

Army Regulation 670–10

Uniform and Insignia

**Furnishing
Uniforms, or
Paying
Uniform
Allowances,
to Civilian
Employees**

**Headquarters
Department of the Army
Washington, DC
9 July 2021**

UNCLASSIFIED

SUMMARY of CHANGE

AR 670–10

Furnishing Uniforms, or Paying Uniform Allowances, to Civilian Employees

This major revision, dated 9 July 2021—

- o Revises and clarifies responsibilities (paras 1–8 through 1–13).
- o Updates protocol responsibilities to process uniform allowances (para 1–9).
- o Implements a new pay system for paying uniform allowances to Department of the Army Civilian employees (paras 1–9*b* and 1–9*c*).
- o Updates policies on Department of the Army Civilian guard uniforms (para 1–19 and table 1–1).
- o Updates rules for occupational groups covered (table 1–1).
- o Updates and describes uniform requirements for Department of the Army Civilian chauffeurs of passenger motor vehicles (chap 2).
- o Adds an internal control process and evaluation (app B).
- o Removes obsolete chapters and makes administrative changes (throughout).

Uniform and Insignia

Furnishing Uniforms, or Paying Uniform Allowances, to Civilian Employees

By Order of the Secretary of the Army:

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Chief of Staff

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non-U.S. citizen employees and local national employees, within the United States and outside the United States.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–CPP–BCD), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–CPP–BCD), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

History. This publication is a major revision.

Summary. This regulation prescribes Army policy and responsibilities for uniforms, and the payment of uniform allowances, to Department of the Army Civilian employees. It implements DoDI 1400.25, Volume 591.

Applicability. This regulation applies to all Army civilian employees, including

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Section I

General, page 1

Purpose • 1–1, *page 1*

References and forms • 1–2, *page 1*

Explanation of abbreviations and terms • 1–3, *page 1*

Responsibilities • 1–4, *page 1*

Records management (recordkeeping) requirements • 1–5, *page 1*

Authority • 1–6, *page 1*

Policy • 1–7, *page 1*

Section II

Responsibilities, page 2

Deputy Chief of Staff, G–1 • 1–8, *page 2*

Director, Civilian Human Resources Agency • 1–9, *page 2*

Headquarters, Department of the Army principal officials • 1–10, *page 2*

Commander responsibilities • 1–11, *page 3*

*This regulation supersedes AR 670–10, 1 July 1980.

Contents—Continued

Commanders of Army commands, Army service component commands, and direct reporting units outside the United States • 1–12, *page 3*
Garrison commanders • 1–13, *page 4*

Section III

Uniform Provision, *page 4*
Standards • 1–14, *page 4*
Type, quality, and variation of uniforms • 1–15, *page 4*
Allowances • 1–16, *page 5*
Position change on allowance • 1–17, *page 6*
Implementing regulations • 1–18, *page 6*
Occupational group implementing regulations • 1–19, *page 6*

Chapter 2

Uniforms for Civilian Chauffeurs of Passenger Motor Vehicles, *page 7*

Purpose and scope • 2–1, *page 7*
Categories • 2–2, *page 7*
Prescribed uniform • 2–3, *page 7*
Intervals of uniform issuance • 2–4, *page 7*
Standards of appearance • 2–5, *page 7*
Exceptions • 2–6, *page 8*

Chapter 3

Civilian Firefighter Uniform, *page 8*

Purpose • 3–1, *page 8*
Scope • 3–2, *page 8*
Policy • 3–3, *page 8*
Uniform • 3–4, *page 8*
Standards of appearance • 3–5, *page 9*
Cap, insignia, and badge • 3–6, *page 9*
Allowances • 3–7, *page 9*
Uniform standards and specifications • 3–8, *page 9*

Chapter 4

Federal Wage System Workforce at Arlington National Cemetery, *page 10*

Purpose and scope • 4–1, *page 10*
Policy • 4–2, *page 10*
Prescribed uniform • 4–3, *page 10*
Standards of appearance • 4–4, *page 10*

Chapter 5

United States Citizens in Overseas Areas, *page 10*

Purpose • 5–1, *page 10*
Policy • 5–2, *page 10*
Allowances • 5–3, *page 11*

Appendixes

- A. References, *page 12*
- B. Internal Control Evaluation, *page 14*

Table List

Table 1–1: Offices that establish uniform requirements, *page 6*

Glossary

Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation establishes standards and guidelines for furnishing uniforms or paying uniform allowances under Title IV, Public Law 83–763, as amended, 5 USC 5901–5903 (The Federal Employees Uniform Allowance Act) to Department of the Army (DA) Civilian employees. The policy prescribed by this regulation applies to all Army Civilian employees, including non-U.S. civilian employees and local national employees, within the United States and outside the United States, who are to be furnished a uniform—or monetary allowance in lieu thereof—under the authority of the act. It does not apply to furnished, special clothing, or to uniforms under other legal authority.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

See section II of this chapter.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Authority

a. This regulation is based on Title IV, PL 83–763, as amended, 5 USC 5901–5903 (The Federal Employees Uniform Allowance Act), as implemented by 10 USC 1593; Department of Defense Instruction (DoDI) 1400.25; and DoDI 1400.25, Volume 591.

b. An initial allowance, as prescribed by DoDI 1400.25, Volume 591, is authorized for each employee required to wear the uniform, if the uniform is not provided by the agency.

c. A quarterly replacement allowance, as prescribed by DoDI 1400.25, Volume 591 is authorized for each employee required to wear the uniform, if the uniform is not provided by the agency.

d. An annual replacement allowance, as prescribed by DoDI 1400.25, Volume 591 is authorized for each employee required to wear the uniform, if the uniform is not provided by the agency.

e. The amount of the initial allowance and replacement allowance, within a maximum limit of the DoDI per annum for each employee, will be specified in regulations governing the particular occupational groups brought under the provisions of PL 83–763 (The Federal Employees Uniform Allowance Act) (see para 1–11).

