9 Labor Relations

910 Employee Organizations

911 Participation and Membership in Labor Organizations

911.1 Right to Participation

Each postal employee has the right, freely and without fear of penalty or reprisal, to form, join, or assist a labor organization or to refrain from any such activity. Each employee is protected in the exercise of such rights. Except as specified in 911.3, this right extends to participation in the management of the organization and acting as an organization representative. It includes presentation of the organization's views to officials of the Postal Service, officials of the Executive Branch, the Congress, or other appropriate authority.

911.2 Right to Membership

No interference, restraint, coercion, or discrimination to encourage or discourage membership in a labor organization may be effected in the Postal Service.

911.3 Conflict of Interests

Supervisors and certain other employees may not actively participate in the management of a labor organization including voting in intra-union elections or acting as a representative of a labor organization when it would result in a conflict of interest, or apparent conflict of interest, or otherwise be incompatible with law or with the official duties of the supervisor or employee.

911.4 Postal Service Recognition

The Postal Service gives exclusive recognition to labor organizations that meet the requirements for such recognition under the provisions of the Postal Reorganization Act.

911.5 Employee Compensation During Negotiations

Employees who represent a recognized labor organization are not on official time when negotiating a collective bargaining agreement with postal management.

912 Participation and Membership in Supervisory and Managerial Organizations

912.1 Right to Participation

Postal personnel have the right, freely and without fear of penalty or reprisal, to form, join, or assist a supervisory or managerial organization or to refrain from any such activity. Such personnel are protected in the exercise of such rights. Such rights include participation in the management of the organization and acting as organization representative and may include the presentation of the organization's views to Postal Service officials, officials of the Executive Branch, the Congress, or other appropriate authority.

912.2 Right to Membership

No interference, restraint, coercion, or discrimination to encourage or discourage membership in such an organization shall be effected in the Postal Service.

920 Dues Withholding for Employee Organizations

921 Voluntary Withholding of Dues

Employees who are members of supervisory, managerial, or labor organizations that have approved dues withholding agreements with the Postal Service (see 923) may voluntarily authorize the Postal Service to withhold periodic dues from their salary payments. The organizations for which dues deductions are authorized include those encompassed by the provisions of the Postal Reorganization Act.

922 Dues Collection Schedule

Dues for the National Association of Postmasters of the United States (NAPUS), the National League of Postmasters (the League), and the National Alliance of Postal Employees are deducted in the pay period that includes the first day in a calendar month and are reflected in the salary check for that pay period. Dues for all other labor organizations and for the National Association of Postal Supervisors (NAPS) are withheld each pay period.

923 Eligible Organizations

The following organizations have been approved to participate in dues withholding. They are identified in data processing records by the indicated alphabetical code designations:

a. Labor organizations:

Recognized Bargaining Agent	Code
NATL POSTAL PROFESSIONAL NURSES PO BOX 1605 TEMPLE HILLS MD 20757-1605	D

Recognized Bargaining Agent	Code
FRATERNAL ORDER OF POLICE LABOR COUNCIL 2 PO BOX 826 NEW YORK NY 10008-0826	C
NATL POSTAL MAIL HANDLERS UNION 1101 CONNECTICUT AVE NW STE 500 WASHINGTON DC 20036-4304	H
NATL ASSOC OF LETTER CARRIERS AFL-CIO 100 INDIANA AVE NW WASHINGTON DC 20001-2196	L
NATL RURAL LETTER CARRIERS ASSOC 1630 DUKE ST 4TH FLOOR ALEXANDRIA VA 22314-3465	R
AMER POSTAL WORKERS UNION AFL-CIO 1300 L ST NW WASHINGTON DC 20005-4128	W
INTERNATIONAL ASSOCIATION OF MACHINISTS AUTOMOTIVE LODGE 1486 12303 SCOTCH BONNET CT RESTON VA 20191-1110	T

Other Labor Organization	Code
AMER FEDER OF GOVT EMPLOYEES AFL-CIO 80 F ST NW WASHINGTON DC 20001-1528	A
NATL ALLIANCE OF POSTAL EMPLOYEES 1628 11TH ST NW WASHINGTON DC 20001-5011	E

b. Supervisory and managerial organizations:

Supervisory and Managerial Organization	Code
NATL LEAGUE OF POSTMASTERS OF THE US 5904 RICHMOND HWY STE 500 ALEXANDRIA VA 22303-1864	N
NATL ASSOC OF POSTMASTERS OF THE US 8 HERBERT ST ALEXANDRIA VA 22305-2600	P
NATL ASSOC OF POSTAL SUPERVISORS 1727 KING ST STE 400 ALEXANDRIA VA 22314-2753	S

924 Authorization for Dues Withholding

924.1 Authorization Forms

924.11 Supervisory or Managerial Organizations

Standard Form (SF) 1187, *Authorization for Deduction of Union Dues,* is used by members of supervisory or managerial organizations for authorization of dues withholding.

924.12 Labor Organizations

One of two revised versions of SF 1187 is provided by the unions and used by members of labor organizations for authorization of withholding of dues, which may include the yearly subscription price to the union's publications. The forms used are:

a. For transitional employees, SF 1187, *Authorization for Deduction of Union Dues for Transitional Employees.*

b. For other bargaining unit employees, SF 1187, *Authorization for Deduction of Union Dues.*

924.2 Employee Eligibility

924.21 Employment Status Requirement

924.211 General

Employees who are members of approved organizations are eligible to participate in dues withholding procedures.

924.212 Exception

Because of the intermittent nature of their employment, casual and most nonbargaining temporary employees are excluded from this policy.

924.22 Multiple Dues Withholdings

An eligible employee may have dues deducted for up to three organizations at one time. A separate authorization is required for each organization.

924.3 Distribution of Authorization Forms

924.31 Function of Organization Representative

The organization representative:

a. Distributes appropriate forms to members who voluntarily desire to have the Postal Service withhold dues from their salary payments.

b. Makes certain that the top portion of the form is completed: indicating the name and alpha code (see 923) of the organization; identifying each member by name, address, and Social Security number; and showing the name and finance number of the installation where such member is officially assigned.

c. Certifies the amount of dues to be withheld biweekly or each month from the employee's compensation.

924.32 Limit on Time and Place

Distribution, collection, and certification of such forms should not be made on official time in a work area.

924.4 Submission of Completed Authorization Form

924.41 General

The organization representative submits the original SF 1187 to the postal installation where the member is employed. The installation head makes sure that the "date of delivery to employer" is entered and the form is promptly forwarded to the servicing distributed data entry/distributed reporting (DDE/

DR) site. This date cannot be entered by the organization representative, except as noted in 924.422.

924.42 Exceptions

924.421 Postmasters

The National League of Postmasters (the League) may submit the original SF 1187 through regular payroll channels to the servicing DDE/DR site. The National Association of Postmasters of the United States (NAPUS) processes the SF 1187 for its members to initiate dues withholding.

924.422 Rural Carriers

The NRLCA National Office, which is responsible for entering the "date of delivery to employer" at the time of transmittal, submits the SF 1187 for a rural carrier.

924.423 American Postal Workers Union

The APWU processes SF 1187 for its members to initiate dues withholding.

924.5 Implementation of Dues Withholdings

The Eagan Accounting Service Center (ASC) begins dues withholdings with the first full pay period following the receipt of a properly completed SF 1187 at the DDE/DR site. In the event that an SF 1187 is received at the DDE/DR site without the date of delivery filled in, the DDE/DR site enters the date of receipt as the "date of delivery," and proceeds to process the form, using the "date of delivery" as the anniversary date. The DDE/DR site sends a copy of this annotated form with an appropriate explanation to the installation of origin for transmittal to the organization.

924.6 Certification of Amount to Be Withheld

924.61 Function of Organization Representative

The appropriate official of each employee organization properly certifies the amount to be withheld.

924.62 Change by Organization

When the organization changes the amount to be withheld, a blanket authorization listing the affected employees is accepted and used for such purpose by the Eagan ASC. Such notice includes the employee's name, Social Security number, finance number, effective date, and "from" and "to" dues amounts. The notice is certified by a regional or national official of the organization and forwarded to the manager of human resources in the area office, who indicates approval and forwards it to the Eagan ASC.

924.7 Confirmation of Correct Deduction

924.71 Notation or Earnings Statement

The amount withheld for dues is shown on PS Form 1223-A or PS Form 1223-B, *Earnings Statement*. If the employee has authorized withholdings for more than one organization, the earnings statement shows the organization code and deduction for each organization.

924.72 Procedure in Case of Error

If an erroneous dues amount is withheld, the employee follows normal payroll inquiry procedures in questioning such deduction. The personnel office maintaining the employee's official personnel folder (OPF) rechecks the amount authorized by the employee on the current SF 1187, and the DDE/DR site changes the employee payroll master record if it is in error. The Eagan ASC does not make a retroactive adjustment unless the Postal Service is responsible for the error in dues withholding; e.g., if it fails to process a properly submitted SF 1187, or deducts an incorrect amount, or makes deductions for the wrong organization.

