

## Providing Uniforms to Transitional Employees

Article 26, Section 3, of the 2006 National Agreement between the United States Postal Service and National Association of Letter Carriers, AFL-CIO, states:

*In the event that the Postal Service requires transitional employees to wear uniform items, local Postal Service management, at its option, may provide such uniform items, which will be returned at the time of separation. For each three months of service during the first term of appointment the transition employee may be entitled to purchase up to 25 percent of the \$298 uniform allowance. The uniform purchases are reimbursed by the Postal Service direct to the vendor. Purchase and payment provisions will continue as previously agreed to by the USPS and NALC.*

Pursuant to the following instructions the local manager may provide uniform allowances to transitional employees (TEs). When such allowances are granted, the local manager must also authorize payment to the official uniform vendor as described below.

The annual uniform allowance for a TE is \$298; however, the uniform allowance must be allotted on a quarterly basis according to the following schedule:

- Quarter 1 and 2 uniform allowance amounts are given together on day 91 of TE service. This amount is \$149.
- Quarter 3 uniform allowance amount is given on day 181 of TE service. This amount is \$74.50.
- Quarter 4 uniform allowance amount is given on day 271 of TE service. This amount is \$74.50.

**Note: 360 days after the first term of appointment begins, any remaining allowance is forfeited.**

## Procedures

### Determining Eligibility for Uniform Allowance

1. When a transitional employee is required to wear uniform items, the local manager first determines the employee's occupational code. This process applies only to employees in the following occupational codes:

Employed under Article 7.1.B of the National Agreement:

- 2310-0030 City Carrier (Transitional Employee) CC-01
- 2310-0040 Carrier Tech (Transitional Employee) CC-02

Employed under the Memorandum of Understanding, Re: Transitional Employees (Flat Sequencing System):

- 2310-0031 City Carrier (Transitional Empl-MOU) CC-01
- 2310-0041 Carrier Tech (Transitional Empl-MOU) CC-02

2. The local manager then determines eligibility based on the number of days in service:
  - The TE must serve 90 days successfully. During this time period, the TE may be authorized to wear a cap and is reimbursed for this purchase according to the instructions in Handbook F-1, section 656, *Reimbursing an Employee for a Uniform Cap*. The local manager pays the employee in cash when presented an invoice showing the amount of the cap purchase, completes Form 3236, and charges to AICs 607-612 as appropriate. **The use of the SmartPay card is prohibited** for the purchase of caps.
  - The TE is eligible on day 91 to receive the first and second quarterly installments of the uniform allowance together. That amount is \$149.
  - The TE is eligible to receive the third quarterly installment of the allowance amount of \$74.50 on day 181 of service. *Any amount unspent from quarter 1-2 may also be applied to the quarter 3 installment.*
  - The TE may receive the fourth quarterly installment of the allowance amount of \$74.50 on day 271 of service. *Any amount unspent from quarter 1-2 or 3 may also be applied to the quarter 4 installment.*

**Note: The TE Eligibility Report is posted on the Uniform Website under *TE Uniform Procedures*.** This report provides all local managers with a list of TEs by finance number who have been hired as of January 9, 2008, as well as their EOD dates and their 91, 181, and 271 days of service eligibility dates. Follow the directions on the website to save this report locally to set up your eligibility log. New reports will be added to the website periodically for TEs hired after January 9, 2008.

### **Authorizing the expenditure in eBuy**

3. The local manager must prepare a separate eBuy for each TE assigned to the unit to allocate the annual allowance amount of \$298. One eBuy may be used for all three quarterly allowance allotments.

Include the following information in the eBuy:

- TE full name
- TE entered on duty date (EOD)
- Eligibility date for each quarter
  - Eligibility date at 91 days of TE service
  - Eligibility date at 181 days of TE service
  - Eligibility date at 271 days of TE service
- Quarter 1-2 amount not to exceed \$149
- Quarter 3 amount not to exceed \$74.50
- Quarter 4 amount not to exceed \$74.50
- Total annual allowance amount must not exceed \$298

**Note: Previous quarters' unspent amounts may be carried into the next quarter's expenditure; however, the annual allowance amount must not exceed \$298.**

**All allowance amounts remaining are forfeited 360 days after the first term of appointment begins.**

Every TE who is eligible for an allowance must have a corresponding eBuy for the annual uniform allowance purchase.

### **Completing the Letter of Authorization**

4. The local manager completes the Letter of Authorization and gives it to each TE at the time of each quarter of eligibility. The Letter of Authorization can be found on Blue in the Uniform Program website under Labor Relations. It is also attached to these instructions.

The local manager must provide the following information on the Letter of Authorization each quarter that the TE receives an allowance: TE's full name, the uniform allowance installment quarter, the date eligibility was achieved, the quarterly allowance amount (which may include unspent amounts from previous quarters) and the complete installation address for purposes of receiving the invoice. The local manager must sign this letter.

