders.

Uniform Components Not Covered by Allowances

Arrowhead Patches: Supplemental arrowhead patches are available for limited use and in an official capacity. To obtain additional patches:

- Prepare a purchase request through IDEAS with a justification and submit to Central Supply's Brentwood or Rocky Mountain facilities.
- Law and regulation prohibit unofficial uses.

Name Tags: Several types of name tags and bars are provided directly to parks by a subcontractor to the uniform contractor:

Uniform name bar	The standard gold name tag worn on the uniform.
Service name bar	A name bar with an arrowhead symbol which is worn on civilian clothing to identify the wearer as a representative of the NPS who is acting in official capacity. It is not worn on the uniform.
Sign language name bar	The sign language interpreter bar is worn by employees who know or are learning sign language.
Language name bar	Identifies employees as language interpreters to visitors.

To obtain one or more of these name tags:

- Prepare a delivery order against the current contract on an Optional Form 347 or NPS Form 10-3470 and send to the uniform contractor.

Badges and “USNPS” Collar Insignia: provided for use on uniforms. To obtain a badge or “USNPS” insignia:

- Prepare a DI-1 and submit to Central Supply's, Brentwood or Rocky Mountain facilities.

7. PROPERTY MANAGEMENT

See D.O. #44, Property Management for:

- disposal of retired badges and insignia;
- Government-owned property issued to employees, such as PPE, and Government-purchased work apparel;
- accountability for the shipments

Personal Property: Items procured under the uniform allowance system are considered to be the employee's personal property once delivery has been formally made to the employee. The Government, however, has a vested interest in the property since the allowance comes from appropriated funds. The uniform contract therefore, requires delivery and receipt by the park. Parks are accountable for all uniforms until delivered to the ordering employee.

All Purchases, Employee Responsibilities:

- Check shipments to verify that the contents match the packing slip and order.
- Enter acceptance on the uniform website.

Employee Claims

1. Claims for a uniform component damaged in a work-related incident or through an event or circumstance beyond the employee's control may be handled through an adjustment to the employee's allowance if the component was acquired with Government or personal funds through the uniform allowance system. See RM #43, Subpart B, Section 4, "Adjusted Allowances," and "Employee Claims."

2) Claims for a uniform component or protective equipment procured with park funds will be handled through standard tort procedures.

8. DOCUMENTS AND REPORTS

See help menus on the uniform website.

9. CLOSEOUT

Each year, the contractor is required to close down for several weeks in September at the end of the fiscal year to complete several business and contractually required tasks. These include, but are not limited to, completion of all concluding fiscal year orders and exchanges, a complete inventory of all the uniform components in the warehouse, preparation of required reports for parks and central offices, closeout employee accounts and creation of new accounts, and final balancing of books.

The contractor must accordingly suspend all business so that these tasks can be completed by the end of September. Once the website is locked for closeout, **no exceptions to this ruling can be granted.**

Park Responsibilities

Employees should be advised of the impending fiscal year closeout in July. Since price changes occur with the new fiscal year, it is particularly important that employees purchase items at this year's prices with funds remaining in their current allowances.

Supervisors and managers should also be reminded of closeout to expedite hiring of uniformed summer employees before or after the September.

Procedures

1. Uniform allowances authorized for the concluding fiscal year cannot be applied beyond the end of the fiscal year. Uniform orders placed against current allowances must be entered on the website no later than the closeout date posed on the website. After that date, the website ordering system is locked.
2. Existing backorders are charged against current allowance balances and are shipped as soon as the contractor receives the merchandise.
3. All outstanding dealings with the contractor must be resolved before the end of September. Credits should be applied, refunds made, and exchanges completed as soon as possible.

Establishing Accounts for New Fiscal Year (Permanent Employees)

1. Individual allowance authorizations for permanent employees currently on the rolls are not required for the new fiscal year. Instead, each park receives a CUAR via the uniform website. This must be certified on-line as indicated in the on-screen instructions. This must be done on or before September 31st or as otherwise instructed on the CUAR screen.
2. All necessary changes or deletions to existing information should be made on the CUAR.
3. Accounts for permanent employees for the new fiscal year are established and activated from the information furnished by this report.