925 Cancellation of Dues Withholding Authorization

925.1 Voluntary Cancellations

925.11 Form Used

Employees use PS Form 1188, *Cancellation of Organization Dues from Payroll Withholdings,* to cancel dues withholding.

925.12 When Employees Can Cancel

925.121 General

Except as specified in 925.122, an employee can cancel an SF 1187 only in accordance with the terms of the authorization form that the employee signs to initiate the dues withholding. This holds true for members of organizations such as the American Federation of Government Employees or the National Alliance of Postal Employees, that are not "certified bargaining representatives" or "recognized organizations of supervisory and other managerial personnel."

925.122 Special Circumstances

Special circumstances that alter the conditions for canceling dues withholding are as follows:

a. Employees who enrolled in any organization before July 1, 1971, or who are members of supervisory or managerial organizations designated by Codes N, P, or S, may submit their cancellation notice at any time, but it is not processed until the first full pay period following March 1 or September 1, whichever occurs first after receipt of the form. These employees submit PS Form 1188 to the installation head, who forwards the form to the servicing DDE/DR site, except as noted in 925.122f (see).

b. An employee using the revised SF 1187 described in 924.12 may cancel only by submitting PS Form 1188 to the installation head and via certified mail to the organization's national office not more than 20 days, and not less than 10 days before the anniversary date (date of the delivery to employer). PS Form 1188 must be date-stamped upon receipt. It is this date that is used to determine if the cancellation request was received in accordance with the above requirements.

   Example: Assume an anniversary date of December 1. The employee signs and dates PS Form 1188 on November 10 and certifies that Copy 3 of the form has been sent to the organization's

national office by certified mail. To comply with the 20/10 day requirement specified above, the employing office must receive and date stamp part B of the form between November 11 and November 21. If the DDE/DR site receives all three copies of PS Form 1188, the entire form is returned to the employee with the reason(s) noted. The 20/10 day rule is a requirement of the revised SF 1187 that can be waived only by the union.

c. An employee whose documented position is not within a recognized bargaining unit (such as a supervisor), but who is having dues withheld for a labor organization that is recognized as a bargaining agent (see 923a), may voluntarily cancel the dues withholding authorization, effective the first full pay period after the request for cancellation is received at the DDE/DR site. The PS Form 1188 should be annotated to reflect the employee's current job title and effective date.

d. The SF 1187 of a transitional employee stays in effect for 180 days following termination, even though the Postal Service does not withhold dues, to allow the employee the option of continued withholding if the employee is rehired within that 180-day period. If a transitional employee wants to cancel dues withholding when rehired, he or she may do so within 10 days by submitting PS Form 1188. A transitional employee may also cancel dues withholding according to the 20/10 day requirement, i.e., not more than 20 days, and not less than 10 days before the anniversary date. This anniversary date is the "date of delivery to employer" of the SF 1187 originally authorizing dues withholding, and this date remains fixed regardless of the number of consecutive appointments.

e. The APWU processes PS Form 1188 for its members to cancel dues withholding.

f. NAPUS processes PS Form 1188 for its members to cancel dues withholding.

Exhibit 925.1
PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings

UNITED STATES POSTAL SERVICE

Cancellation of Organization Dues From Payroll Withholdings

(See Privacy Act Statement on Reverse)

Part A — Completed by Employee

1. Employee Name *(Print -- Last, First, MI)*	2. Social Security Number
3. Post Office Name and State	4. Post Office Finance Number
5. Name of Organization and Code *(See reverse side for organizations and codes)*	6. Employee's Dues Deduction Anniversary Date

7. I hereby certify that I sent copy 3 of this cancellation to the above named organization's national office VIA CERTIFIED MAIL on this date, _____, as notice of my intention to discontinue payroll withholdings.

Notice must be received within the required window period *(see ELM, Chapter 9)*. Notice to the organization must be sent by certified mail to organization's national office, as directed in ELM, Chapter 9.

_____
Employee Must Sign & Date *(Mo., Day, Year)*

Part B — Completed by Employing Office

Date Form Received in the Employing Office:

Original and Copy 2 Will Be Separated by Processing Center

Part C — Completed by Processing Center

1. Date Form Received *(Mo., Day, Year)*	
2. Organization Code	
3. Effective Pay Period -- Year	
4. Date Processed *(Mo., Day, Year)*	
5. Verified By *(Initials)*	

6. Form Will Not Be Processed and Is Being Returned to the Employee Because:

- ☐ Not received within the required 20 - 10 day window period *(see notice in Part A, no. 7)*.
- ☐ Not currently enrolled in the organization shown.
- ☐ Form incomplete. See item _____.
- ☐ Explain:

FOR DDE/DR USE

Entered By	P/P	Initials

PS Form **1188,** March 2007 *(Page 1 of 2)* **1 -- Employee's OPF**

925.2 Discontinued Withholding

925.21 Separation

The Postal Service discontinues dues withholding upon separation of any employee enrolled in the dues withholding program, although the process is modified for transitional employees. Dues withholding is discontinued for a transitional employee at the end of a term of employment, but the SF 1187 stays in effect for 180 days. If the employee is rehired within 180 days, the dues deduction restarts, unless the employee submits a cancellation as specified in 925.122d. After 180 days, a rehired employee must complete another SF 1187 in order to activate dues withholding.

925.22 Organization Request

Withholding of dues is discontinued at any time upon written request from the organization for which the withholding is authorized.

925.3 Cancellation Notices

Cancellation notices must include the employee's name, date, dues deduction anniversary date, Social Security number, name and finance number of the installation where officially assigned, and name and alpha code of the organization involved.

925.4 Cancellation Procedures

The postal installation receiving a properly executed PS Form 1188 promptly forwards the original and Copy 2 to the DDE/DR site. The DDE/DR site promptly notifies the installation head or designee of any refusal to honor PS Form 1188, and the reason for doing so, by returning Copy 2 of the completed PS Form 1188 to the employing office. The installation head or designee, in turn, notifies the employee.

925.5 Filing Procedures

All SFs 1187 (as provided by the various eligible postal organizations as specified in 923) and PS Forms 1188 requiring a payroll adjustment are sent to the Eagan ASC for processing. The forms, however, are returned for filing with the permanent documents on the right side of the employee's OPF.

925.6 Transfer or Reassignment

When an employee who is having dues withheld for a management or labor organization (as listed in 923a or b) transfers or is reassigned to another postal installation, his or her dues withholdings are transferred to the local organization at the gaining installation. The dues amount remains the same unless otherwise changed by the new local organization. If a change in the dues amount is to be made, a request is submitted by the organization as provided in 924.62; however, such request is limited to the employee involved.

926 Coding Instructions

926.1 Organization Codes

Each national organization is identified by a specific alphabetical code as shown in 923.

926.2 Subdivision Codes

The post office finance number is used to identify each post office local organization. Official state codes are used to identify the postmaster and rural carrier organization subdivisions.

926.3 Remote or District Locals

In some cases, an employee working at one postal installation is a member of a local organization identified with a different post office. The postal installation finance number is used to identify the office of employment. In addition, the post office finance number used to identify such remote or district local organization is also entered.

926.4 Members at Large

If a member is attached directly to the national organization or state division instead of to a local organization, the words “Member at Large” are shown after the name of the organization. Such members include those at post offices that do not have local organizations. The finance number should be the state code followed by four zeros (i.e., 35-0000).

930 Work Clothes and Uniforms

931 Uniforms

931.1 Entitlement and Allowances

931.11 Entitlement

Certain employees must wear prescribed uniforms in performing their duties. These employees are entitled (a) to a uniform allowance to purchase authorized uniform items or (b) to be furnished uniforms that meet Postal Service specifications.

931.12 Allowances

The annual allowance authorized each employee covered by a collective bargaining agreement is determined by the terms of that agreement. Allowances for other employees are set as a matter of policy.

931.13 Types of Clothing

The Uniform Program consists of a number of types of clothing developed for various positions dependent on (a) the level of visibility to the public, (b) the type of work normally performed, and (c) the physical environment in which the employee normally works. The current categories are:

a. Type 1 – city letter carriers, clerk/special delivery messengers, clerks performing city letter carrier duties, motor vehicle operators,

tractor-trailer operators, driving instructors and examiners, letterbox mechanics, ramp clerks and transfer clerks, AMF, performing ramp clerk duties, area maintenance technician/specialists, maintenance mechanics working as letterbox mechanics (see 932.11h), passenger elevator operators, and elevator starters.

b. Type 2 – employees assigned to retail operations.

c. Type 3 – vehicle maintenance, custodial maintenance, mail handler, BMEU, and clerical employees eligible under 932.12 and 932.13.

d. Type 4 – security force police officers.

e. Type 5 – bargaining unit and nonbargaining unit medical personnel.

f. Type 6 – supervisors.

The criteria are different for each type, as well as the procedure necessary to establish or terminate an employee in each category. Installation heads must familiarize themselves with the criteria established for each type so that certifications are made under the correct program.

