



U. S. DEPARTMENT OF THE INTERIOR  
OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT  
**DIRECTIVES SYSTEM**

Subject Number:  
ADS-16

Transmittal Number:  
740

Date: AUG 3 1992

Subject: UNIFORM STANDARDS AND ALLOWANCES

Approval:

Title: DIRECTOR

1. Purpose. This directive establishes the Office of Surface Mining Reclamation and Enforcement (OSM) 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, procedures for administering the allowance, procedures for ordering uniform items, and procedures for payment of Contractor invoices.

2. Summary of Changes

a. For safety reasons and appropriate OSM recognition, AML project managers and others who regularly engage in site activities are deleted from the category of personnel authorized but not required to wear field uniform. For the same reason, Reclamation Bond Specialists, GS/1801, are now added to this category. FODs are granted authority to determine who fits into this category within their respective organizational unit.

b. Source of supply of all uniform items will be through a Contract established by Headquarters.

c. OSM emblem and U.S. flag patches will be furnished to the Contractor by Headquarters.

d. Each Field Office will provide the Contractor a **Uniform Allocation Authorization Form, OSM 139**, for each individual employee authorized to wear uniform, which will establish the account with the Contractor.

e. Deletes all references to employee reimbursements for uniform item purchases from the imprest fund. Uniform item purchases will now be paid by OSM upon receipt of accepted and signed packing list and Contractor's invoice.

f. Uniform appearance standards are modified to cover: addition of U.S. Flag patch; addition of OSM badge patch on specified jackets and caps; addition of different types of jackets; addition of tie, coveralls and socks; deletion of vest as this will be covered under Personal Protective Equipment Directive ADS-4; and addition of other optional uniform items.

g. Establishes procedures for ordering uniform items from the Contractor.

h. Establishes procedures for payment of Contractor invoices.

i. Addition of OSM badge requirement. OSM badges to be furnished to the Field Offices by Headquarters. Engraving of the badges will be the responsibility of the Field Offices. Establishes personnel required to wear badges.

j. Appendix 1 is modified in accordance with changes in uniform items, optional uniform items, colors and approximate cost.

### 3. Definitions

a. Uniform Allowance. A sum of money authorized by OSM for use by 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 OSM 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 4.b. 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. Consistent with OSM's expressed intention at the time of issuing the uniform directive, OSM has reviewed the matter and has decided to change the allowance distribution system and the supply source.

b. Policy.

(1) Personnel Required to Wear the Field Uniform. OSM has divided uniform wearing requirements into two categories: those personnel who are authorized but not required to wear the uniform when engaged in site duties as an addition to their regularly assigned duties, and those who 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 OSM field uniform when engaged in their official duties. In addition, for safety reasons and appropriate recognition of OSM officials, AML project managers and others who regularly engage in site activities to evaluate the administration of approved state reclamation programs or to exercise the authority under 410 of SMCRA shall wear the uniform. Reclamation Bond Specialists (GS 1801) will also fall under this category. FODs and Assistant Director (AD), Eastern Support Center (ESC) or Western Support Center (WSC) are granted the authority to determine who falls into the above categories within their respective organizational unit. Wearing 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 as a minimum, are authorized to own and wear the OSM field uniform when engaged in performing on-site mine inspections, or when required by the Field Office Director. The Field Office Director or AD, ESC or WSC maintains the authority for these decisions.

Chief, Regulatory Program Branch, GM-301

Regulatory Program Specialist, GS-301  
Chief, Branch of Inspection, GM-340

Area Office Managers, GM-301

(c) OSM Badge Requirement. All GS/GM 1801 series Surface Mining Reclamation Specialists (inspectors) are required to wear an inspector badge. The Assistant Director of Field Operations will furnish Field Offices with the badges. The Field Offices will be required to have engraving accomplished in accordance with Assistant Director, Field Operations instructions.

(d) 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 OSM employees will wear the uniform; and to set the standards for uniform wear.

(2) Field Office Directors and Assistant Directors, Eastern Support Center and Western Support Center. The Field Office Directors and AD's ESC and WSC 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.