Establishing Accounts For New Fiscal Year (Temporary, Seasonal, and New Hire Employees)

1. New UAA screens must be completed for all temporary, seasonal and/or new employees (including transfers) to establish their uniform accounts for the new fiscal year.
2. Authorizations must be computed according to the semi-annual schedule and must accompany the consolidated report to the contractor.

10. PROPOSALS AND FEEDBACK

Director's Order, Reference Manual, and Garment Revisions

1. Recommended revisions which are not submitted according to the following procedure or which are incomplete will not be accepted for review.
2. Information must be submitted via E-mail to the regional uniform program manager; all information must be complete.
3. Regional uniform managers will review to determine: a) Servicewide need and applicability, and b) need for referral to a subject-matter specialist. Subject-matter review may include members of advisory committees, employees in duty-specific disciplines (e.g., boating, backcountry), or consultant contractors. Specific reasons for either supporting or opposing the proposal must be appended to it before it is forwarded. The employee will receive a response to the suggestion within 60 days of submission.
4. After any additional review, the Servicewide uniform committee will review the proposal. Action may have to wait for the annual committee meeting. Some factors in Servicewide adoption might include:
 - field demand;
 - cost/benefit including potential for other agencies in the contract to adopt;
 - compliance with the NPS image as stated in D.O. #43 and R.M. #43;
 - National Leadership Council support
 - inventory costs;
 - contracting officer and contractor's assessment on the proposal's feasibility.

Wear Test

If a field wear test is warranted, the Servicewide uniform manager will take the following steps:

- Seek candidates for the wear test through calls to regional uniform coordinators.
- Prepare evaluation instructions, order samples, and arrange to have evaluations and samples sent to testers through park uniform coordinators.
- Call testers individually to assure that they understand instructions.
- Follow up on evaluations at end of test to assure all are forwarded.
- Prepare a report of findings for contracting officer, contractor, branch and division chiefs, and affected program specialists.

The Servicewide uniform manager will meet with contracting officer and contractor to determine if the item should be phased in or if a buy-out of existing inventory should be considered.

11. Problem Resolution

1. **All problems will be resolved at the lowest level possible.**
2. Information must be submitted via E-mail to the park uniform coordinator.

Procedures

1. Employees will work with their park uniform program administrator or uniform program coordinator to resolve any problems with the contractor through direct contacts. Park uniform program administrators or coordinators are the **only** persons who will call the contractor's customer service representatives to resolve problems.
2. Problems that can not be resolved in this manner will be documented for further action. The employee should prepare a document with the following information:
 - employee's name and phone number;
 - his or her uniform account number;
 - date the document was prepared;
 - park address; and
 - **specific** nature of the problem (e.g., order number, date of order, dates of calls to the contractor, and exact description of component, including employee size).
3. The park uniform coordinator or park uniform program administrator will review the complaint or problem. That person will add the following information:
 - his or her name and phone number;
 - the date of review;
 - **specific** information regarding efforts to resolve the problem at the park level; and
 - reason the problem was sent to the regional uniform manager for resolution.
4. The regional uniform manager will review the complaint or problem. If the regional manager is able to resolve the problem, he or she will return the complaint or problem document to the park uniform coordinator, who will in turn forward it to the employee. If not, the regional uniform manager will add the following information, and expeditiously transmit it to the Servicewide uniform manager:
 - his or her name and phone number;
 - the date of review;
 - **specific** information regarding efforts to resolve the problem at the regional level; and
 - reason that the problem was forwarded to the Servicewide uniform manager for resolution.
5. The Servicewide uniform manager will review and will work toward a solution to unresolvable complaints or problems. Once the problem is resolved, the Servicewide uniform manager will prepare a report, attach it to the complaint or problem, and forward it to the regional uniform manager. The regional uniform manager will then forward the document to the park uniform coordinator who will in turn, forward it to the employee.

----- End of Reference Manual -----