931.2 Purpose and Scope

931.21 Uniforms

Uniforms are provided to certain employees for the following reasons:

a. To provide immediate visual identification with the Postal Service to the public.

b. To project an appearance to the public that is neat, professional, and pleasing.

c. To help develop in the employee a feeling of esprit de corps.

d. To meet standard professional practices (doctors, nurses, etc.).

931.22 Work Clothes

Work clothes are provided to certain employees:

a. Who perform dirty work or work with toxic materials.

b. When it is important that they be recognized and identified with the Postal Service, work clothes are provided for employees who work in public view.

c. To certain full-time employees working full time in areas where work clothing is essential.

931.23 Personal Appearance

Supervisors are responsible for continually observing the uniforms of employees and taking appropriate corrective action, when necessary, to ensure employees are properly attired.

931.24 Administration of Uniform Policy

Items of uniform dress are listed in 933.1 through 933.6. These lists include all items to which allowances are applicable, that employees in these categories may be required to wear under various circumstances (see 936.14). The lists do not mean that every employee is required to acquire and wear every one of the items at some time during service in the category. On the contrary, the list for each of several categories contains a

number of items that some employees in a particular category may never need to wear. It is the intent of these regulations that appropriate items for wear in matters of this kind be determined at the installations, in accordance with collective bargaining agreements and Postal Service policy.

931.25 Responsibility of Installation Heads

Installation heads:

a. Post a list of uniform items authorized for the installation. The list indicates those items that are required and those that are optional to the employee.

b. Enforce all uniform allowance regulations and prevents abuses.

c. Make all rules and regulations governing uniform clothing and accessory purchases readily accessible to all employees and vendors.

931.26 Responsibility of Employees

931.261 Appearance

Postal employees are responsible for being adequately and properly dressed for duty. They are expected to maintain high standards of appearance, representing to the public the best tradition of service and efficiency while performing their official duties. Uniform garments should be properly fitted and maintained in a clean, neat, and serviceable condition. Jeans, shorts, sleeveless tops, T-shirts, sweats, spandex, etc., are not appropriate attire for employees working at a retail counter. This list is not meant to be exhaustive.

931.262 Conforming With Regulations

Uniformed employees are responsible for conforming with all uniform regulations.

931.263 When to Wear Uniforms

Uniforms are worn as follows:

a. *General.* A uniform is worn only while the employee is on duty, in connection with approved activities directly related to postal employment.

b. *Special Authorization.* Postmasters may authorize wearing postal uniforms for activities in which the Postal Service participates, or which it sponsors, where identification with the Postal Service is beneficial to the Service, and while the employee is traveling directly to and from work.

c. *Restrictions.* In no other case may the postal employee's uniform, or any part of it that identifies the garment or wearer with the Postal Service, be worn in nonpostal employment or activities.

931.264 Postal Service Emblem

The Postal Service emblem may not be worn except by uniformed postal employees as part of the prescribed uniform except in the following circumstances:

a. Postmasters and other installation heads may permit the voluntary wearing of the Postal Service emblems by a postal employee who has daily personal contact with the public, but who is not required to wear a uniform.

b. In all other situations, specific authorization is obtained through administrative channels from Labor Relations.

931.27 Employee Acting as Agent

No postal employee may act as agent, directly or indirectly, for any individual or firm engaged in the manufacture or sale of postal employees' uniform items.

931.28 Payment for Fabric

Payment is made for piece goods purchased for use in home sewing of items of uniform apparel authorized for the employee's craft. Reimbursement to the vendor is made in accordance with 936.5. Note the following:

a. Payment is not made for purchases of piece goods for home sewing of any item that is not an authorized uniform garment for the craft concerned.

b. Fabric must meet specifications in 932.3.

932 Uniform Requirements

932.1 Employees Required to Wear Uniforms and Work Clothes

932.11 Regular Uniforms

Employees in the following categories meeting the following conditions wear the prescribed uniform while performing their duties:

a. City letter carriers and clerk/special delivery messengers whose tours of duty during the course of a year average 4 hours or more a day performing carrier or special delivery duties.

b. Motor vehicle operators, tractor-trailer operators, or driving instructors and examiners, if they average 4 hours or more a day during the course of a year, driving vehicles or holding themselves in readiness to drive them.

c. Ramp clerks and transfer clerks, AMF, assigned on a full-time basis to ramp transfer service at airports who perform transfer duties between air carriers (or special transfer clerks, airmail where there are no ramp clerks assigned).

d. Postal Service Security Force Police officers.

e. Passenger elevator operators or elevator starters if they average 4 hours or more a day during the course of a year performing the duties of these jobs.

f. Clerks who average 4 hours or more a day performing city letter carrier duties.

g. Retail personnel, including postmasters and supervisors at CAG A–J post offices, whose official assignment at a retail counter is for a minimum of 4 hours daily for 5 days a week on a continuing basis, or for not less than 30 hours a week. Employees who do not qualify for a uniform allowance under the criteria described above must wear the appropriate uniform for the position if it is provided to them outside of the uniform allowance program.

h. Retail classroom instructors and retail coaches who qualify for uniform allowances.

i. Letterbox mechanics assigned to work outdoors more than one-half the time, or maintenance mechanics assigned to letterbox mechanic duties performed outdoors for more than one-half of the time.

j. Employees serving as area maintenance technician/specialists who are on official business away from their duty office for one-half or more of their time.

k. Nurses and first aid attendants.

l. Medical officers and technicians.

932.12 Contract Uniforms

The Postal Service has authorized uniforms for mail handlers, custodial maintenance, vehicle maintenance employees, and certain full-time employees in the Business Mail Entry Unit (BMEU) in CAG A–J post offices who meet certain criteria. To be eligible for uniforms under the contract uniforms program, employees must (a) be in public view 4 hours a day for 5 days a week or (b) be in public view not less than 30 hours a week in combined total time. Eligible employees are:

a. *Mail Handlers and Group Leaders (Mail Handlers).* Those who are assigned to dock areas, platforms, and other locations and meet the 4-hour-a-day or 30-hour-a-week criteria.

b. *Custodial Maintenance.* Those who are not otherwise authorized to wear uniforms, are assigned to multi-occupied buildings operated by the Postal Service, and meet the 4-hour-a-day or 30-hour-a-week criteria.

c. *Vehicle Maintenance.* Those who meet the 4-hour-a-day or 30-hour-a-week criteria, including time on road calls.

d. *Business Mail Entry Unit (BMEU).* Full-time employees in these positions:

(1) Bulk mail technician.

(2) Bulk mail clerk.

(3) Mailing requirements clerk.

932.13 Work Clothes

This program is separate from the contract uniform program. It is for employees who are not presently eligible for uniforms or contract uniforms. Affected are certain mail handlers, maintenance employees, motor vehicle employees, and clerical employees involved full time in pouching and dispatching units, parcel post sorting units, bulk mail sacking operations, and ordinary paper sacking units:

a. Mail handlers and maintenance employees working full time in the following duty assignments located in mail transport equipment centers, supply centers, and mail equipment shops:

(1) Accountable paper supply clerk.

(2) Computer printline production operator.

(3) Custodian.

(4) Electrician.
(5) Electronic technician.
(6) Group leader, mail bag examination.
(7) Group leader, mail equipment handler.
(8) Group leader, mail equipment repair.
(9) Group leader, warehousing.
(10) Label printing center mechanic.
(11) Laborer, custodial.
(12) Laborer, materials handling.
(13) Lockmaker.
(14) Machine operator.
(15) Mail equipment handler.
(16) Maintenance mechanic.
(17) Maintenance mechanic, general.
(18) Materials handling equipment operator.
(19) Packer-in-charge.
(20) Packer, shipper.
(21) Packer, warehouseman.
(22) Press operator.
(23) Receiving and shipping clerk.
(24) Sewing machine operator.
(25) Shipping clerk.
(26) Supply clerk.
(27) Tool and parts clerk.
(28) Warehouseman.

b. Clerk craft employees assigned to:
(1) Ordinary paper sacking units.
(2) Parcel postal distribution units (manual).
(3) Pouching and dispatching units.

c. Mail handlers — full-time mail handlers working in the following areas:
(1) Ordinary paper sacking units.
(2) Parcel post units (dumping of sacks or manual separation of sacks).
(3) Platform (dock) operations.
(4) Pouch dumping units.
(5) Sack dumping units.

d. Motor vehicle maintenance employees:
(1) Automotive painter.
(2) Automotive mechanic.
(3) Body and fender repairman.
(4) Garageman.

