

## CHAPTER 7 - OPERATIONS AND MAINTENANCE UNIFORM PROGRAM

7-1. Purpose. This chapter establishes guidance on uniforms for civilian USACE Lock Operations and Maintenance (O&M), floating plant, lake contract maintenance inspector, and lake maintenance personnel, and authorizes an initial uniform allowance and subsequent replacement allowances to personnel required to wear the uniforms. Utilization of this guidance to require civilian lock and floating plant O&M personnel to wear the uniforms herein is at the discretion of each MSC Commander.

### 7-2. Guidance - Uniforms and Usage.

#### a. Uniform Classifications and Definitions.

(1) Uniform classes shall be designated A, B, and C in accordance with the following descriptions. (See Appendixes S through V for examples and other information on each class.) The three classes of uniforms authorized are: Class A Dress Uniform; Class B Duty Uniform; and Class C Work Uniform.

(2) The Maternity Uniform (see Appendix V) is optional for those that require it and wish to wear a uniform. This uniform may be worn while in a maternity status. Appropriate relief from regulations to wear uniforms during pregnancy shall be given upon request.

#### b. MSC commanders have been granted the authority to:

(1) Determine what "class(es)" of uniform will be worn by each employee [both single (A, B, or C) and multiple uniform class determinations are permitted depending upon the job requirements]. The requirement to wear the Class A Dress uniform shall be determined by the MSC commanders for their respective MSC. In addition, to provide uniformity, all employees in like positions on the same project or site or to the extent practicable on the same river system shall be required to wear the same class uniform.

(2) Authorize a uniform allowance to help defray the cost of uniforms. Initial and replacement allowances will be in accordance with the provisions in paragraph 7-2c below. ENG Form 4891-R, Uniform Allowance, is to be used to assess and authorize appropriate uniform allowances.

#### c. Uniform Allowance Limits.

(1) Uniforms are supplied through a credit allowance system. This allowance may or may not be sufficient to defray all uniform-connected costs. Initial and replacement allowances will be in accordance with the provisions of PL 98-63. The present maximum is \$400 per year. The credit allowance system is regulated as follows:

(a) Initial and replacement allowances are based on an annual amount. If a person changes status or uniform category during the year, that person may be authorized an increased allowance to help defray the cost of the new or additional items. For example, if a person is authorized Class B/C, has received \$250, and then is promoted to a position authorizing Class A/B/C, an additional \$150 can be authorized to help defray the purchase of Class A items.

(b) Maternity Uniform. If a person has received a replacement allowance and then needs a Maternity (Class A or Class B) Uniform, an additional allowance is authorized to help defray the purchase of the maternity uniform items.

(c) The table in Appendix X lists the initial and replacement allowances for permanent [full-time and While Actually Employed (WAE)] and temporary personnel for all uniform classes.

(d) The total uniform allowance authorized for an employee in any one year period will not exceed \$400.

(e) The MSC/District responsible for the nation-wide procurement contract, as described in paragraph 7-3a below may make recommendations to HQUSACE, CECW-O for revisions to the uniform allowances in Appendix X, subject to the statutory limits.

(f) The allowance amount authorized for each employee is intended for use only by that employee, and any unused funds reduce the net cost to the Federal Government. Therefore, ordering uniform items for another person, with or without remuneration is prohibited.

d. Items not covered by Uniform Allowance.

(1) Items not covered by the uniform allowance are listed in Appendix X. As stated, certain job-related safety items can be provided by the Government. The cost of these items will not count against initial or replacement allowance limits.

(2) Provisions shall not be made for the cleaning and laundering at Government expense of uniforms furnished or provided for by monetary allowance under the authority of the Federal Employees Uniform Allowance Act and this regulation.

7-3. Guidance - Uniform Procurement.

a. Uniform Procurement. CECW-O will designate an MSC to assign one of its districts to develop, advertize, negotiate, award, and manage a contract for the nation-wide procurement of uniforms and to develop and manage the necessary accounting procedures to oversee the nation-wide distribution. Uniform garment specifications developed will be patterned after the uniform items as specified in Appendices S, T, U, and V of this chapter.

b. If an MSC Commander chooses to require uniforms, they shall be procured through the nation-wide contract.

7-4. Guidance - Appearance. Supervisors are responsible for the general appearance of their uniformed personnel. Supervisors will ensure that uniforms meet standards prescribed by this regulation and that those personnel required to wear the uniform are properly attired.

a. When personnel are required to wear a specific class of uniform, the complete uniform will be worn. The uniform is not complete without all the prescribed articles for the class of uniform being worn.

b. Articles of clothing, patches, or other items not prescribed for uniform wear will not be worn with the uniform, unless advance approval is obtained from CECW-O. This does not include personal protective clothing and hardhats.

c. Personnel authorized to wear the uniform will obtain all required items for their assigned position. When a change in uniform specifications occurs, employees may continue to utilize the previously prescribed items until replacement is necessary unless directed otherwise.

d. Uniforms will be kept clean and neat. Faded or poorly fitting uniform items will not be worn. Pockets will be buttoned and free of bulging objects. If "T-shirts" are worn under shirts, only white or uniform grey T-shirts are permissible. Other undergarments that are not visible under the employee's uniform may be any style or color. This includes heavy socks that are worn under boots and are not ordinarily visible.

e. Personnel authorized to wear the uniform will maintain a well-groomed personal appearance.