(3) 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 OSM uniform.

(4) Employees. OSM employees designated to wear the OSM 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.

(5) Management Services Division. The Management Services Division will distribute OSM uniform patches and U.S. flag patches to the uniform Contractor, will initiate updates to this directive, as required, and will coordinate activities of the Uniform Committee.

(6) Uniform Committee. The Director will appoint a committee consisting of four field personnel to serve as representatives of uniform personnel to meet periodically and make recommendations concerning all phases of the uniform program. The members will serve for four years. The committee will report directly to the Director, who will appoint the Chairperson.

d. Procedures.

(1) Uniform Requirements. The OSM 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, down vests, parkas, raingear, safety glasses, etc., are considered protective equipment and, therefore, are not included as uniform items. Protective equipment is provided and funded by OSM. Employees should not make individual purchases of protective equipment, but should direct requests to the Field Office Director or AD, ESC and WSC for purchase in accordance with Directive ADS-4.

(2) Sources of Supply. All uniform item purchases will be made from a Contractor which will be selected by Headquarters. Employees will be responsible for completing the Contractor-provided order form, which in turn will be sent through the Administrative Officer (AO) for tracking and processing.

(3) Uniform Allowance Authorization Form. The Field Office Director or AD, ESC/WSC are 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 OSM 139 (see Form Appendix 2).

(b) The Field Office Director or AD, ESC/WSC provides the uniform Contractor with a completed copy of Form 139 establishing the account, with a copy to each employee.

(c) The uniform Contractor will include with each individual order shipped the employee's remaining balance on the uniform allowance. Orders in excess of uniform allowance balances will require a personal check, credit card number, or money order attached before the Contractor will process. Orders received that exceed balances and are not accompanied by one of the above methods of payment will be returned to the ordering individual.

(d) The employee is responsible for inspecting all uniform items immediately upon receipt for both quality and quantity. If the uniform items are acceptable and in accordance with the employee's order, the packing list should be dated and signed by the employee and sent to the Administrative Officer to process for payment. The employee should retain a copy of the packing list for future reference.

(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 OSM 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 or AD, ESC or WSC may authorize exceptions in special circumstances. With the exception of going to or from work, employees are not to wear any uniform item while off duty.

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

(a) Shirt (short and/or long sleeve). \*

- All buttons kept buttoned, except top button (collar).
- Worn neatly, tucked in.
- Clean and neat at beginning of each workday.
- No evidence of wear on cuffs, collar points, or other places.
- OSM patch on left sleeve, 1-1/2 inches below shoulder seam, centered, straight and securely sewn all around.
- U.S. flag patch on right sleeve, 1-1/2 inches below shoulder seam, centered, straight and securely sewn all around.

(b) Trousers. \*

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

\*NOTE: Combination of shirt and trousers will be as follows: Olive shirt with dark green trousers. Khaki shirt with matching khaki trousers.

(c) Cap (baseball and stocking).

- Free of grease spots, hair oil, or other soil.
- Baseball cap - option of either a small OSM patch centered on front just above the bill, securely sewn all around  
or  
OSM badge patch centered on front just above the bill (for those authorized to wear badge patch only)

(d) Belt.

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

(e) Coveralls.

- Must always be clean and neat at the start of each workday.
- Not ripped or torn.
- OSM patch on left shoulder, 1-1/2 inches below shoulder seam, centered and securely sewn all around.

- U.S. flag patch on right shoulder, 1-1/2 inches below shoulder seam, centered and securely sewn all around.

(f) Coat/Jacket/Windbreaker.

- Clean and free of spots or stain.
- Not ripped or torn.
- OSM patch on left shoulder, 1-1/2 inches below shoulder seam, centered and securely sewn all around.
- U.S. flag patch on right shoulder, 1-1/2 inches below shoulder seam, centered and securely sewn all around.
- OSM badge patch (replica of metal badge) on left front breast pocket area of employees authorized to wear the badge. Must be straight and securely sewn all around.

(g) Socks. (Refer to page 13).

- Clean at the start of each workday.
- No visible tears or holes.

(h) Personal Items.