(5) Junior mechanic, automotive.
(6) Storekeeper, automotive parts.
(7) Tire repairman.
(8) Tool and parts clerk.
(9) Vehicle maintenance analyst.

e. Assigned full time in the specified duty assignment:
(1) Assistant engineman.
(2) Blacksmith-welder.
(3) Building equipment mechanic.
(4) Building maintenance custodian.
(5) Carpenter.
(6) Cleaner.
(7) Conveyor-mechanic.
(8) Custodian.
(9) Electrician.
(10) Electronic technician.
(11) Elevator mechanic.
(12) Engineman.
(13) Fireman.
(14) Fireman-laborer.
(15) Group leader.
(16) Label printing center mechanic.
(17) Laborer.
(18) Laborer, custodial.
(19) Laborer, materials handling.
(20) Maintenance mechanic.
(21) Mason.
(22) MPE mechanic.
(23) Office appliance repairman.
(24) Painter.
(25) Plumber.
(26) Postal machines mechanic.
(27) Scale mechanic.
(28) Stationary engineer.
(29) Maintenance support clerk.
(30) Vehicle operations maintenance assistant.
(31) Vending machine mechanic.

932.14 Aprons

Postmaster or installation heads are authorized to purchase aprons locally on an as-needed basis for those employees who work on assignments involving dirty work but do not qualify for work clothes.

932.15 Alternative Protective Items

If the installation head determines that the occasional use of such items as coveralls, smocks, aprons, or foul weather gear meet the need, these items are to be purchased for the installation through the GSA FEDSTRIP catalog or through other authorized means.

932.2 Uniforms Not Required

932.21 New, Part-time, and Casual Employees

Unless uniforms have been provided to them, the following employees are not required to wear uniforms:

a. *New employees* listed in 932.11 (except eligible Security Force employees) during the first 90 days of their employment, except for the prescribed uniform cap. Employees required to wear the uniform cap are reimbursed from uniform allowance funds for the cap (see F-1, Post Office Accounting Procedures, 756). When the employees become eligible for the full uniform allowance, the cost of the cap is charged against their first year allowance.

b. *Part-time employees* with a regular or flexible work schedule, except for the cap, unless they meet the basic minimum hourly and daily requirements outlined in 932.11.

c. *Casual employees*, except for the cap.

932.22 Ninety-Day Requirement Exemptions

The following employees are not required to wait 90 days for uniform eligibility (see 932.21a):

a. Eligible employees in the Postal Service Security Force.

b. Present career employees in the regular work force who are assigned into a uniform category and have completed their 90-day probationary period.

932.3 Specifications and Quality Control Certification

932.31 Specifications

The Postal Service Uniform Quality Control Office issues specifications for items of uniform dress for the guidance of uniform manufacturers and retailers.

932.32 Quality Control Certification

Payment is made only for purchases of authorized uniform items manufactured in accordance with specifications issued by the Postal Service Uniform Quality Control Office. All items except overboots, gloves, hose, face masks, and helmets must contain the certificate label issued by the Postal Service Uniform Quality Control Office (see 936.32). By incorporating the label, the manufacturer guarantees that the item conforms to

specifications. The label appearing in the uniform items must state the following:

This garment is warranted to meet or exceed the standards of specification number [__*number*__] and was produced under certificate number [__*number*__] from basic material warranted by the manufacturer as having been produced in accordance with the sample under current certification.

933 Authorized Uniform Items and Combinations

933.1 Type 1 Uniforms

933.11 Type 1 Items

933.111 Type 1a

Type 1a uniforms are worn by city letter carriers, clerk/special delivery messengers, clerks performing city letter carrier duties, motor vehicle operators, tractor-trailer operators, driving instructors and examiners, letterbox mechanics, ramp clerks and transfer clerks, AMF, area maintenance technician/specialists, and maintenance mechanics working as letterbox mechanics (see 932.11i).

Items for Men	
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, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Shirtjac	Warm weather, finished bottom, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Knit shirt	Warm weather, short-sleeve knit, postal blue with vertical corporate emblem

Items for Men	
Tie	Four-in-hand, regular or pre-tied, navy blue with alternating red and white pin-dot stripes
Trousers	Postal blue with braid stripe[1]
Walking shorts	Postal blue with braid stripe[1]
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; baseball cap, summer or winter style, postal blue with vertical corporate emblem; sun visor, postal blue with vertical corporate emblem; sun hat, postal navy blue with vertical corporate emblem, crown eyelets, and adjustable chinstrap; 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

Items for Women	
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

Items for Women	
Shirt	Long- or short-sleeve, dress-style woven or maternity-style, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Shirtjac	Warm weather, finished bottom, solid postal blue or 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, or crossover necktab, navy blue with alternating red and white pin-dot stripes
Slacks	Regular or maternity-style, postal blue with braid stripe[1]
Walking shorts	Postal blue with braid stripe[1]
Skirt	Postal blue with braid stripe
Culottes	Postal blue with braid stripe[1]
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 hat, postal navy blue with vertical corporate emblem, crown eyelets, and adjustable chinstrap; 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

[1] *Motor vehicle operator, tractor trailer operator, driving instructor, and examiner trousers are without braid stripe.*

933.112 **Type 1b**

Type 1b uniforms are worn by passenger elevator operators and elevator starters.

Items for Men	
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue

Items for Men	
Shirt	Long- or short-sleeve, dress-style woven, solid postal blue or postal blue with red and blue pinstripes and 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
Shoes	Black leather with visible SR/USA label
Accessories	Smooth leather belt with nickel buckle, black
Headgear	Baseball cap, postal blue with vertical corporate emblem

Items for Women	
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue
Shirt	Long- or short-sleeve, dress-style woven, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Tie	Four-in-hand, regular or pre-tied, or crossover necktab, navy blue with alternating red and white pin-dot stripes
Skirt	Postal blue with braid stripe
Jumper	Regular or maternity-style, postal blue with vertical corporate emblem
Shoes	Black leather with visible SR/USA label
Accessories	Smooth leather belt with nickel buckle, black

933.12 Type 1 Combinations

Male Combinations			
	Warm Weather		
Cold Weather	**Option No. 1**	**Option No. 2**	**Option No. 3**
Required Items			
Shirt (long- or short-sleeve)	Shirt (long or short sleeve)	Shirt (short sleeve, shirtjac,[1] or knit polo shirt[2])	Shirt (short sleeve, shirtjac,[1] or knit polo shirt[3])
Navy blue tie	Navy blue tie		
Uniform trousers with uniform blue-gray or black socks	Uniform trousers with uniform blue-gray or black socks	Uniform trousers with uniform blue-gray or black socks	Walking shorts[3] with authorized uniform blue-gray, black, or white socks
Black belt	Black belt	Black belt	Black belt
Black shoes (SR/USA label)	Black shoes (SR/USA label)	Black shoes (SR/USA label)	Black shoes (SR/USA label)
Optional Items			

Male Combinations			
Headgear: winter service cap, fur trooper cap, baseball cap, parka-style hood, knit cap with convertible face mask, or visor	Headgear: summer service cap, baseball cap, helmet, sun hat, or visor	Headgear: summer service cap, baseball cap, helmet, sun hat, or visor	Headgear: summer service cap, baseball cap, helmet, sun hat, or visor
Bomber jacket [4]	Bomber jacket[4]	Bomber jacket[4]	Bomber jacket[4]
Rain gear	Rain gear	Rain gear	Rain gear
Windbreaker	Windbreaker	Windbreaker	Windbreaker
Parka			
Black gloves			
Vest[5]	Vest[5]		
Neck/chest protector			
Sweater[6]	Sweater[6]	Sweater[6]	Sweater[6]
Coveralls[7]	Coveralls[7]	Coveralls[7]	Coveralls[7]

1. *Shirtjacs are not to be tucked in or worn with any outer garments (e.g., sweaters, jackets, etc.) except rain gear. They are not to be worn with ties.*
2. *Knit shirts are to be worn tucked in. They may be worn only with authorized sweaters or windbreakers.*
3. *Hems of walking shorts should not be more than 3 inches above mid-knee. Shorts must be worn only with uniform socks.*
4. *Craft tabs are worn only on bomber jackets and windbreakers. Bomber jackets may be purchased and worn with optional zip-in lining. Liners may not be worn alone as outer garments.*
5. *Vests may be worn with or without jackets or parkas; however, they must not be worn without shirts and ties.*
6. *Delivery personnel may not purchase or wear the retail service personnel sweater.*
7. *Coveralls are authorized for motor vehicle operators when exposed to dirty or toxic materials.*

Female Combinations			
	Warm Weather		
Cold Weather	**Option No. 1**	**Option No. 2**	**Option No. 3**
Required Items			
Shirt (long- or short-sleeve)	Shirt (long or short sleeve)	Shirt (short sleeve, shirtjac[1], or knit polo shirt[2])	Shirt (short sleeve, shirtjac[1], or knit polo shirt[2])
Navy blue necktab, or four-in-hand tie	Navy blue necktab, or four-in-hand tie		