1–7. Policy

a. Civilian employees of the Department of the Army will not be required to wear uniforms in connection with their employment, except when the wearing of a uniform is necessary for identification, nature of official duties, or other reasons relating to the nature and performance of their official duties.

b. The Army will determine whether wearing of the uniform is closely related to an employee’s official duty and indispensable to the performance of the official duty. If the wearing of the uniform is deemed necessary, the Army will ensure the related time performed by a Civilian employee for the benefit of the Army is classified as work hours.

c. Any employee who is required to wear a uniform as a condition of employment will be paid a uniform allowance or will be furnished a uniform under this regulation.

Section II

Responsibilities

1–8. Deputy Chief of Staff, G–1

Under the authority of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)), the Deputy Chief of Staff (DCS), G–1 will—

- a.* Develop and oversee policy and procedures for furnishing uniforms or paying uniform allowances.
- b.* Determine the occupational groups included in each category of employees required to wear uniforms.
- c.* Ensure that written guidelines are issued for each category of employee subject to the same uniform requirements.
- d.* Develop and submit requests for higher initial maximum uniform allowance rates to the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD (CPP)).
- e.* Ensure requests for higher initial maximum uniform allowance rates are forwarded to the appropriate Secretary of Defense’s functional manager for DoD component coordination, where designated, prior to submission to the DASD (CPP).
- f.* Through the Assistant G–1 for Civilian Personnel (AG–1 CP), issue additional instructions and procedures as necessary to support operational requirements. Implementing guidance and instructions will be updated as necessary to incorporate changes required by law, regulation, or higher authority.
- g.* Through the Administrative Assistant to the Secretary of the Army (AASA), and the commanders of Army commands (ACOMS), Army service component commands (ASCCs), and direct reporting units (DRUs), determine which categories of employees who are required to wear uniforms will either be furnished uniforms or be eligible for the uniform allowance. Authority may be further delegated in writing to no lower than a local commander or activity head (or equivalent).

1–9. Director, Civilian Human Resources Agency

Under the authority of the DCS, G–1, the Director, Civilian Human Resources Agency (CHRA), will—

- a.* Establish protocols necessary to process the uniform allowance.
- b.* Be responsible for transmitting the information to Defense Civilian Personnel Data System (DCPDS) after the protocols are in place.
- c.* Produce operational guidance to explain how they will accept command requests (such as AutoNOA), what will be needed from the command, and how the transaction will be processed in DCPDS.
- d.* Produce a job aid on how to code and process the new uniform allowance entry.
- e.* Refer to the Assistant Secretary of Defense (Manpower and Reserve Affairs) for resolution, with a full statement of recommended action, any differences in requirements not resolved within 45 days after coordination with other military departments is initiated.

1–10. Headquarters, Department of the Army principal officials

HQDA principal officials will make the following recommendations to the DCS, G–1 through CHRA —

- a.* Recommend those groups of employees under their functional jurisdiction who should be required to wear uniforms.
- b.* Recommend whether or not uniforms should be provided under PL 83–763 (The Federal Employees Uniform Allowance Act) or under other law or regulation.
- c.* Recommend the items of uniform to be required for each group of employees and whether or not uniforms should be furnished, or allowances paid, under PL 83–763 (The Federal Employees Uniform Allowance Act). If payment of allowances is recommended, also recommend the amount of initial and replacement allowances.
- d.* Recommend if uniforms should be furnished in kind, and the standards of maintenance and repair of uniforms. The property accountability requirements for return of uniforms, when uniforms are no longer required for official duty, and related requirements, are needed to protect the Government’s interest and recoup assets.
- e.* Develop and recommend changes to regulations that establish conditions for furnishing uniforms or paying uniform allowances to a specific group of employees. Coordinate recommended regulations or changes with staff offices of any other military department’s counterpart, to ensure that consistent regulations regarding uniforms are established among military departments.
- f.* Ensure that differences in requirements not resolved within 45 days after coordination is initiated, are sent to Department of the Army, DCS, G–1, Director of Civilian Personnel, with a full statement of recommended actions. This is sent to HQDA, Assistant G–1 for Civilian Personnel Benefits, Compensation & Deployments (DAPE–CPP–BCD) 6010 6th Street, Bldg. 1465, Mail Stop 5595, Fort Belvoir, VA 22060–5595. HQDA Assistant DCS, G–1 for Civilian Personnel

Benefits, Compensation, and Deployment (DAPE–CPP–BCD) will have final approval authority for differences in requirements not resolved within 45 days after coordination is initiated.

g. Recommend to the DCS, G–1, Director of Civilian Personnel actions to issue new, or to change current, regulations governing the wearing of uniforms.

