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	U. S. DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** RECLAMATION AND ENFORCEMENT **DIRECTIVES SYSTEM**	Subject Number: ADS-16 Transmittal Number: 527 Date: 3/16/89

Subject: Uniform Standards and Allowances

Approval: [signature] **Title:** Director

1. Purpose. This directive establishes the Office of Surface Mining Reclamation and Enforcement (OSMRE) policy and standards for uniform wear and prescribes which employees shall wear the field uniform and when. In addition, it specifies which categories of employees may wear the field uniform. This directive also establishes the uniform allowance and the procedure for administering the allowance.

2. Summary of Changes

a. Surface Mining Reclamation Specialist, GS/1801, is deleted from the category of personnel authorized but not required to wear the field uniform. They are required to wear the uniform. Inspection Branch Chiefs are now authorized, at the discretion of FOD's. (paragraph 4.b.(1)(b))

b. Clarification is provided for the initial and replacement allowance authorizations. (paragraph 4.b.(2)(d)3)

c. An Imprest Fund subvoucher statement is added. (paragraph 4.c.(3))

d. The responsibility for distributing OSMRE patches is added. (paragraph 4.c.(6))

e. Uniform allowance authorization procedures are clarified. (paragraph 4.d.(3)

f. The twill coverall is redesignated as personal protection equipment. (paragraph 4.d.(5)(a)

g. A clarification on the disposition of used patches is provided. (paragraph 4.d.(7))

h. The Uniform Allowance Authorization form is provided. (Appendix 2)

3. Definitions.

a. Uniform Allowance. A sum of money authorized by OSMRE for use of an employee to help defray the cost of purchasing a uniform. It is not intended to cover the total cost of all uniform items, nor is it intended to be used for protective clothing and equipment. Protective clothing is provided by OSMRE Directive ADS-4. Allowance funds are not to be used for uniform cleaning or maintenance.

b. Permanent Employee. All employees in the positions listed in 4b holding career or career conditional appointments regardless of the extent of their tour of duty. This definition for the purpose of this directive includes term employees whose term appointments are expected to last longer than one year.

4. Policy/Procedures.

a. Background. OSMRE established a uniform requirement and uniform standards and allowance in a previous Directive, INE-16. Consistent with OSMRE's expressed intention at the time of issuing the initial uniform directive, OSMRE has reviewed the matter and has decided to change the allowance distribution system and supply sources.

b. Policy.

(1) Personnel Required to Wear the Field Uniform. OSMRE has divided uniform wearing requirements into two categories, those personnel who are authorized but not required to wear the uniform when engaged in inspection duties as an addition to their regularly assigned duties, and those that are required to wear the uniform on a full-time basis.

(a) Personnel Required to Wear the Field Uniform on a Full Time Basis. All permanent personnel occupying positions as Surface Mining Reclamation Specialists (GS/GM 1801 series) are required to own and wear the OSMRE field uniform when engaged in their official duties. However, wearing of the uniform is not required during the performance of certain non-inspection duties, e.g., office work, or when engaged in overflight operations (fixed-wing or rotary).

(b) Personnel Authorized But Not Required to Wear the Field Uniform. The following permanent personnel are authorized to own and wear the OSMRE field uniform when engaged in performing on-site mine inspections, or when required by the Field Office Director. The Field Office Director maintains the authority for these decisions.

Chief, Regulatory Program Branch, GM/301

Regulatory Program Specialist, GS/301

Chief, AML and Grants Administration Branch, GM/301

Chief, Branch of Inspection, GM/340

Abandoned Mine Lands Program Specialist, GS/301

Area Office Manager, GM/301

(c) Requirement Statement. Employees required to wear the uniform will be advised by a statement included in the employee's position description and in vacancy announcements. The standard requirement statement will be as follows:

A condition of your employment is the wearing of the Office of Surface Mining Reclamation and Enforcement uniform in the manner prescribed in the Uniform Standards and Allowances Directive.

(2) Uniform Allowances.

(a) The uniform allowance is provided to help defray the cost of wearing a uniform. It is not intended to cover the total cost of all uniform items. Cleaning and upkeep are the responsibility of the employee. The total uniform allowance granted to an employee in any one year period shall not exceed $400 for an initial purchase of uniforms and not to exceed $200 annually for replacement uniforms.

(b) The allowance amount authorized for each employee is intended for use only by that employee.

(C) Employees who are either "required" or "authorized but not required" to wear the field uniform are authorized a uniform allowance. No cash allowances are authorized. Employees are authorized to purchase only those uniform items included in Appendix I.