The Letter of Authorization **must be completed each uniform allowance installment quarter** for each eligible TE, and the local manager must sign and date it. The uniform vendor must receive an original Letter of Authorization for every quarterly uniform allowance transaction.

5. The TE must use this document as official authorization for each quarter of uniform allowance eligibility.

### **Making the purchase**

6. The TE presents the original completed Letter of Authorization to an approved uniform vendor and identifies him/herself using official postal identification.

A list of all approved Postal Service uniform vendors is posted on both the Blue page on the Labor Relations Web Page under Uniform Program at <http://hrishq.usps.gov/scripts/lrinfo/up/vendorlist.cfm>, and on LiteBlue under *My Life*. Go to *My Benefits*, and look for the link for Uniform Program.

7. The TE will be allowed to purchase up to the approved quarterly allowance amount from the vendor. Any amount unspent from a previous quarter may also be applied to the current quarter's amount.
8. The vendor keeps the Letter of Authorization.
9. The vendor creates an invoice of the sale, provides a copy of the invoice to the TE, and sends the invoice for payment to the local manager.

### **Paying the invoice**

10. The local manager receives the invoice and verifies that the amount of purchase is equal to or less than the current balance of the TE's allowance as specified on the Letter of Authorization. Then the local manager certifies the invoice.

11. The local manager pays the invoice using his/her office SmartPay card. If a local manager does not have a SmartPay card, he/she should follow procedures using Form 8230.

### **Required Documentation for Purchase Reconciliation**

12. Uniform allowance reconciliation log. Local managers must maintain a log that documents the following information for each transitional employee:
  - Entered on duty (EOD) date
  - For quarter 1-2: the eligibility date (day 91 of TE's service); the amount spent; and the amount left over, if any, from the \$149 allowance installment
  - For quarter 3: the eligibility date (day 181 of TE's service); the amount spent in quarter 3, and the amount left over, if any, from the total of \$223.50 (which is the sum of \$149 for quarter 1-2 plus \$74.50 for quarter 3).
  - For quarter 4: the eligibility date (day 271 of TE's service); the amount spent in quarter 4, and the total amount spent year to date. This sum must not equal more than \$298 total.
13. Reconciliation of the TE's uniform allowance expenditure includes the eBuy, Letter of Authorization, copies of each certified invoice, and the uniform allowance log.

The local manager is responsible to ensure that the amounts invoiced do not exceed the quarterly allowance, plus any amount unspent from a previous quarter. The total amount of invoices paid to a uniform vendor for a TE's uniform items cannot exceed the annual allowance of \$298.
14. As with all SmartPay card transactions, this documentation must be kept on file for two years (Handbook AS-709, section 314).

### **Collecting Uniform Items at the end of term**

15. The local manager must collect the following uniform items from all TEs upon separation:
  - Trousers, walking shorts, and skirt
  - Shirt, shirtjac, knit shirt, and polo
  - All outerwear, rain gear, vest, and sweater
  - Tie
  - All headgear, including hats

### Excerpts from ELM 930 – Approved Type 1 Uniform Items

<b>Items for Men</b>	
Parka	With reflective trim and vertical corporate emblem, postal navy blue
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue
Windbreaker	Authorized for letter carriers and motor vehicle/tractor-trailer operators only. Hip-length, unlined, Taslan/Supplex, with reflective trim, vertical corporate emblem, and craft tab, postal navy blue
Vest	With reflective trim and vertical corporate emblem, navy blue
Sweater	Flat or bulky knit, zippered closing, postal navy blue with vertical corporate emblem
All-Weather Gear System	Waterproof, breathable parka with permanent hood and reflective trim, vertical corporate emblem, postal navy blue, incorporates two styles of zip-in jacket/liner; heavyweight liner, insulated, fleece lining with reflective trim, vertical corporate emblem, postal navy blue; fleece liner with fabric enforcements with reflective trim and vertical corporate emblem, postal navy blue; waterproof, breathable, detachable hood for parka with insulation and fleece lining, postal navy blue; waterproof and breathable trousers with reflective trim, postal navy blue
Shirt	Long- or short-sleeve, dress-style woven, postal blue with red and blue pinstripes and vertical corporate emblem
Shirtjac	Warm weather, finished bottom, postal blue with red and blue pinstripes and vertical corporate emblem
Knit shirt	Warm weather, short-sleeve knit, postal blue with vertical corporate emblem
Tie	Four-in-hand, regular or pre-tied, navy blue with alternating red and white pin-dot stripes
Trousers	Postal blue with braid stripe <sup>1</sup>
Walking shorts	Postal blue with braid stripe <sup>1</sup>
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, black, or white with blue stripes
Shoes	Black leather with visible SR/USA label
<b>Items for Men</b>	
Accessories	Neck and chest protector, flat or shaker knit, postal navy blue; smooth leather belt with nickel buckle, black; leather or knit gloves, black; face mask with no ornamentation (when authorized by installation head), dark blue
Headgear	Service cap, postal navy blue; baseball cap, summer or winter style, postal blue with vertical corporate emblem; sun visor, postal blue with vertical corporate emblem; sun helmet, white with blue band; winter fur trooper cap, postal blue with vertical corporate emblem; knit watch cap, with convertible face mask, postal navy blue with vertical corporate emblem
Rain gear	Wet weather parka and trousers, raincoat, rain cape, postal blue with vertical corporate emblem and reflective trim; leggings, cap cover with or without cape, postal blue; rubbers, overboots, and galoshes, black
Optional coveralls	Authorized for and may be worn over the uniform by motor vehicle and tractor-trailer operators during periods when they are exposed to dirty or toxic materials
<b>Items for Women</b>	
Parka	With reflective trim and vertical corporate emblem, postal navy blue
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue
Windbreaker	Authorized for letter carriers and motor vehicle/tractor-trailer operators only. Hip-length, unlined, Taslan/Supplex, with reflective trim, corporate logo, and craft tab, postal navy blue
Vest	With reflective trim and vertical corporate emblem, navy blue
Sweater	Flat or bulky knit, zippered closing, postal navy blue with vertical corporate emblem
All-Weather Gear System	Waterproof, breathable parka with permanent hood and reflective trim, vertical corporate emblem, postal navy blue, incorporates two styles of zip-in jacket/liner; heavyweight liner, insulated, fleece lining with reflective trim, vertical corporate emblem, postal navy blue; fleece liner with fabric