1–11. Commander responsibilities

Commanders of Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs), as well as HQDA principal officials and appropriate Army officials exercising command supervision over field installations and activities, will—

a. As deemed necessary, require specific groups of DA Civilian employees to wear uniforms, change or add to the items required for a standard uniform, or deviate from established standards of quality uniform items. It is their duty to determine the total time spent by an employee preparing or concluding the principal activity or wearing a uniform. The time will be classified as performance of an official duty since it is benefiting the Army.

b. Determine whether time spent related to wear of a uniform is more than 10 minutes, and if it is more than 10 minutes, it will be credited as hours or work and time will be provided within the 40 hour work week to accommodate.

c. Exercise its control and see that work is not performed if it does not want it to be performed. They cannot sit back and accept the benefits without compensating the employee. The mere promulgation of a rule is not enough.

d. Enforce the rule and make every effort to do so. For example, when it will take the employee 15 minutes to prepare, roll call will commence at 0915 and conclude at 1645, since work hours will be 0900–1700. If the time period scheduled for the performance of a preshift or postshift activity is outside the employee’s daily tour of duty, the employee will be credited with the time spent performing that activity.

e. Consult local bargaining agreements prior to making any rules to ensure the rules are in agreement.

f. Refer to the Assistant Secretary of Defense (Manpower and Reserve Affairs) for resolution, with a full statement of recommended action, any differences in requirements among military departments not resolved within 45 days after coordination with other military departments is initiated. Request from DCS, G–1 any increase or decrease in uniform allowances, and any exceptions to this regulation. Requests for such authority will be submitted through command channels, and to the extent appropriate, will include the following information in detail:

(1) Identification of the occupational group of employees involved.

(2) Conditions of employment that make a uniform necessary, or that justify establishing standards of quality deviating from those in this regulation governing the occupational group.

(3) A statement of standards covering items, color, quality, and quantity of both summer and winter uniforms.

(4) A list of items, original cost of total uniform, replacement schedule, and estimated total annual replacement cost.

(5) When the Army official having functional responsibility recommends approval of a request, the official will coordinate that recommendation with the counterpart organizations in the other military departments. If the agency disapproves the request, it will return the request to the command headquarters with appropriate explanation. After a recommendation on a request has been coordinated and approved, it will be forwarded to the Deputy Chief of Staff for Personnel, Director of Civilian Personnel, for consideration and appropriate action.

g. Forward any approved requests, with recommendations, to the Army official having functional responsibility over the specific group of employees involved.

h. In cases where functional responsibility has not been assigned, forward requests approved by the command headquarters to the DCS, G–1, at Headquarters, Department of the Army, Assistant G–1 for Civilian Personnel Benefits, Compensation and Deployments (DAPE–CPP–BCD), 6010 6th Street, Bldg. 1465, Mail Stop 5595, Fort Belvoir, VA 22060–5595. Disapproved requests will be returned to the originating installation.

1–12. Commanders of Army commands, Army service component commands, and direct reporting units outside the United States

Commanders of ACOMs, ASCCs, and DRUs outside the United States will—

a. Make final decisions on uniform requests concerning non-United States citizen employees, including local nationals.

b. Determine and recommend to the combatant commander whether or not a specific occupational group of non-United States citizen employees in the command should be brought under the provisions of Department of Defense Directive (DoDD) 5124.02, DoDI 1400.25, and this regulation and, if so, whether uniforms should be furnished, or allowances should be paid.

c. Prepare and implement guidance in accordance with paragraph 1–9 if it is recommended that a specific occupational category be covered under this regulation. When payment of a monetary allowance is proposed, the amount of the allowance will be computed on the basis of local clothing and uniform prices and will be expressed in terms of the local currency.

After preparing the protocols, the overseas commander will secure coordination with the other military services within the overseas command.

d. After coordination has been accomplished, the proposed local regulation changes will be submitted for approval to the ACOM commander. When the local regulation is published, the Army commander will send copies of it to the responsible Army staff agency for informational purposes only. Where responsibility has not been indicated, a copy of the regulation will be sent to HQDA (DAPE–CPP–BCD).

1–13. Garrison commanders

These commanders will—

- a.* Ensure that civilian employees are not required to wear uniforms unless required by regulation.
- b.* Inform both supervisors and employees who are required to wear uniforms of the conditions and requirements for wearing uniforms. They will also inform of provisions for furnishing uniforms or paying allowances.
- c.* Ensure compliance with this regulation.
- d.* Issue any necessary local instruction to carry out this regulation.
- e.* Ensure that the installation's DA Civilian personnel officers secure civilian clothing allowance statements from employees being reassigned or transferred from other Department of Defense installations.
- f.* Ensure that the installation's DA Civilian personnel officers check the Standard Form (SF) 66 (Official Personnel Folder) for each employee who is reassigned, transferred, or reemployed, and verify the employee's civilian clothing allowance statement.
- g.* Ensure that authenticating officers are notified about employees who are eligible for either an initial or replacement allowance. Such notification will be made by operating officials and supervisors of the eligible employees. A request for uniform payment will be made promptly, at the time each employee becomes eligible. The notification steps:
 - (1) Obtain a written eligibility statement from the employee, and forward to the authenticating officer with the request for payment.
 - (2) The authenticating officer verifies employee eligibility.
 - (3) The operating official or supervisor ensures the employees' uniforms meet minimum standards prescribed by this regulation.
 - (4) The operating official or supervisor initiates payment of allowances to eligible employees.
- h.* Ensure that uniformed DA Civilian employees—
 - (1) Maintain the uniforms in a clean and neat condition.
 - (2) Wear the uniform in the manner prescribed by AR 670–1.
 - (3) Will not under any circumstances be given provision for cleaning and laundering, at Government expense, of uniforms furnished in kind or provided for by monetary allowance, under the authority of PL 83–763 (The Federal Employees Uniform Allowance Act (“the Act”). Note: Where the station laundry and dry-cleaning shop are the only available facilities, as at isolated installations, such facilities may be used to clean uniforms of employees covered under the provisions of the Act, provided employees are charged the commercial rate.

Section III

Uniform Provision

1–14. Standards

- a.* Civilian employees within the Department of the Army who are required to wear uniforms are listed in table 1–1.
- b.* The allowances, requirements, and conditions specific to each occupational group, except those covered by the Corps of Engineer Regulations, are explained per occupational group in this regulation.