(d) Types of Allowances.

1 Initial Allowance. An initial allowance is authorized when an employee is first placed in a uniform position.

2 Replacement Allowance. The first replacement allowance credit for permanent employees in a uniform position is authorized for the first full fiscal year following the initial allowance authorization.

3 If an employee has been out of a uniform position for more than 12 months, an initial allowance can be authorized. A replacement allowance can be authorized for employees who have been out of a uniform position for 12 months or less.

c. Responsibilities.

(1) Director. It is the responsibility of the Director to determine the uniform to be worn; prescribe which OSMRE employees will wear the uniform; and to set the standards for uniform wear.

(2) Assistant Directors East and West. The Assistant Directors, EFO/WFO, are responsible for insuring that supervisors and employees comply with the provisions of this directive.

(3) Field Office Directors. The Field Office Directors are responsible for ensuring that a Uniform Allowance Authorization Form is generated at the beginning of the fiscal year for each employee required or authorized to wear the uniform in accordance with the procedures contained in paragraph 3.d. and that allowances are authorized for new employees entering on duty during the fiscal year. The Imprest Fund subvoucher will contain the following statement signed by the Field Office Director: "Uniform items approved for payment."

(4) Supervisors. Supervisors at all levels are responsible for assuring compliance with the provisions of this directive by all employees required or authorized to wear the OSMRE uniform.

(5) Employees. OSMRE employees designated to wear the OSMRE uniform are responsible for (1) apprising themselves of the uniform Items specified by this directive; (2) wearing it in accordance with this directive; and (3) maintaining and replacing the uniform items as necessary.

(6) Management Services Division. The Management Services Division will distribute OSMRE uniform patches to Field Office Administrative Officers, and will initiate updates to this Directive, as required.

d. Procedures.

(1) Uniform requirements. The OSMRE uniform will consist of those items contained in Appendix 1 of this Directive. Employees may purchase additional quantities of uniform items at their option; however, the allowance will remain the same. Items such as boots, hard hats, parkas, safety glasses, twill coveralls, etc., are considered protective equipment and, therefore, are not included as uniform items. Protective equipment is provided and funded by OSMRE. Employees should not make individual purchases of Protective Equipment, but should direct requests to the Field Office Director for purchase in accordance with Directive ADS-4.

(2) Sources of Supply. Employees may elect to use a variety of supply sources when purchasing uniform items. Local retail merchants may be able to supply uniform items on an expedited delivery basis and/or at more reasonable costs than uniform suppliers. The employee has the option to select the source, providing that uniform items meet the general specifications as outlined in Appendix 1.

(3) Uniform Allowance Authorization Form. The Field Office Director is responsible for ensuring that employees are kept informed of the current procedures governing uniform standards and allowances. The procedures are:

(a) An account is established for each employee required or authorized to wear the uniform by completing applicable sections of the Uniform Allowance Authorization Form (see Form and instructions, Appendix 2).

(b) The Field Office Director provides to each employee a completed copy of the Form establishing the account.

(c) An employee is reimbursed for uniform item(s) purchased by completing the Employee Status Report section of the Form. The Field Office Director or his designee approves the reimbursement for the authorized purchases and provides a copy to the employee (see Form and instructions, Appendix 2).

(d) The local imprest fund is used to reimburse employees for approved purchases of authorized uniform item(s).

(e) Allowance authorization balances cannot be "carried over" to the following fiscal year.

(4) Wearing of the Uniform. Employees required or authorized to wear the OSMRE uniform will wear it according to approved standards and maintain a high level of personal appearance. When the uniform is worn, it will not be mixed with non-uniform items or vice versa. The Field Office Director may authorize exceptions in special circumstances. With the exception of going to or from work, employees are not to wear any uniform items while off duty.

(5) Uniform Appearance Standards. The following are the minimum acceptable appearance standards when wearing the OSMRE uniform:

(a) Shirt (short and long sleeve).

- All buttons kept buttoned, except top button (collar).
- Worn neatly tucked in.
- Clean and neat at beginning of each work day.
- No evidence of wear on cuffs, collar points, or other places.
- OSMRE patch on left sleeve, 1-1/2" below shoulder seam, centered, straight and securely sewn on all around.
- Name tag centered over right pocket.
- T-shirts, if worn, may show around the area of the top shirt button.

(b) Trousers.

- Proper fit.
- No sign of wear.
- Must always be clean and neat at start of each workday.