Female Combinations			
Uniform slacks with uniform blue-gray or black socks; skirt, culottes or jumper,[3] with uniform blue-gray, black, or white socks or skin-tone nylon stockings (not reimbursable)	Uniform slacks with uniform blue-gray or black socks; skirt, culottes or jumper,[3] with uniform blue-gray, black, or white socks or skin-tone nylon stockings (not reimbursable)	Uniform slacks with uniform blue-gray or black socks; skirt, culottes or jumper,[3] with uniform blue-gray, black, or white socks or skin-tone nylon stockings (not reimbursable)	Walking shorts[3] with authorized uniform blue-gray, black, or white socks
Black belt	Black belt	Black belt	Black belt
Black shoes (SR/USA label)	Black shoes (SR/USA label)	Black shoes (SR/USA label)	Black shoes (SR/USA label)
Optional Items			
Headgear: winter service cap, WAVE-style hat, baseball cap, parka-style hood, knit cap with convertible face mask, or visor	Headgear: summer service cap, helmet, baseball cap, WAVE-style hat, sun hat, or visor	Headgear: summer service cap, helmet, baseball cap, WAVE-style hat, sun hat, or visor	Headgear: summer service cap, helmet, baseball cap, WAVE-style hat, sun hat, or visor
Bomber jacket[4]	Bomber jacket[4]	Bomber jacket[4]	
Rain gear	Rain gear	Rain gear	Rain gear
Windbreaker	Windbreaker	Windbreaker	Windbreaker
Parka			
Black gloves			
Vest[5]	Vest[5]		
Neck/chest protector			
Sweater[6]	Sweater[6]	Sweater[6]	Sweater[6]
Coveralls[7]	Coveralls[7]	Coveralls[7]	Coveralls[7]

1. *Shirtjacs are not to be tucked in or worn with any outer garments (e.g., sweaters, jackets, etc.) except rain gear. They are not to be worn with ties.*
2. *Knit shirts are to be worn tucked in. They may be worn only with authorized sweaters or windbreakers.*
3. *Hems of walking shorts should not be more than 3 inches above mid-knee. Shorts must be worn only with uniform socks.*
4. *Craft tabs are worn only on bomber jackets and windbreakers. Bomber jackets may be purchased and worn with optional zip-in lining. Liners may not be worn alone as outer garments.*
5. *Vests may be worn with or without jackets or parkas; however, they must not be worn without shirts and ties.*
6. *Delivery personnel may not purchase or wear the retail service personnel sweater.*
7. *Coveralls are authorized for motor vehicle operators when exposed to dirty or toxic materials.*

933.2 Type 2 Uniforms

933.21 Type 2 Items

Type 2 uniforms are worn by employees assigned to retail operations.

Items for Men	
Shirt	Long- or short-sleeve, dress style. Solid blue or blue-gray stripe, button-down collar. Reinforced name badge eyelets on right side.
Knit (polo) shirt	Long- or short-sleeve light blue knit with dark blue interlock stitches. Dark blue ribbed collar and sleeve edge. Direct embroidered horizontal corporate emblem. Reinforced name badge eyelets on right side.[1]
Trousers	Dress style, all-season-weight fabric in postal navy blue and heather gray.
Tie	Two patterns available with choice of four in-hand or clip-on style and regular or extra-long lengths; Postal Service logo in navy with red pin-dot style or red, white, and blue stars and stripes.
Sweater	Cardigan, buttoned, unisex V-neck design with reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge; sleeveless unisex V-neck pullover vest, reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge.
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, white black, or white with blue stripes.
Accessories	Leather belt, black with gold buckle, leather belt, black with silver logo buckle; name badge; silver logo tie bar.
Optional items	Butcher-style apron, with vertical corporate emblem, navy blue;[2] regulation shoes bearing SR/USA tag, black.[3]

1. *Unless approved by local management, the polo shirts must be tucked in and worn with authorized slacks, skirts, or skorts. A necktie is not to be worn with the knit shirt. This shirt may be layered under other authorized clothing.*
2. *The apron is nonreimbursable, although some offices may choose to provide retail service employees with aprons to protect their uniforms when working away from the retail counter. These aprons are not to be worn while working at the retail counter or in the lobby.*
3. *Footwear is reimbursable after the employee has completed at least 2 years of eligibility in the retail uniform program.*

Items for Women	
Blouse	Long- or short-sleeve, dress style. Solid blue or blue-gray stripe, hidden placket button-down blouse with sports collar. Reinforced name badge eyelets on right side. Also available in maternity style.
Knit (polo) shirt	Long- or short-sleeve light blue knit with dark blue interlock stitches. Dark blue ribbed collar and sleeve edge. Direct embroidered horizontal corporate emblem. Reinforced name badge eyelets on right side.[1]
Skirt, skort, slacks	Dress style, all-season-weight fabric in postal navy blue and heather gray. Skirts and slacks also available in maternity style.[2]

Items for Women	
Jumper	V-neck, all-season-weight fabric, with vertical corporate emblem, worn with or without coordinated fabric belt with gold buckle, postal navy blue. Also available in maternity style.
Tie	Knotted loop patterns with extender piece. Postal Service logo in navy with red pin-dot style or red, white, and blue stars and stripes.
Sweater	Cardigan, buttoned, unisex V-neck design with reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge; sleeveless unisex V-neck pullover vest, reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge.
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, white black, or white with blue stripes.
Accessories	Leather belt, black with gold buckle; leather belt, black with silver logo buckle; fabric belt, fabric coordinated for wear with jumper, skirt, skort, or slacks, navy blue with gold buckle; and name badge; silver logo button cover.[3]
Optional items	Butcher-style apron, with vertical corporate emblem, navy blue;[4] regulation shoes bearing SR/USA tag, black.[5]

1. *Unless approved by local management, the polo shirts must be tucked in and worn with authorized slacks, skirts, or skorts. A necktie is not to be worn with the knit shirt. This shirt may be layered under other authorized clothing.*
2. *Skirts are to be no shorter than top of knee cap.*
3. *Silver logo button cover is worn in lieu of other ladies' neckware.*
4. *The apron is nonreimbursable, although some offices may choose to provide retail service employees with aprons to protect their uniforms when working away from the retail counter. These aprons are not to be worn while working at the retail counter or in the lobby.*
5. *Footwear is reimbursable after the employee has completed at least 2 years of eligibility in the retail uniform program.*

933.22 Type 2 Combinations

	Female Combinations	
Male Combination	**Option No. 1**	**Option No. 2**
Shirt (long- or short-sleeve)[1]	Shirt (long or short sleeve)	Shirt or maternity blouse (long or short sleeve)
Tie and tie bar[2]	Tie or button cover[2]	Tie or button cover[2]
Trousers	Slacks	Skirt or skort (unbelted), or jumper (with fabric belt)[3]
Black belt	Black belt	Fabric belt
Optional Item		
Vest	Vest	Vest
Sweater (emblem attached)[4]	Sweater (emblem attached)[4]	Sweater (emblem attached)[4]
Postal Service certified shoes	Postal Service certified shoes	Postal Service certified shoes

1. *Men must wear shirts tucked into pants.*
2. *Tie design and color choice is at the discretion of the employee.*

3. *Women must wear hosiery with skirts and jumpers. Hosiery may be in natural skin tones or navy blue. Socks or hosiery can be worn with the skort.*
4. *Retail personnel may not purchase or wear the delivery personnel sweater.*

933.3 Type 3 Uniform Items

Type 3 uniforms are worn by vehicle maintenance, custodial maintenance, mail handler, BMEU, and clerical employees eligible under 932.12 and 932.13.

Items for Men and Women	
Jacket	Utility, with or without liner, with horizontal corporate emblem, dark blue
Jacket liner	Zip-in
Sweatshirt	Hooded, zip-front, navy blue, with horizontal corporate emblem
Sweater	Zip-front, navy blue, with horizontal corporate emblem
Vest	Insulated, navy blue, with horizontal corporate emblem
Shirt	Long- or short-sleeve, light or dark blue; long- or short-sleeve denim; dark blue knit with horizontal corporate emblem; dark blue knit with embroidered horizontal corporate emblem; dark blue tee shirt with silk-screened horizontal corporate emblem.[1]
Trousers	Twill weave, dark blue
Coveralls	Authorized for and may be worn over the uniform by BMEU employees during periods when they are exposed to dirty or toxic materials; dark blue
Belt	Leather belt, black with gold buckle; leather belt, black with silver logo buckle.
Headgear	Baseball cap, summer or winter style, with vertical corporate emblem, postal blue; fur trooper cap, with vertical corporate emblem, postal blue
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, white, black, or white with blue stripes.
Shoes	Regulation shoes bearing SR/USA tag, black

1. *Shirts available in 100 percent cotton*

933.4 Type 4 Uniform Items

Type 4 uniforms are worn by security force police officers.