1–15. Type, quality, and variation of uniforms

- a.* The uniform will be of the most economical type that will provide adequate quality to satisfy the purpose for which the uniform is worn. Uniforms will be substantially the same throughout the military departments for identical occupational groups, except where variation is necessary because of climate, conditions peculiar to a specific locality, variations in duty or mission, or other reasonable differences in conditions of employment. Employees should purchase or be supplied with a sufficient number of articles to provide for cleaning and laundering.
- b.* The prescribed items of clothing listed in this regulation will be the standard uniform subject to the regulation. Local commanders are authorized to eliminate prescribed uniform items when climatic conditions make such items unnecessary.
- c.* Commanders will consult with heads of other military installations in the area having employees in the same occupational group before arriving at a decision to forgo a required item. After reaching a decision to forgo an item, the local

commander will request the responsible agency to adjust allowances accordingly. Requiring additional items must be requested in accordance with paragraph 1–6. If there is reason not to coordinate with other local military installations, the commander may request an exception to policy to forgo a required item.

d. Uniforms may be rented or purchased.

1–16. Allowances

a. Allowances paid under this regulation will not be considered as pay, salary, or compensation within the meaning of Chapter 83, Title 5, United States Code, as amended. Also, these allowances will not be considered wages under Section 409, Title 42, United States Code, as amended, or under Chapters 21 and 24, Title 26, United States Code.

b. There will be an initial allowance and a replacement allowance.

(1) The initial allowance is to help defray the initial cost of the uniform at the time the employee reports for duty. The initial allowance must be paid in full on or before the date the employee is required to wear the uniform.

(2) The replacement allowance helps defray the cost of replacing uniform items that are worn out after normal wear. Replacement costs are based on initial item cost, prorated over the estimated life of the article, rather than an amount necessary to defray replacement cost of articles to be replaced within any specific year.

c. Allowances will be paid only to those employees who are serving in positions requiring uniforms, at such time as payment of allowances is authorized by this regulation. Civilians employed before the issuance date of a regulation covering their occupational category who possess uniform items that differ from those prescribed in the regulation will be permitted to wear such uniforms until replacements are required. However, supervisors will ensure that any replacements are purchased according to the regulation. The effective date of the initial allowance is the date the employee is initially required to wear a uniform.

d. Uniform allowances are paid at the beginning of the period in which service is to be performed.

e. No payment of a uniform allowance will be made when it is known the employee will not occupy the position requiring a uniform for at least 30 days of the period covered by the allowance.

f. No employee will be required to refund an advance allowance payment. An advance payment will not be made where it is known that the employee will not occupy the position requiring a uniform for at least 30 days of the period covered by the allowance.

g. The period covered by the initial allowance is 1 year. The period covered by each replacement allowance is a fiscal quarter.

h. An employee appointed or assigned for a temporary period, exceeding 3 months but less than 1 year, to a position requiring the wearing of a uniform, will be required to wear only such uniform items as are determined by the commanding officer to be necessary. Further, the employee will be paid an initial allowance proportionate to the cost of the items required. If that employee is terminated and re-employed temporarily during the year, that employee is not entitled to an initial allowance until after 1 year from the date of the first employment.

i. An employee will not be required to wear a uniform, and the allowance is not payable, if the appointment or assignment is for less than 3 months, except for personnel assigned to an overseas location as detailed under chapter 5 of this regulation.

j. The first replacement allowance will be payable 1 year after the effective date of the initial allowance and will be prorated from the date on which it falls due to the end of the quarter. The prorated amount due will be determined by considering all months as 30-day months, dividing the replacement allowance by 90 for a daily rate and multiplying the day rate by days to be prorated.

k. Subsequent replacement allowances will be payable, in advance, at the beginning of each fiscal quarter. However, they will be proportionately reduced for continuous periods of absence in non-pay status in excess of 30 calendar days during a preceding replacement allowance period. Periods of absence in non-pay status are not cumulative; they are only considered for the effect they have on each replacement allowance. Such periods during the initial allowance period have no effect on entitlement to replacement allowance.

l. When an employee has been in a continual non-pay status throughout a preceding replacement allowance period, for which payment has been made, no replacement allowance will be paid for the subsequent period.

m. Advance payment of replacement allowance will not be made when it is known that an employee will be in a continual non-pay status during the quarter, or when the employee is in a terminal leave status at the beginning of a quarter.

n. When an employee enters on duty at an Army installation in a position with uniform requirements, and has been employed at another DoD installation within the previous year, the civilian personnel office at the new employing installation will obtain a statement from that employee. The statement will say whether or not he or she has received a uniform allowance within the previous year. The statement will be obtained at the time he is being processed and will indicate the position for which the allowance was paid, type of allowance (initial or replacement), period covered, and amount received. It will be forwarded to the appropriate operating official or supervisor for use in initiating payment of uniform allowances.

1-17. Position change on allowance

a. An employee who—following payment of an initial or replacement allowance—is reassigned, transferred to, or reemployed in a DoD position with the same uniform requirements in the previous position, will not be paid a further allowance until the period covered by the last allowance payment comes to an end. For example, a guard paid an initial allowance as of 1 July 2020, who transfers to a guard position at another DoD activity at any time within the year with the same uniform requirement, receives only a replacement allowance as of 1 July 2021.

b. An employee who leaves a position in which he was receiving a uniform allowance and is later reassigned, transferred to, or reemployed in a position where an identical or similar uniform is required will be eligible to be paid an initial allowance upon reemployment. However, at least 1 full year must have passed since the end of the period covered by the last allowance payment.

c. An employee who is reassigned, transferred to, or reemployed in a new position with different uniform requirements from those of the previous position will be paid the initial allowance appropriate for the new position. For example, a guard who was paid the initial allowance as of 1 July 2020, and who is later appointed to a firefighter's position, is paid the initial allowance of a firefighter, as of the date he becomes a firefighter.