(c) Cap (solid or ventilated).

- Small OSMRE patch (emblem) sewn and centered just above bill on front.
- Free of grease spots, hair oil, or other soil.

(d) Belt.

- Leather showing no wear or stain spots.
- Buckle must be plain brass.
- Key rings (if worn) are inconspicuous, holding only keys essential to official duties.

(e) Vest/Jacket

- Clean, free of spots or stains.
- Not ripped or torn.

(f) Personal Items.

- Campaign buttons, service club pins, memorabilia, etc., not worn on the uniform except that employees of the Norris Area Office may wear the Tennessee "Memorial" patch.
- No personal items are to be worn which interfere with the safe performance of the job.
- Personal garments, such as long underwear, etc., when worn with the uniform are never visible.

(6) Personal Appearance Standards. Hair styles shall be arranged so that employees can safely and capably perform their assigned duties. When a hat or cap is required, the hair styles must be appropriate to allow proper fit.

(7) Disposition of Uniforms. Once purchased, the uniform will become the property of the individual employee although the employee is subject to accountability for the uniform during his or her employment tenure. If the employee is separated, resigns, retires, or transfers to a position not covered by the uniform requirement, the employee may retain, if desired, all uniform items purchased. The employee, however, will ensure that the OSMRE patch (emblem) is removed from the shirts, jackets and caps as applicable. Patches removed from uniform items are returned to the Field Office.

5. Reporting requirements. None

6. References.

a. 334 DM Uniform Allowances.

b. 370 DM Addition to FPM - Allowances for Uniforms.

c. Federal Employees Uniform Act of 1954.

d. OSMRE Directive ADS-2, "Safety and Environmental Health Management Program."

e. OSMRE Directive ADS-4, "Personal Protective Equipment".

7. Effect on Other Documents. This directive supersedes INE-16 dated March 24, 1983.

8. Effective Date. The effective date of this directive is October 1, 1988. One year from the effective date of this directive, the uniform requirements will be reviewed to determine continuing applicability to designated personnel; a need for additional personnel to be designated for uniform wear; the appropriateness of full time versus part time wear; and the need for changes in the uniform items.

9. Contact. Chief, Management Services Division, Telephone (202) 343-7826.

10. Keyword. Uniforms

11. List of appendices.

Appendix 1	Minimum Field Uniform Requirements
Appendix 2	Uniform Allowance Authorization Form, OSM 139 (8/88)

APPENDIX 1

Minimum Field Uniform Requirements

Uniform Item	Number Required	Approx. Cost(Ea)	Approx. Total Cost
Trousers, Dark Brown	3	24.50	$72.50
Shirt, Khaki, Short Sleeves	3	23.00	$69.00
Shirt, Khaki, Long Sleeves	2	25.00	$50.00
Cap, Ball, Dark Brown or Tan	1	6.50	$6.50
Belt, 1 3/4" wide, Black (Plain Brass Buckle)	1	13.50	$13.50
Vest, (Down or Thinsulate) Dark Brown or Tan and/or	1	40.00	$40.00
Jacket, (Nylon) Dark Brown or Tan	1	40.00	
Total Cost*			$251.50

*Cost is estimated to include the sewing of patches and lettering.

*Five shirts are the total requirement and any combination of long or short sleeves is acceptable.

Appendix 2

Uniform Allowance Authorization Form, OSM 139 (8/88)

Listed below are instructions for completing the Uniform Allowance Authorization Form, OSM (8/88). The sections of the example are numbered.