Items for Men	
Uniform coat	Postal security dark blue
Overcoat	Postal security dark blue
Bomber jacket	Postal security dark blue
Emblem	Postal police officer shoulder patch
Rank insignia	Sergeant — embroidered or enameled stripes, blue, white, and black; Lieutenant — single gold metal bar; Captain — two connecting gold metal bars; Colonel — gold eagle
Uniform shirt (Regular Officer)	Long- or short-sleeve, postal security dark blue

Items for Men	
Uniform shirt (Sergeant, Lieutenant, Captain, Colonel)	Long- or short-sleeve, postal security white
Tie	Four-in-hand, clip-on, solid postal security dark blue
T-shirt	Crew neck, moisture management, ribbed, solid jersey, or mesh, white, and postal security dark blue
Trousers	Postal security dark blue
Socks	Crew or over-the-calf, solid dark blue or dark blue with white soles
Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8" in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Battle Dress Utility Uniform	Postal security dark blue
Accessories	Sweater, commando style, postal security dark blue; turtleneck, mock turtleneck,[1] dickie with postal police embroidered on neck, silver; belt, black; gloves, black
Headgear	Cap (uniform fabric), postal security dark blue; fur trooper cap, postal blue, baseball cap with postal police badge embroidered in silver[2]
Rain gear	Raincoat, full-length, reversible black-to-orange; cap cover, waterproof, reversible black-to-orange; rubbers, overboots, galoshes, black
Body armor shell	One approved body armor shell or armored shirt per uniform allowance year as certified by the inspector in charge to the St. Louis Accounting Service Center

1. *Turtleneck and mock turtleneck must be worn with long sleeve shirt or sweater. Turtleneck, mock turtleneck, and dickie available in moisture management.*
2. *Baseball caps may be worn only by craft employees when authorized by the Inspector-in-Charge, except that they may not be worn while working a fixed post.*

Items for Women	
Uniform coat	Postal security dark blue
Overcoat	Postal security dark blue
Bomber jacket	Postal security dark blue
Emblem	Postal police officer shoulder patch
Rank insignia	Sergeant — embroidered or enameled stripes, blue, white, and black; Lieutenant — single gold metal bar; Captain — two connecting gold metal bars; Colonel — gold eagle
Uniform shirt (Regular Officer)	Long- or short-sleeve, postal security dark blue
Uniform shirt (Sergeant, Lieutenant, Captain, Colonel)	Long- or short-sleeve, postal security white
Tie	Four-in-hand, clip-on, solid postal security dark blue
T-shirt	Crew neck, moisture management, ribbed, solid jersey, or mesh, white, and postal security dark blue

Items for Women	
Slacks	Postal security dark blue
Skirt	Postal security dark blue
Culottes	Postal security dark blue
Socks	Crew or over-the-calf, solid dark blue or dark blue with white soles
Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8" in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Battle Dress Utility Uniform	Postal security dark blue
Accessories	Sweater, commando style, postal security dark; turtleneck, mock turtleneck,[1] dickie with postal police embroidered on neck, silver; belt, black; gloves, black
Headgear	Wave-style hat, postal security dark blue; fur trooper cap, postal blue; baseball cap with postal police badge embroidered in silver[2]
Rain gear	Raincoat, full-length, reversible black-to-orange; cap cover, waterproof, reversible black-to-orange; rubbers, overboots, galoshes, black
Body armor shell	One approved body armor shell or armored shirt per uniform allowance year as certified by the inspector in charge to the St. Louis Accounting Service Center

1. *Turtleneck and mock turtleneck must be worn with long sleeve shirt or sweater. Turtleneck, mock turtleneck, and dickie available in moisture management.*
2. *Baseball caps may be worn only by craft employees when authorized by the Inspector-in-Charge, except that they may not be worn while working a fixed post.*

933.5 Type 5 Uniform Items

933.51 Type 5a

Type 5a uniforms are worn by bargaining unit medical personnel.

Items for Men	
Shirt	Medical style, white or optional colored
Trousers	Medical style, white or optional colored
Socks	White
Shoes	Consistent with USPS safety guidelines, white
Sweater	Optional, cardigan, white or navy blue
Lab coat	Optional, must be worn over uniform
Insignia	

Items for Women	
Dress	White
Top	Medical style, white or optional colored
Pants	Medical style, white or optional colored
Hose/socks	White
Shoes	Consistent with USPS safety guidelines, white
Sweater	Optional, cardigan, white or navy blue

Items for Women	
Cap	Optional
Lab coat	Optional, must be worn over uniform
Insignia	

933.52 Type 5b

Type 5b uniforms are worn by nonbargaining unit medical personnel.

Item for Men and Women	
Lab coat	Optional, may be worn over personal clothes

933.6 Type 6 Uniform Items

Certain supervisors may be eligible for a work clothes allowance (see 938).

933.7 Insignia

933.71 Stars

a. *Who shall wear.* Regular uniformed employees may, at their option, wear one or more stars, depending on their time in the service.

b. *Significance of Stars.* Stars indicate length of service. In computing length of service, credit is allowed for all career service. Stars are worn as follows:

Years of Service	Stars
5	1 Silver
10	2 Silver
15	3 Silver
20	4 Silver
25	5 Silver
30	6 Silver
35	1 Gold
40	2 Gold
45	3 Gold
50	4 Gold

933.72 Other Insignia

Except as indicated below, other insignia may not be worn with the uniform. Officially authorized name badges are worn by retail service personnel as prescribed. An award emblem for safe driving or superior accomplishment, or other officially authorized insignia, may be worn on the left side of the cap. Employees not required to wear caps may wear the insignia on the lapel of the jacket.

933.8 Apparel Worn for Promotional Purposes

933.81 Authorized Use

933.811 Uniformed Employees

Only caps may be used as promotional items for uniformed employees, and they may be used only to promote Postal Service products or services. Designs must be consistent with the overall appearance of the uniform and

must not contain extraneous decoration (e.g., gold leaf on the bill, commonly referred to as “scrambled eggs”). The senior vice president of Marketing must approve the designs. The use of pins and other insignia must be controlled and should not be required for uniformed employees.

933.812 **Nonuniformed Employees**

Items purchased for wear by nonuniformed employees may be of any design considered appropriate by the district manager.

933.813 **Contract Uniform or Work Clothes Program**

The policy for uniformed employees applies.

933.82 Source

All apparel items purchased with Postal Service funds for the purpose of promoting a product (e.g., Express Mail) or a program (e.g., safety) must be American made.

933.83 Payment

Payment for promotional items is not made from the Uniform Allowance Program.

933.84 Exceptions

The vice president of Labor Relations may grant exceptions to the policy.

934 Wearing of Uniform Items

934.1 Uniform Headgear

934.11 Optional Wear

For the following employees, the wearing of uniform headgear is at the option of the employee:

a. Area maintenance technician/specialist.

b. Letterbox mechanic.

c. Letter carrier.

d. Motor vehicle operator, tractor trailer operator, driving instructor.

e. Ramp clerk and transfer clerk, AMF.

f. Clerk/special delivery messenger.

934.12 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.

934.3 Warm Weather Items (Does not apply to Type 2 Uniforms)

934.31 Walking Shorts and Knee-Length Hose

Walking shorts may be worn only with blue-gray or white with blue stripe crew socks or blue-gray, white with blue stripe, or black knee-length hose.

934.32 Summer Shirt and Tie

Where a convertible collar, short- or long-sleeve summer shirt is authorized, the tie is not necessarily required. The tie must be worn whenever a jacket or coat is worn. After consulting with representatives of affected employees at the Post Office, if the postmaster decides a tie is to be worn with the convertible collared summer shirt, the tie is worn by all affected employees at that Post Office. However, if the decision is that a tie need not be worn, individual employees who desire to wear the tie may do so even though the majority are without ties.

934.4 Seasonal Changes of Uniform

The head of an installation determines when seasonal changes of uniforms take place, with the exception of retail employees.

934.5 Employees in Nonuniform Categories

Employees not eligible for the retail service uniform allowance, but who have contact with the public and wish to identify themselves with the Postal Service, may purchase the retail uniform though reimbursement will not be provided. Uniform items obtained under these provisions may only be purchased at the option of the employees at no cost to the Postal Service, and may be worn only when performing retail duties.

934.6 Prohibitions

Wearing postal uniforms is prohibited under the following circumstances:

a. A person not connected with the letter carrier branch of the Postal Service who wears the uniform or badge worn by a city carrier is fined not more than $100, or imprisoned not more than 6 months, or both. When employees are separated from the Postal Service, all emblems, buttons, or other identifying insignia must be removed before the uniforms are discarded.

b. The uniform is not worn during or in connection with the furtherance of private employment or commercial interests.

c. The uniform is not worn under circumstances that would tend to bring discredit upon the Postal Service.

d. The uniform is not worn, except when authorized by the postmaster or Headquarters, when an employee participates in activities such as public speeches, interviews, picket lines, marches, rallies, or any public demonstration that may imply service sanction of the cause for which the demonstration or activity is being conducted.

935 Uniform and Work Clothes Allowances

935.1 When Allowances Take Effect

935.11 Anniversary Date

Allowances take effect on the earliest date an employee is required to wear the uniform following completion of the 90-day probationary period. This date is known as the employee's anniversary date.

935.12 Transfers

When employees who have been receiving allowances in one uniformed category transfer or are reappointed to a different uniformed category within the allowance year, they start a new anniversary date, provided they are eligible in the new category on the date of assignment (see 935.251).