1-18. Implementing regulations

a. Army regulations governing an occupational group of employees (see table 1-1) must be prepared and approved by the occupational specialty proponent before the occupational group can be brought under the provisions of PL 83-763 (The Federal Employees Uniform Allowance Act).

b. Army regulations applicable to each group of employees required to wear uniforms under the provisions of the Act will—

(1) State the purpose of the regulation, define the group of employees to which applicable, and state the conditions which require that a uniform be worn.

(2) List the items of uniform. This list will include the items required, and a description of each article as to quality, color, stripes, insignia, acceptable range in weight of cloth where appropriate, or other factors. The variations allowed because of climate, season, or conditions peculiar to a locality will be indicated.

(3) State that personnel required to wear uniforms by other regulations which do not meet the standards prescribed by the implementing regulation will be permitted to wear such uniforms until replacements are required because of wear. Local regulations are automatically superseded by Army-level regulations. When impractical or undesirable to have old uniforms worn indefinitely or until they wear out, local commanders are given the authority to make the decision on whether such uniforms need to be immediately replaced.

(4) Indicate whether uniforms are to be furnished or an allowance paid.

(5) Indicate, if uniforms are to be furnished in kind, the conditions and methods of replacing items, and the requirements for return of items by employees who no longer require them for official duty.

(6) Specify the amount of initial and replacement allowances where uniforms are not furnished in kind.

(7) Prescribe standards for appearance and conditions for wearing uniforms.

c. Policies, including those issued by overseas commanders, governing the wearing of uniforms by specific occupational groups will be reviewed annually to determine whether the uniform required is necessary and adequate, and that monetary allowances agree with actual costs of uniform items, and that provisions are consistent with legal and regulatory requirements.

1-19. Occupational group implementing regulations

The following table shows the occupational groups of Civilian employees of the Department of the Army who are required to wear uniforms and the Army official responsible for establishing uniform requirements for each occupational group.

Table 1-1
Offices that establish uniform requirements

Occupational group	Responsible offices
1. Guards	Provost Marshal
2. Firefighters	The Chief of Engineers
3. Chauffeurs	Deputy Chief of Staff, G-4
4. Special service professional recreation personnel	The Adjutant General
5. Federal Wage System workforce at Arlington National Cemetery	U.S. Army Military District of Washington

**Table 1–1
Offices that establish uniform requirements—continued**

Occupational group	Responsible offices
6. Instructors at the U.S. Military Academy	Deputy Chief of Staff, G–1
7. U.S. citizens in overseas areas	Deputy Chief of Staff, G–1
8. Park Rangers	Chief of Engineers
9. Lock and dam tenders	Chief of Engineers
10. Floating plant personnel	Chief of Engineers

Chapter 2 Uniforms for Civilian Chauffeurs of Passenger Motor Vehicles

2–1. Purpose and scope

This chapter prescribes the uniform for and authorizes the payment of uniform allowances to DA Civilian chauffeurs. Civilian chauffeurs designated under paragraph 2–2 will be uniformed for the purpose of ready identification.

2–2. Categories

- a. The occupational group referred to as chauffeurs are DA Civilian chauffeurs of vehicles assigned to—
 - (1) The Secretary of the Army.
 - (2) The Under Secretary of the Army.
 - (3) The Assistant Secretaries of the Army.
 - (4) The Chief of Staff, United States Army.
 - (5) The Vice Chief of Staff, United States Army.
 - (6) Generals of the Army.
 - (7) Such additional persons designated by the Secretary of Defense.
- b. The uniforms of chauffeurs in this category will be the uniform listed in paragraph 2–3.
- c. Chauffeurs of passenger motor vehicles designated by the AASA and activities under the AASA command jurisdiction are issued uniforms in accordance with a negotiated agreement between Army Headquarters Services (AHS), and the National Federation of Federal Employees Local 1887. The number of chauffeurs so designated will be kept to a minimum. Articles of uniforms will be required for wear by all designated personnel.

2–3. Prescribed uniform

The following specifications are intended to describe the standard articles usually issued to chauffeurs:

- a. *Coat.* It must be dark gray or slate, 13-to-15-ounce wool or worsted material, such as whip cord, serge, or similar fabric presenting the same appearance. It will be single breasted, three or four button style with peaked lapels, seam back, no vent or a single vent, semi-fitted, conventional length.
- b. *Trousers.* Conventional style, matching the coat and fabric, plain or pleated design, with cuffs.
- c. *Shirt.* White or sky blue in color with straight, tab or button down collar, made of cotton or cotton blend.
- d. *Tie.* Conventional black, or burgundy four-in-hand tie of woven material such as wool, silk, or synthetic rayon.

2–4. Intervals of uniform issuance

- a. *Initial issue.* A set number (usually four complete sets) of uniforms are issued, based on the collective bargaining unit agreement and availability.
- b. *Replacement.* Uniforms are replaced (as available) based on fair wear-and-tear.

2–5. Standards of appearance

The following standards of appearance will apply to uniforms worn by employees listed in paragraph 2–2.

- a. White or blue shirt will be worn with issued suit coat or jacket.
- b. A coat or jacket is optional in summer.
- c. Trousers will be worn not higher than the top of the arch of the foot so that socks will not show between trouser bottom and shoe top.
- d. Tie will be neatly tied with the conventional four-in-band knot.
- e. Employees are required to present a neat appearance at all times, with clothes clean and pressed, and shoes shined.