TO ESTABLISH AN ACCOUNT

1. Check the appropriate category in Block 1-TYPE OF ACTION

2. Complete Block 2-EMPLOYEE DATA

3. Check the appropriate category in Block 3-UNIFORM CATEGORY

4. Complete Block 4-ALLOWANCE AUTHORIZATION DATA

5. Approving official signs and completes Block 7

6. Employee signs and dates Block 8

TO CHANGE EMPLOYEE DATA

1. Check the appropriate category in Block 1-TYPE OF ACTION

2. Complete Block 2-EMPLOYEE DATA

3. Complete other blocks as appropriate

4. Approving official signs and completes Block 7

5. Employee signs and dates Block 8

TO CHANGE UNIFORM CATEGORY

1. Check the appropriate category in Block 1-TYPE OF ACTION

2. Complete Block 2-EMPLOYEE DATA

3. Complete Block 3-UNIFORM CATEGORY

4. Approving official signs and completes Block 7

5. Employee signs and dates Block 8

*TO GENERATE AN EMPLOYEE STATUS REPORT

1. Check the appropriate category in Block 1-TYPE OF ACTION

2. Complete Block 2-EMPLOYEE DATA

3. Complete Block 5-EMPLOYEE STATUS REPORT. Copies of the receipt(s) are attached to the OSMRE Office Copy

4. Approving official signs and completes Block 7

5. Employee signs and dates Block 8

TO TERMINATE AN ACCOUNT

1. Check the appropriate category in Block 1-TYPE OF ACTION

2. Complete Block 2-EMPLOYEE DATA

3. Complete Block 6-TERMINATE ACCOUNT

4. Approving official signs and completes Block 7

5. Employee signs and dates Block 8

*Note, Field Offices may track expenditures by automated means, if desired, and Printouts may be used as an alternate method for Status Reporting.

UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

UNIFORM ALLOWANCE AUTHORIZATION

1. TYPE OF ACTION

- ☐ Establish an Account
- ☐ Change Uniform Category
- ☐ Terminate Account
- ☐ Change Employee Data
- ☐ Status Report

2. EMPLOYEE DATA

Employee's Name (Last, First, MI)	
Employee's Account Number (SSN)	Series and Grade
Position Title	
Employee's Office Location	

3. UNIFORM CATEGORY (Check one)

- ☐ Required to wear the field uniform on a full time basis.
- ☐ Authorized but not required to wear the field uniform.

4. ALLOWANCE AUTHORIZATION DATA

Type of Allowance: ☐ Initial ☐ Replacement

Authorized Amount	Authorized Period Beginning Date	Ending Date

5. EMPLOYEE STATUS REPORT

Date of this Report	Date of Last Status Report
Uniform Allowance Amount	Period Covered (FY)

Ordering Activity

Beginning Balance	Date of Order	Amount of Order	Current Balance

(Attach itemized receipts for Items Purchased)

6. TERMINATE ACCOUNT

Date of Termination Month Date Year	Reason for Termination

7. Signature of Authorizing Official	Name (Typed or Printed)
Title	Date
8. Signature of Employee	Date

9. REMARKS:

Distribution: White Copy - Imprest Fund
Blue Copy - Field Office File
Green Copy - Employee

OSM 139 (8/86

INSTRUCTIONS

This form is prepared in the Field Office to establish a new employee's account or to make changes to an existing account. If changes are required, check the type of action and complete only the portions necessary to effect the change. Upon completion, the field office file copy is retained by the local office, the employee copy is given to the individual, and the Imprest Fund copy is used by the employee for reimbursement of authorized purchases.

1. Type of Action - Check the type of action required.

2. Employee Data - Self-explanatory.

3. Uniform Category - Check the applicable box.

4. Allowance Authorization Data - Check whether this is an initial or replacement allowance. The directive (ADS-16) subject: Uniform Standards and Allowances, establishes the authorized amounts. The authorized period is based on the fiscal year.

5. Employee Status Report - Date of this report, date of last status report, uniform allowance amount and period covered: Self-explanatory
   Ordering Activity - Enter the balance in account, date of order and amount of order, as shown on the receipts. Subtract the amount of the order from the beginning balance to obtain the current balance in the account. ALL ITEMIZED RECEIPTS FOR ITEMS PURCHASED MUST BE ATTACHED to this form as a matter of record. Copies are acceptable.

6. Terminate Account - Fill in this portion of the form when the individual is no longer required or authorized to wear the uniform.

7. Signature, title, and date of authorizing official - Self-explanatory.

8. Signature of Employee - The employee's signature indicates that the information furnished by the employee reference purchases is correct to the best of his/her knowledge.

9. Remarks - Self-explanatory.

PRIVACY ACT STATEMENT

IN COMPLIANCE WITH THE PRIVACY ACT OF 1974, THE FOLLOWING INFORMATION IS PROVIDED: SOLICITATION OF YOUR SOCIAL SECURITY NUMBER (SSN) IS AUTHORIZED BY EXECUTIVE ORDER 9397 WHICH REQUIRES FEDERAL AGENCIES TO USE THE SSN AS THE MEANS OF IDENTIFYING INDIVIDUALS IN FEDERAL PERSONNEL RECORDS SYSTEMS. THE PRIMARY PURPOSE OF REQUESTING YOUR SSN IS TO ESTABLISH AN ACCOUNT NUMBER FOR REIMBURSEMENT OF UNIFORM PURCHASES.