935.2 Adjustment for Certain Absences During Allowance Year

935.21 Absences From Uniform Category of 90 Days to 1 Year

935.211 Policy

Employees temporarily assigned to light duty assignments, OWCP absences, extended sick leave, or higher level detail for a period of 89 days or more that does not require wearing a uniform have their uniform allowance suspended for the time they are on this assignment. When such is the case, the following provisions apply:

a. A request for a personnel action to terminate the uniform allowance is submitted to the personnel office. The personnel office generates PS Form 50, *Notification of Personnel Action,* using Nature of Action (NOA) 903, Uniform Certification/Disallowance, to document the termination of allowance. (See Handbook EL-301, *Guidelines for Processing Personnel Actions,* for PS Form 50 processing instructions.)

b. Invoices showing purchase dates during the time an employee is in a nonuniform category may not be accepted for payment.

c. If the detail is terminated in less than a year after the last anniversary date, the allowance is redetermined by the postmaster as described in 935.23, and the employee retains the former anniversary date.

935.212 **Suspension Instructions**

A statement is inserted on the PS Form 50, NOA 903, Uniform Certification/ Disallowance, that the uniform allowance is suspended for the period of the detail. When the detail is terminated and the employee is reassigned to a position that makes him or her again eligible for a uniform allowance, if the employee's eligibility has been suspended for one year or more, a new PS Form 50, NOA 903, establishing the employee's eligibility is prepared. If the suspension is for less than a year, a PS Form 8006, *Uniform Allowance Code Sheet (For Regular, Contract, or Work Clothes Program),* must be completed and submitted to the St. Louis ASC.

935.22 Absences From Uniform Category Exceeding 1 Year

Employees on LWOP in excess of a year, or absent on military duty in excess of a year, who were eligible for uniform allowances immediately prior to their absence receive a new anniversary date for uniform allowances directly on return to a duty and pay status in a uniformed category. Other employees separated from a uniform category for periods in excess of 1 year are regarded as new employees and, therefore, entitled to the first-year allowances when reassigned to a uniform category.

935.23 Absences From Duty While in Uniform Category

An employee on LWOP, OWCP absence, extended sick leave, higher level detail, or military LWOP not in excess of 89 calendar days during a year of eligibility receives full allowance if otherwise eligible. If such leave exceeds 89 calendar days (not necessarily consecutive, but accumulative) during any uniform allowance year, the maximum allowance is reduced 10 percent for the 90 calendar days of LWOP and 10 percent for each full 30 calendar days of accumulative leave beyond the 90-day period. Recovery of earlier grants of allowance is not required, however, in achieving this reduction.

935.24 Reappointments

Eligible employees who are separated from a uniformed category and are later reappointed to a position in the same category within 1 year of their last anniversary date have their allowance redetermined as outlined in 935.23 and retain the former anniversary date.

935.25 Adjustment for Employees Who Transfer Crafts

935.251 **Change to Another Uniform Category**

An employee who has been receiving an annual allowance and later transfers to another uniformed category receives the allowance for newly eligible employees in that category. Any balance of the previous annual allowance is liquidated by the St. Louis ASC, and a new card is issued with the new allowance.

935.252 **Transfer or Separation in Excess of 1 Year**

An employee who transfers or separates from a uniformed category for a period exceeding 1 year and later returns to duty in a uniformed category is

regarded as a newly eligible employee. The employee receives the increased first-year allowance.

935.26 Notification to Employee and Accounting Service Center

935.261 Determination of Eligibility

When an employee's eligibility for a uniform allowance is uncertain, the installation head makes the decision. An employee is to be notified as soon as possible when his uniform status has changed.

935.262 Change in Eligibility

A change in assignment or eligibility that requires no other type of concurrent personnel action, but that changes eligibility for the uniform allowance, is recorded on PS Form 50 using NOA 902, Uniform Certification/Disallowance. The form indicates the employee has either become or is no longer eligible for the uniform allowance. The postmaster notifies the personnel office whether the employee is newly eligible for a uniform allowance and is entitled to the additional first-year allowance (see 935.25). The personnel office generates a PS Form 50 notifying the employee of his or her eligibility for the uniform allowance. A Form 8006 must be completed and submitted to the St. Louis ASC.

936 Payments

936.1 Limitations on Payments

936.11 Total Yearly Payments

Total payments for an employee during an allowance year may not exceed the maximum allowance prescribed except as indicated in 935.25.

936.12 Insufficient Funds for Claims

Payment is not made for a purchase made in excess of an employee's yearly allowance. Employees must be particularly careful not to have merchandise invoiced before their anniversary date if the current year's allowance has been exhausted.

936.13 Related Expenses

Payment is neither claimed nor made for expenses involved in the purchase of secondhand items of uniform nor for cleaning, repairs, or alterations (except alterations made at the time of purchase for the sole purpose of ensuring proper fit).

936.14 Items Not Specified

All branches of service have specific detailed specifications for the style and color of their particular uniforms. Detailed specifications and styles are prescribed for both male and female uniform items of clothing in each specific category of employment. Payment is neither claimed nor made for any items of clothing that do not conform with the detailed male or female specifications and styles for the employee's category of employment.

936.15 Purchases Exceeding Allowances

Each employee is personally responsible to the authorized licensed vendor for all purchases exceeding his or her uniform allowance. In cases where

employees purchase in excess of their full allowance or existing allowance balance, the full licensed vendor invoice is processed regardless of amount (even if records show a zero balance in the employee's allowance). The St. Louis ASC pays only the maximum left in employee's account and notifies the vendor why the remainder has not been paid.

936.2 Payment for Uniform Purchase After Separation of Employee

Payment to the vendor is not allowed if the following conditions exist:

a. The employee separates from the uniform program for any reason, including retirement, within 30 days following purchase of items of uniform wear that are *not* recognizable as distinctive uniform items unless worn with the basic outer garments of the uniform. In these cases notify both employee and specific vendor involved. Return the invoice to the vendor (see 936.32). Nondistinctive items include shoes, gloves, rubbers, galoshes, overboots, hose, face masks, pith helmets, and belts.

b. When there is evidence that, before making the purchase, the employee indicated an intention to separate from the uniform program for any reason, including retirement, involuntary separation, or bid to an assignment not requiring the same uniform category, do not process the invoice for payment. After placing a copy of the invoice in the employee's uniform file with the appropriate remarks, return the invoice to the vendor advising why it will not be honored.

936.3 Approval by Installation Head

936.31 Inspection of Purchases

The installation head may require the employee to present the uniform purchases for inspection within 10 working days from receipt of the uniform item. An employee who is unable to comply with this requirement because of being in an approved leave status may present the purchased items for inspection upon return to a work status. All items must contain the certificate label issued by the Postal Service Quality Control Office except as noted in 936.32. Discretion is exercised in permitting the purchase of excessive amounts of one-of-a-kind items, such as shoes, gloves, socks, and other civilian type items.

936.32 Purchases Not Meeting Regulations

If all or a portion of the merchandise presented in 936.31 is unacceptable because it does not conform to current postal regulations, the employees responsible for reviewing vendor invoices (see 936.53) returns the invoice to the vendor stating why it was unacceptable. The employee retains but does not wear the unacceptable merchandise and waits for instructions from the vendor.

936.33 Disallowing Payments

The district accounting office may disallow payment for excessively priced items, for items not needed for local climatic conditions, and for excessive amounts of civilian-type items.

936.34 Employee's Responsibility for Excesses

The installation head cautions all employees that uniform purchases exceeding their current allowances are the employees' personal responsibilities.

936.35 Notification of Responsibility

Although not responsible for purchases made in excess of an employee's uniform allowance, the Postal Service advises employees in writing of their responsibilities to make payment when notified of delinquencies.

936.4 Separating Employees

936.41 Conditions for Nonpayment

Invoices dated before an employee's separation date and submitted for payment are processed for payment. However, they are not paid under any of the following conditions:

a. When purchases of uniform items not recognizable as distinctive uniform items were made within 30 days before separation (see 936.2a).

b. When there is evidence that before making the purchase the employee indicated an intention to separate for any reason, including retirement (see 936.2b).

936.42 Addition to Form 337

Postmasters and installation heads add "Uniform Allowance Invoices Submitted" on PS Form 337, *Clearance Record for Separated Employee,* as a write-in item.

936.43 Employee Submission of Invoices

When an employee who is leaving the Postal Service checks out, the postmaster, or other designated employee, asks the separating employee if any uniform purchases have been made during the past 30 days. If the answer is negative, complete the item in the same manner as the other items on the checkout sheet. If the answer is affirmative, contact the district accounting office and advise the employee accordingly.

936.5 Payment to Licensed Vendors

936.51 Direct Payment

Payment is made directly to licensed vendors.

936.52 Employee Reimbursement

Employees are not reimbursed for uniform purchases except for caps (see 932.21) and as provided for in 936.6 and 938.4.

936.53 Examination of Invoice

The installation head assigns an employee(s) at each facility to examine questionable invoices referred by the district accounting office to ensure that purchases are reasonable under all circumstances and that they comply with postal regulations.