2–6. Exceptions

Requests for exceptions to conditions and requirements stated in this chapter will be forwarded through channels to the Executive Director, Army Headquarters Services; Director, Executive Travel Directorate, Department of the Army, 9301 Chapek Rd., Fort Belvoir, VA, 22060–5527.

Chapter 3 Civilian Firefighter Uniform

3–1. Purpose

This chapter prescribes the DA Civilian firefighter uniform, directs its wear, and authorizes the payment of uniform allowances to DA Civilian firefighters when uniforms are not provided.

3–2. Scope

This chapter applies to direct-hire DA Civilian firefighters. Civilian personnel occupying the positions of fire chief, deputy fire chief, assistant fire chief, battalion chief, crew chief, lead firefighter, driver-operator, firefighter, firefighter trainee, and fire protection inspector are included.

3–3. Policy

a. Civilian firefighters will be uniformed for easy identification while performing official duties. The uniform prescribed herein describes the authorized, standard items and combination of clothing and insignia that comprise the uniforms authorized for wear.

b. Only in unusual circumstances will the authority to deviate from the uniform standards and specifications prescribed in this regulation be granted. This authority will be administered by HQDA, Assistant G–1 for Civilian Personnel Benefits, Compensation, and Deployments (DAPE–CPP–BCD).

3–4. Uniform

a. The type of function or ceremony being attended, the type of business being conducted, or the type of work detail being performed will dictate the uniform composition.

b. All uniforms, or attire that is or might be worn, underneath the firefighter structural or proximity turn out gear will comply with current NFPA standard 1975.

c. The class A uniform (formal dress uniform) will consist of formal dress coat with badge and matching trouser, tie, long-sleeve shirt, stove-pipe hat, gloves, and high-gloss shoes. This uniform is optional and may be purchased by the employee. The formal dress uniform may be worn at special ceremonies and functions to include—but not limited to—funerals, weddings, and memorial services held for a fellow firefighter or Family member.

d. The class B uniform (dress uniform) will consist of a uniform shirt, trouser, jacket (if needed), belt, shoes, agency Fire Protection badge, name tag, agency organizational patch, rank or position insignia, the U.S. Flag. This uniform will also be worn whenever agency personnel leave the station and may come into direct contact with installation populace, public officials, or the general public on or off post. Examples: parades, funeral services, classroom training sessions, fire-prevention/pre-fire plan building inspections, public events (while representing the agency), and special details. This uniform will also be worn during the roll call and shift change. In times of cold weather, only the approved work jacket will be authorized to be worn during the aforementioned activities. The exception to this rule will be when firefighters are wearing physical training (PT) clothing while going to PT, or bunker gear when responding to an incident.

e. The class C uniform (station/work wear) will consist of trouser, T-shirt, belt, shoes, jacket or sweatshirt (if needed), and/or optional items such as job shirt, cap, and so forth. This uniform may be worn in lieu of the class B uniform, when the class B uniform is not directed by this standard or at night for emergency calls if the bunker gear is not worn. This uniform will require that the T-shirt remain tucked in at all times.

f. The PT uniform (physical fitness clothing) will consist of a T-shirt, shorts, sweatshirt, sweatpants, and athletic shoes. The PT uniform will only be worn to and from the gym, during physical training activities, and during standby or sleep hours. During regular duty hours and upon returning from physical training, the employee will conduct personal hygiene, change out of their PT uniform, back into the appropriate work attire. In the event of an emergency response, protective clothing will be worn over the PT clothing. The PT uniform must consist of at least 50 percent natural fibers or a flame-retardant material that meets NFPA 1975.

3–5. Standards of appearance

Uniforms will conform to current NFPA 1975. Each employee, if required to purchase uniform items, must ensure that all articles purchased conform in quality, design, fit, and color to these standards and specifications.

3–6. Cap, insignia, and badge

Dress cap devices and other insignia are not included in the uniform allowance. If purchased by the employee they will be of a type and style usually worn by members of municipal fire departments and approved for wear by the employee's authority having jurisdiction (AHJ). They will not be used for personal purposes. Necessary local safeguards to ensure against their loss, improper use, and so forth, will be established. Shoulder patches of local design may be worn on shirts and/or coats as described by the local agency. The agency will not reimburse the employee for the above mentioned.

3–7. Allowances

a. The AHJ can either issue DA Civilian firefighter employees the required uniforms at the agency's expense or require the employee to furnish their own uniforms. If the employee is required to furnish their own uniforms they will be provided an allowance to help defray the cost.

b. Civilian firefighter employees are required to furnish their own uniforms or have the required uniforms provided to them at agency's expense.

3–8. Uniform standards and specifications

a. Standard uniform items—

- (1) Collar insignia.
- (2) Epaulets.
- (3) Shoulder patches.
- (4) Badges.
- (5) PT clothes: sweatpants, shorts, sweatshirt.
- (6) Uniform shirts.
- (7) Uniform pants.
- (8) Belt with buckle.
- (9) Department T-shirts.
- (10) Name badge.
- (11) Coat.
- (12) Hats and caps.

(a) Stove-pipe hat (white with gold expansion band and flash for chief officers and supervisors; navy blue with silver expansion band and flash for line officers; navy blue with black expansion band and silver flash for all others).

(b) Navy blue baseball-style cap may be worn during routine duties, training exercises, outside classes, responses that may involve firefighting operations, under conditions that require the wearing of coveralls or special work clothing, or at organizational functions such as picnics.

