

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1103 (BC-650A) P
Ref. IM-98-110

December 8, 1998

ELECTRONIC TRANSMISSION
Information Bulletin No. BC-99-031

To: All Washington Office and Field Officials
Attn: All Uniformed BLM Employees

From: Director, National Business Center

Subject: BLM National Uniform Program Update

This Information Bulletin provides employees with general information regarding the use and purchase of uniform components. Information is also available on the National Uniform Program webpage at:

["http://web.blm.gov/nbc/bc650a/webs/uniform.html"](http://web.blm.gov/nbc/bc650a/webs/uniform.html)

Authorized Uniforms

The BLM National Uniform Program consists of the regular BLM uniform and the BLM law enforcement uniform as described in the paragraphs below. All other uniform items are not authorized and shall not be worn unless authorized by the Director or AD, Business & Fiscal Resources.

The regular BLM uniform consists of items previously purchased from Lion Apparel (including volunteer items) as well as the new uniform items that will be available after November 30, 1998, from WearGuard, Inc. and R&R Uniforms (see Uniform Contracts paragraph below). Uniform items previously purchased from other vendors, under the authority of IM No.98-110 (Uniform Program Interim Guidance), that match the Lion Apparel components or that match the new items may also be worn, subject to supervisor approval. All new purchases must be made from WearGuard and R&R Uniforms, unless otherwise authorized by the National Uniform Coordinator.

The law enforcement uniform in general has not changed although new items have been added, including a brown commando style sweater, a new parka, and a new style baseball cap. Law enforcement personnel will soon receive a list of authorized components and suppliers from the Law Enforcement Uniform Coordinator, Chief Ranger Felicia Probert.

Uniform Contracts

The National Business Center awarded two contracts for the regular BLM uniform on October 26, 1998. The new uniform vendors are WearGuard, Inc. and R&R Uniforms. The new uniform features the following items: khaki pants, 100% cotton shirts, polos, and T-shirts in “natural,” Levi’s brand 550 jeans in “sand,” and a pebble-stitch 100% cotton sweater in two styles and two colors (khaki and natural). An all-weather parka, rain/wind pants, lightweight jacket, and 4-layer vest will provide protection from the elements. Accessories include a belt, a tie, name plates for BLM personnel and for volunteers, baseball style cap, and pocket inserts. The National Uniform Program webpage includes a more detailed description of the new components, including a listing of which components are offered by each vendor. WearGuard and R&R Uniforms will distribute order forms, catalogs, and flyers to BLM employees by mid December 1998.

Uniform Drawdown Card (for authorization and purchasing)

Employees will pay for regular and law enforcement uniforms using the new Nations Bank MasterCard uniform drawdown card. This card will be issued separately from the MasterCard integrated card, and will be embossed with the word “Uniform.” Most employees who ordered uniforms from Lion Apparel during fiscal year 1998 will receive the new uniform drawdown card (the initial MasterCard uniform drawdown accounts are based upon a Lion Apparel database provided to Nations Bank and may not include all employees who placed orders during FY 1998). All other employees authorized by their supervisor to wear the uniform can order a card through their uniform Agency Program Coordinator (APC). The State-level Uniform APCs are listed on the attachment for your information. They can direct you to the uniform APCs established at the district, field, and other local levels who can handle drawdown card requests. Note: the term “APC” was established by Nations Bank in their development of the MasterCard program for the Department. It is becoming a common term within the Bureau for personnel who are assigned the authority and responsibility to maintain and establish credit card accounts.

Each employee’s annual uniform allowance will be programed into their uniform drawdown account. Once the annual limit is reached, the card will no longer be active until it is reset the following fiscal year. Initially, allowances will be the same as they were in FY 1998, except they will be issued in increments of \$50. For example, if your allowance was \$175 in FY 1998, it will be established as \$150 or \$200 for FY 1999. The uniform APCs can adjust the drawdown limits as needed, via the new Internet-based Nations Bank Electronic Account Government Ledger System (EAGLS).

Please note that BLM is no longer using the Uniform Allowance Authorization form (Form 1103-1). Uniform allowance authorization procedures will coincide with each organization's application and approval procedures for the new MasterCard.

Questions on the above may be addressed to Candace Thatcher via E-mail or at (303) 236-6369.

Signed by:
Robert Palmer
Acting Director
National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment

1 - Listing of BLM National Uniform Contacts/Coordinators (1 p)

Distribution

RS-150A, BLM Library
WY-910, Alan Kesterke
OR-120, Scott Knowles
NM-070, Mary McCloskey
RP-110, Felicia Probert
ID-951, Ella Strader