	enforcements with reflective trim and vertical corporate emblem, postal navy blue; waterproof, breathable, detachable hood for parka with insulation and fleece lining, postal navy blue; waterproof and breathable trousers with reflective trim, postal navy blue
Shirt	Long- or short-sleeve, dress-style woven or maternity-style, postal blue with red and blue pinstripes and vertical corporate emblem
Shirtjac	Warm weather, finished bottom, postal blue with red and blue pinstripes and vertical corporate emblem
Knit shirt	Warm weather, short-sleeve knit, postal blue with vertical corporate emblem
blank	blank
<b>Items for Women</b>	
Tie	Four-in-hand, regular or pre-tied, or crossover necktab, navy blue with alternating red and white pin-dot stripes
Slacks	Regular or maternity-style, postal blue with braid stripe <sup>1</sup>
Walking shorts	Postal blue with braid stripe <sup>1</sup>
Skirt	Postal blue with braid stripe
Culottes	Postal blue with braid stripe <sup>1</sup>
Jumper	Regular or maternity-style, postal blue with vertical corporate emblem
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, black, or white with blue stripes
Shoes	Black leather with visible SR/USA label
Accessories	Neck and chest protector, flat or shaker knit, postal navy blue; smooth leather belt with nickel buckle, black; leather or knit gloves, black; face mask with no ornamentation (when authorized by installation head), dark blue
Headgear	Service cap, postal navy blue; WAVE-style hat, postal navy blue with vertical corporate emblem; baseball cap, summer or winter style, postal blue with vertical corporate emblem; sun visor, postal blue with vertical corporate emblem; sun helmet, white with blue band; winter fur trooper cap, postal blue with vertical corporate emblem; knit watch cap, with convertible face mask, postal navy blue with vertical corporate emblem
Rain gear	Wet weather parka and trousers, raincoat, rain cape, postal blue with vertical corporate emblem and reflective trim; leggings, cap cover with or without cape, postal blue; rubbers, overboots, and galoshes, black
Optional coveralls	Authorized for and may be worn over the uniform by motor vehicle and tractor-trailer operators during periods when the employee is exposed to dirty or toxic materials
<sup>1</sup> Motor vehicle operator, tractor trailer operator, driving instructor, and examiner trousers are without braid stripe.	

## .12 Mandatory Wearing of Cap

Wearing of the cap is mandatory for (a) casual employees, (b) new employees who are not required to wear a uniform during the first 90 days of their employment, and (c) all other employees who are authorized only a cap as a means of identifying them with the Postal Service. No substitute headgear may be worn by these employees.

## 934.2 Cold Weather Items (Does not apply to Type 2 Uniforms)

### 934.21 Face Mask

In extremely cold climates, uniformed employees who are regularly assigned to outdoor duties for more than one-half of the time may purchase a face mask as an optional reimbursable item. The face mask must be dark blue with no ornamentation, in a wool blend or synthetic fabric. The use of this item shall be authorized by the installation head. This section does not apply to face masks that are part of the "knit watch cap."

**934.22 Neck/Chest Protector**

Employees authorized to wear the neck/chest protector as part of the cold weather uniform are not required to wear a necktie when the neck/chest protector is being worn to protect them from cold weather. However, employees must replace the protector with a tie if they work inside a postal facility and are in view of the public.

**934.23 Sweaters**

A sweater may be worn as an outer garment. When so worn, the official emblem is permanently attached.

**934.24 Outer Garments**

Only authorized outer garments are to be worn on the street during duty hours. Jacket liners may not be worn as outer garments, and only employees who choose or have chosen to purchase the related jacket may purchase them.