(c) The baseball cap will be a fabric, navy blue in color, without nylon mesh, and may have an adjustable band at the rear. Embroidered lettering will be silver or gold, respective of rank.

b. Uniform criteria and standard—

(1) *Coat.* Operations personnel will be issued a bomber-style or mechanic-style jacket. It will be navy blue or black in color and waist length. It may have a removable liner for winter use. Administration and prevention personnel will be issued a Spiewalk, or equivalent-type, public safety work coat to complement their style of uniform. Chief officers will be issued a safety work jacket for use in the field. Chiefs may wear a jacket of a type and style usually worn by chiefs of municipal fire departments.

(2) *Trousers.* These will be navy blue in color and made from 7.5 oz. Nomex® IIIA, certified to NFPA 1975 station uniform standard. Administration and prevention personnel will wear a poly blend station trouser.

(3) *Dress shirts.* These will be navy blue in color and made from 4.5 oz. Nomex® IIIA, certified to NFPA 1975 station uniform standard. Administration and prevention personnel will wear a polyester-blend station shirt.

(4) *Material.* The material for trousers and shirts when worn under proximity or structural firefighting protective gear must comply with the current edition of NFPA 1975.

(5) *Shoes.* The shoes will be plain toe (safety-toe), conventional style with standard heels, black in color and either the low quarter or the 6–9 inch over the ankle type shoe.

(a) The employer will provide each employee with shoes; the employee will pick from the furnished styles.

(b) Exceptions will be based on special needs, on a case by case basis. In such a case—

1. A voucher for \$125 will be issued for use at an approved local store.
2. Shoes or a voucher will be issued once a year. The amount of the voucher will count against the initial or replacement uniform allowance, as applicable.
3. Shoes must meet ANSI Z41 PT99 standards for safety-toe shoes.
4. Employees will request in writing, through their supervisor, for approval by the fire chief, any exceptions to the furnished style shoe with justification as to why they wish to wear a different style shoe.
- (6) *Socks*. Socks will be made from primarily natural fibers, 50 percent or more. The authorized colors are navy blue, black, or white. Socks will be of conventional style, appropriate for individual wear.
- (7) *Cap*. The cap is a round, or eight-point firefighter's type, with suitable sweat band, black visor, and eyelet holes in front for attaching an ornament. Material will be the same color and fabric as the uniform trousers, except for chiefs and assistant chiefs, which will be white. The riser band may be either solid or ventilated, as appropriate, but will be uniform at each installation. Chief officers will wear gold braid cap straps; gold visor insignia is optional. Assistant fire chiefs will wear gold faced braid cap straps without insignia. All other chin straps will be black leather. Navy blue baseball type cap may be worn in work mode with optional identification of local design on front of the cap.
- (8) *Tie*. Plain black of woven cotton, wool, silk, or synthetic fabric.
- (9) *Gloves*. When gloves are necessary, they will be black or navy blue, of suede or similar material.

Chapter 4

Federal Wage System Workforce at Arlington National Cemetery

4–1. Purpose and scope

This chapter prescribes the uniform for and authorizes the procurement of this uniform for the federal wage system workforce employed at Arlington National Cemetery.

4–2. Policy

The policy of the Department of the Army is that the Federal wage system workforce will be uniformed for the purpose of ready identification to the general public. Uniform design and color will meet requirements in paragraph 4–3; optional accessories and issues related to fit and appearance of uniform will be determined by local policy.

4–3. Prescribed uniform

The following specifications are intended to describe the standard articles, usually available in commercial uniform stores, for the male and female Federal Wage System workforce uniform—

- a. *Coat (jacket)*. Waterproof, navy blue, lightweight, with hood.
- b. *Coat*. Waterproof, navy blue, heavyweight, for cold weather, with hood.
- c. *Trousers*. Navy blue, plain front.
- d. *Coveralls (insulated - optional)*. Waterproof, navy blue, with hood.
- e. *Shirt*. White, white with navy stripes, or light blue (per assigned position), with long or short sleeves.
- f. *Hat*. Navy blue, baseball cap, solid (winter) and mesh (summer).
- g. *Shoes*. Black, plain, waterproof, steel-toe safety shoes.

4–4. Standards of appearance

Standards of appearance will apply to wearing of uniforms by employees, described in paragraph 4–3, as directed per local policy.

Chapter 5

United States Citizens in Overseas Areas

5–1. Purpose

This chapter authorizes payment of a uniform allowance to DA Civilian personnel overseas, when a service uniform is required to be worn, under the area combatant commander and pursuant to AR 670–1.

5–2. Policy

a. U.S.-citizen Civilian employees of the Department of the Army, on assignment in an overseas area, will be required, when identified, to wear a service uniform—when it is determined by the commanding general of the area—to be necessary

for their ready identification, comfort, protection, and safety. U.S. Army Civilian personnel attached to, or authorized to accompany, forces of the United States, are authorized to wear service uniforms only when required in the performance of their duties and authorized by the commanding general of the area, ACOM, ASCC, or DRU commander.

b. When the commanding general of an ACOM, ASCC, or DRU requires a service uniform to be worn, appropriate instructions will be issued to include the prescribed uniform and insignia in accordance with AR 670–1. The procedures for purchasing uniforms, footwear, and insignia are contained in AR 700–84. See DA Pam 670–1 for the authorized insignia for wear by Civilians.