936.54 Evidence of Purchase

Payment to the vendor is made on the basis of submission of the certified invoice by the vendor (see 936.55). Order blanks and cash register tapes are not acceptable evidence. Licensed uniform vendors' invoices must contain an itemization and description of the uniform garments purchased including the size of each item. The evidence also contains the full name of the employee, the post office finance number, the first seven digits of the employee's Social Security number, the employee's anniversary date, the vendor's license number, the vendor's invoice number, the date on which the purchase was made, and a statement by the supplier that the items are in accordance with Postal Service specifications. The itemization must be sufficiently specific to permit a determination that payment is being claimed for prescribed uniform items in accordance with Postal Service specifications. Prices of items represented on receipts, or other acceptable evidence of acquisition, must represent the actual net amount charged by the supplier.

936.55 Submission of Invoice

Vendors are directed to submit the original invoice to the appropriate district accounting office or to the inspector in charge for purchases made by security force employees.

936.56 Processing of Invoice

The district accounting office reviews the invoice and determines employee eligibility. If the employee is not eligible, a copy of the invoice is sent to the installation head for review and resolution. After review, if the employee is not eligible, the installation head notifies the district accounting office. The district accounting office returns the original invoice to the vendor with an explanation. If the employee is eligible, the district accounting office retains the invoice for 10 working days, pending possible submission of PS Form 6375, *Uniform Allowance Stop Payment Notice.* If the employee does not submit a stop payment notice, the invoice is processed for payment immediately after the 10-working-day period has elapsed. If the employee submits a stop payment notice within the 10-working-day period, the original invoice, along with the stop payment notice, is returned to the vendor for resolution of the problem directly with the employee. Stop payment notices received after 10 working days, or after the invoice is processed for payment, are duplicated. One copy is sent to the St. Louis ASC to adjust subsequent payments to the vendor; the second copy is sent to the vendor, who initiates resolution of the problem directly with the employee. An invoice that exceeds an employee's annual allowance is to be processed to establish a record in case of future claims.

936.57 Processing of Stop Payment Notice

Employees receive a duplicate of the vendor's invoice. If there is any problem associated with the purchase, e.g., wrong size, wrong item, etc., the employee submits a stop payment notice within 10 working days from receipt of the vendor invoice, through the employee's supervisor, to the person responsible for certifying invoices for payment to the St. Louis ASC. Employees are encouraged to submit the stop payment notice immediately if

there is a problem with the purchase to ensure quick resolution of the problem. However, an employee may submit a stop payment notice after 10 working days have elapsed when circumstances prevent earlier submission. Employees should retain their invoice copies until receipt of the adjusted PS Form 1961, *Employee Uniform Allowance Statement,* from the St. Louis ASC. At that time, a comparison can be made between both documents to be certain the annual uniform allowance balance on the current PS Form 1961 is correct.

936.58 Restrictions of Payment

Except for temporary employees who are required to wear the cap prescribed for their category, payment is made only for employees required to wear full uniform dress or work clothes as specified.

936.59 Posting Publication 136

Publication 136, *Licensed Vendor Listing: Uniform Allowance Program,* is placed at a designated point within the postal installation and all eligible employees notified of its availability and location. Additions to the listing are published in the *Postal Bulletin.* The listing must be kept up to date and available to employees at all times.

936.6 Purchase Procedures for Nurses Program

936.61 Eligibility

Full-time and part-time nurses who have completed their probationary period receive a uniform reimbursement card following their uniform anniversary date. Part-time nurses who have not worked at least 1,560 hours in the 12-month period immediately before their anniversary date are not entitled to uniform reimbursement.

936.62 Procedures

936.621 Standard

Nurses may purchase uniforms from Postal Service licensed uniform vendors. Payment to the vendor is made in the same manner as that for other employees eligible for uniform allowances.

936.622 Optional

Nurses who have difficulty in locating a Postal Service licensed uniform vendor that provides nurses uniforms may purchase their uniforms from any bona fide source in the following manner:

a. Nurses must purchase their uniforms within 60 days after receipt of their uniform authorization card (PS Form 1961).

b. Nurses must present itemized invoices to the uniform clerk at their facility. Invoices must include the following information:

(1) Name of employee.

(2) Name of the firm from which the purchase was made.

(3) Date of purchase.

(4) Employee's Social Security number.

(5) An itemized description of the items purchased including size and color.

(6) A statement by the employee certifying that the items listed were actually purchased.

c. Installations process the purchase in the same manner as a vendor invoice except that 81886 is used for the vendor number. This provides payment to the nurse.

937 Uniform Vendors

937.1 Communication From Vendors

The district accounting office designates an employee to respond to all licensed vendor correspondence relating to employee uniform purchases. All correspondence that requires an answer must be received from the licensed vendor in the following manner:

a. Addressed to:

UNIFORM CLERK
C/O DISTRICT ACCOUNTING OFFICE
[CITY] [STATE] [ZIP CODE].

b. In duplicate with self-addressed stamped return envelope.

c. Showing the employee's name, the first seven digits of the employee's Social Security number, the invoice number in question, the invoice amount, and the date of invoice.

d. Providing space for a reply.

937.2 Access to Postal Premises

Postmasters may permit a licensed vendor of official postal uniform items access to postal installations and their subinstallations as follows:

a. Licensed vendors or their representatives must present proper identification to postmasters or their designated representatives.

b. The location must have a lunchroom or other nonwork area space of sufficient size so that vendors and interested employees may conduct their business without interfering with postal activities.

c. Vendors must strictly adhere to local rules as to location, hours, etc., as required by local postmaster.

d. Vendors failing to meet requirements in 937.2 items a and c may be denied admission by the postmaster.

938 Supervisor Work Clothes Program

938.1 Purpose

A work clothes allowance is authorized for certain categories of supervisors whose duties require them to come in contact with dirty or toxic materials while supervising or inspecting the work of their subordinates.

938.2 Eligibility

The installation head is responsible for determining the individual supervisor's eligibility for the allowance.

938.21 Determined by Installation Head

The installation head is responsible for determining the individual supervisor's eligibility for the allowance.

938.3 Acquisition of Work Clothing

938.31 Alternative Protective Items

If the installation head determines that occasional use of such items as coveralls, smocks, or aprons meet the need, these items are purchased for the installation through the GSA FEDSTRIP catalog.

938.32 Work Clothes Allowance

938.321 Reimbursement Limit

If the installation head approves a work clothes allowance for an eligible supervisor, the supervisor is reimbursed for the actual cost of an initial purchase of two sets of work clothes (two shirts and two pairs of trousers). However, total reimbursement for both initial sets may not exceed $44. Work clothes may be purchased from any retail outlet.

938.322 Types of Work Clothes

Work clothes may be in any shade of blue, green, brown, or khaki. Although further specifications are not prescribed, it is recommended that the trousers be twill weave, polyester, cotton, durable press, or medium- or heavy-weight fabrics and that the shirts be poplin weave, polyester/cotton, or durable press fabrics.

938.323 Purchases Not Authorized

Reimbursement is not authorized for dress shirts, slacks, sport clothes, or any other types of garments that are not clearly identifiable as work clothes.

938.324 Replacements

Replacement work clothes may subsequently be authorized by the installation head on an as-needed basis in order that the supervisor maintain two complete sets. Reimbursement for replacements is limited to a maximum of $54 per year beginning on the anniversary date of the initial purchase.

938.4 Reimbursement Procedure

The installation head lists all eligible supervisors on Form 8006, Uniform Allowance Code Sheet, and submits the completed form to the designated DDE/DR site.

When set up on the Uniform Allowance Master File at the St. Louis ASC, a card Form 1961 is cut for each eligible supervisor.

When invoices for an eligible supervisor are processed for payment, vendor number 81886 should be used to ensure payment directly to the supervisor.

939 Authorized Exceptions

939.1 Footwear

939.11 Standard Specification

Employees purchasing footwear under the uniform and work clothes programs must ensure that the footwear meets Postal Service standard specifications and bears the SR/USA label.

939.12 Exceptions

Footwear must be purchased from a Postal Service-licensed vendor; however, exceptions to the certified footwear program may be granted, when appropriate (e.g., medical reasons, very unusual sizing restrictions), under the following guidelines:

a. Employees must submit their request for exception, in writing (with appropriate supporting documentation), to the district Human Resources manager. The employee's request, whether approved or not, must be filed in his uniform folder.

b. When authorization is granted to purchase footwear from other than a Postal Service vendor, employees must present an itemized invoice to the uniform clerk at their facility. Invoices must include the name of the employee; the name of the firm from which the purchase was made; the date of purchase; the post office finance number; the employee's anniversary date; the employee's Social Security number; an itemized description of the items purchased including size and color; and a statement by the employee certifying that the items listed were actually purchased.

c. Installations process the purchase in the same manner as a vendor invoice except that 81886 is used for the vendor number. This provides payment to the employee.

939.2 Nurses Uniforms

Nurses uniform and footwear exception procedures are outlined in 936.622.

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