- Campaign buttons, service club pins, memorabilia, etc., not worn on the uniform.
- 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.

(i) Nameplates.

- Worn 1/4" centered above the top of the right breast pocket of the shirt.

(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/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 all OSM patches are removed from the shirts, jackets and caps as applicable. Patches removed from uniform items are returned to the Field Office or Support Center.

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

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

7. Effect on Other Documents. This directive supersedes ADS-16 dated March 16, 1989.

8. Effective Date. The effective date of this directive is October 1, 1992.

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

**APPENDIX 1**

**Minimum Field Uniform Requirements**

<u>Uniform Item</u>	<u>Number Required</u>	<u>** Approximate Cost (Each)</u>	<u>Approx. Total Cost</u>
Trousers Dark forest green Khaki	3	\$22.50	\$67.50
*Shirt Light olive (short sleeves)	5	\$17.00	\$88.30
Light olive (long sleeves)		\$18.00	
Khaki (short sleeves)		\$18.30	
Khaki (long sleeves)		\$19.50	
Cap, ball, dark forest green	1	\$ 8.25	\$ 8.25
Belt, 1-1/2 inches wide, brown leather plain brass buckle	1	\$12.00	\$12.00
Jacket (windbreaker), dark forest green	1	\$20.50	\$20.50
Jacket (field), dark forest green	1	\$36.75	\$36.75
Nameplate	1	\$ 9.50	\$ 9.50
Total estimated cost			\$242.80

\*Five shirts are the total requirement and any combination of long or short sleeves and color (khaki is an optional color) is acceptable.

\*\*Approximate cost is subject to annual inflation.

Optional Uniform Items - Refer to Contractor's catalog for pricing.

Tie

Cardigan sweater, dark forest green

Sweater vest, dark forest green

Wool cruiser coat, dark forest green  
Field jeans, dark forest green

Coveralls, twill, khaki

Wool trousers, dark forest green

Cap, stocking, dark forest green

Maternity shirts (light olive) and trousers (dark forest green)

\*Socks, dark forest green

\*Dark green socks may be purchased locally by the employee if preferred; however, if not purchased under the established contract, the employee will be responsible for the cost without reimbursement from OSM.

United States Department of the Interior  
Office of Surface Mining Reclamation and Enforcement

UNIFORM AUTHORIZATION ALLOWANCE

TYPE OF ACTION REQUIRED

- |   |  |
|---|--|
| <input type="checkbox"/> Establish An Account           | <input type="checkbox"/> Change Allowance  |
| <input type="checkbox"/> Change Employee Data           | <input type="checkbox"/> Change Location   |
| <input type="checkbox"/> Change Employee Classification | <input type="checkbox"/> Terminate Account |

EMPLOYEE DATA

Employee's Name \_\_\_\_\_ Sex  Male  Female  
 Last First MI  
 Employee's Account # (SSN) \_\_\_\_\_

LOCATION INFORMATION

Billing Address \_\_\_\_\_ Ship-to Address \_\_\_\_\_  
 \_\_\_\_\_ (if different) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYEE MEASURING INFORMATION

MALE		FEMALE	
Height _____	Weight _____	Height _____	Weight _____
Waist _____	Inseam _____	Waist _____	Inseam _____
Neck _____	Sleeve _____	Hips _____	Bust _____
Chest _____	Length _____		

EMPLOYEE UNIFORM CLASSIFICATION

Please check the appropriate space:

AUTHORIZED TO WEAR BADGE (ONLY  
GS/GM 1801 SERIES RECLAMATION  
SPECIALISTS - INSPECTORS)

NOT AUTHORIZED TO WEAR BADGE (ALL PERSONNEL  
NOT CLASSIFIED AS GS/GM 1801 SERIES RECLAMATION  
SPECIALISTS - INSPECTORS)

ALLOWANCE AUTHORIZATION DATA

Authorized Amount \$ \_\_\_\_\_

Authorized Period: Beginning Date \_\_\_/\_\_\_/\_\_\_ Ending Date \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

REMARKS:

Distribution:

1. Original to Contractor
2. Copy to employee
3. Copy to file