5–3. Allowances

Uniforms authorized to be worn as provided in this chapter will be issued to DA Civilian employees, unless the authorized service uniform is unavailable.

a. Permanent assignment. An employee permanently assigned to a combat area where he or she is required to wear a Service uniform will be paid the allowance authorized. The initial allowance covers a 90-day period. The replacement allowance is for each additional 3 months or portion thereof, in a combat area, within a 12-month period following the date of the original allowance.

b. Temporary duty assignment. An emergency-essential Civilian employee required to wear a service uniform, while on temporary duty in a combat area, will be provisioned by a clothing and equipment issuing facility (CIF). Replacement uniforms are exchanged and replacements obtained from a CIF. Reimbursement for uniform allowances, in connection with a temporary duty assignment, may not be made on a travel order, or a travel voucher.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, Army publications are available on the Army Publishing Directorate (APD) website, at <https://armypubs.army.mil>, and DoD publications are available at <https://www.esd.whs.mil/>.

AR 670–1

Wear and Appearance of Army Uniforms and Insignia (Cited in para 1–13*h*(2).)

AR 700–84

Issue and Sale of Personal Clothing (Cited in para 5–2*b*.)

DA Pam 670–1

Guide to the Wear and Appearance of Army Uniforms and Insignia (Cited in para 5–2*b*.)

DoDI 1400.25, Volume 591

DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees (Cited in the title page.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication. Unless otherwise indicated, Army publications are available on the Army Publishing Directorate (APD) website, at <https://armypubs.army.mil/>. DoD publications are available at <https://www.esd.whs.mil/>. The U.S. Code and public laws are available at <https://www.govinfo.gov/>.

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 40–5

Army Public Health Program

AR 385–10

The Army Safety Program

DA Pam 25–403

Guide to Recordkeeping in the Army

DoD FMR, Volume 5

Financial Management Regulation: Disbursing Policy

DoDI 1400.25

DoD Civilian Personnel Management System

DoDD 5124.02

Under Secretary of Defense for Personnel and Readiness (USD(P&R))

DOT TFM Volume 1, Part 4, Chapter 2000

Overall Disbursing Rules for All Federal Agencies (Available at <https://tfm.fiscal.treasury.gov/>.)

73 FR 70239

Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers (Available at <https://www.federalregister.gov/>.)

NFPA 1975

Standard on Emergency Services Work Apparel (Available at <https://www.nfpa.org/>.)

PL 83–763

The Federal Employees Uniform Allowance Act

5 USC 5901–5903

Uniforms 1593

5 USC 8331–8351

Civil Service Retirement

10 USC 1593

Uniform allowance: civilian employees

26 USC Chapters 21, 24

Internal Revenue Code of 1954

31 USC 3325

Vouchers

31 USC 3528

Responsibilities and relief from liability of certifying officials

42 USC Chapter 7

Social Security

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the APD website at (<https://armypubs.army.mil>); Standard Forms are available on the General Services Administration (GSA) website at (<https://www.gsa.gov>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Standard Form (SF) 66

Official Personnel Folder

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is furnishing uniforms or paying uniform allowances to DA Civilian employees.

B–2. Purpose

The purpose of this evaluation is to help commanders and other Army leaders evaluate the key internal controls listed. It is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

a. Has an annual regulations review been accomplished? Regulations, including those issued by overseas commanders, governing the wearing of uniforms by specific occupational groups will be reviewed annually to determine that the uniform required is necessary and adequate, and that monetary allowances are in adjustment with actual costs of uniform items, and the provisions are consistent with legal and regulatory requirements.

b. Have the procedures for purchasing uniforms, footwear, and insignia contained in AR 700–84 been reviewed?

c. Has CHRA reviewed operational guidance to the field for transmitting the information (for example, AutoNOA) to DCPDS?

d. When required, an implementing regulation governing an occupational group of employees must be prepared, and approved, before the occupational group can be brought under the provisions of PL 83–763 (The Federal Employees Uniform Allowance Act).

B–5. Supersession

Not applicable.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to DAPE–CPP–BA6010, 6th Street, Building 1465, Fort Belvoir, VA 22060–5527.

Glossary

Section I

Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

ACOM

Army command

AHJ

authority having jurisdiction

AHS

Army Headquarters Services

ANSI

American National Standards Institute

AR

Army regulation

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component commands

CHRA

Civilian Human Resources Agency

CIF

clothing and equipment issuing facility

DA

Department of the Army

DA Pam

Department of the Army pamphlet

DASA (CP)

Deputy Assistant Secretary of the Army (Civilian Personnel Policy)

DASD (CPP)

Deputy Assistant Secretary of Defense for Civilian Personnel Policy

DCPDS

Defense Civilian Personnel Data System

DCS

Deputy Chief of Staff

DoD

Department of Defense

DoDI

Department of Defense instruction

DOT

Department of Treasury

DRU

direct reporting unit

FMR

Financial Management Regulation

FR

Federal Register

HQDA

Headquarters, Department of the Army

NFPA

National Fire Protection Association

OF

optional form

PT

physical training

SECARMY

Secretary of the Army

SF

standard form

TFM

Treasury Financial Manual

USC

United States Code

Section II**Terms****Items not furnished or covered by a uniform allowance**

These items are—

- a.* Articles of apparel worn simply as work clothing, such as coveralls normally worn by painters, mechanics, freight loaders, or charwomen; safety clothing such as safety shoes and asbestos gloves; and sanitary clothing. See AR 385–10 and AR 40–5.
- b.* Items such as shoes, socks, and shirts, even though they must be of a prescribed color, quality, and appearance when they are suitable to wear as items of civilian dress during off duty hours. However, when a shirt is of a distinctive uniform appearance, as one may be when worn as an outside garment in place of a uniform coat or blouse, it is included as an item of allowance.

Uniform

Articles of distinctive clothing and/or insignia which an employee is required to wear as a condition of employment, normally for the purpose of identification, or reasons relating to the performance of official duty.

UNCLASSIFIED

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