

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Business Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047  
<http://www.blm.gov/nbc>

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Information Bulletin No. BC-2003-071

To: All Washington Office and Field Office Officials  
Attn: Uniform Cardholders

From: Director, National Business Center

Subject: Uniform Program Fiscal Year End Information

This Information Bulletin (IB) notifies all states and centers that the uniform program is subject to FY 2003 closing procedures and schedules. Additionally, this IB reminds cardholders and supervisors of their responsibilities for the Uniform Drawdown Card.

To ensure timely fiscal year-end closing of the Federal Financial System (FFS), uniform vendors (Wearguard, Inc.; VF Solutions; Prineville Men's Wear; and Cop Shop, Etc.) will accept uniform orders only through September 2, 2003. Law enforcement employees ordering from other vendors or acquiring uniform items through retail stores "off the rack" must still abide by the September 2, 2003, cutoff date.

Uniform "drawdown" charge cards are replenished on October 1 of each fiscal year. Many times, purchases made October through December are overlooked by the cardholder when calculating the remaining allowance. If you are not sure what your remaining balance is, you can call Bank of America prior to making a year-end purchase that could exceed the remaining allowance. The following are Bank of America points of contact for uniform charge card available credit information: Tammy Hancock, 757-624-6261; Norman Soroko, 757-624-6352; and Kathy George, 757-823-7237. When calling these points of contact, leave a message and your allowance information will be phoned to you within 24 hours.

Supervisors/Managers with "approving" authority should review, and if necessary, make dollar limit changes to, employees' uniform cards between now and the end of the fiscal year. The maximum dollar amount allowed for uniform purchases, by law, is \$400 per individual per year.

Supervisors are responsible for reviewing uniform charge card statements and keeping a record of this review, just as they do for travel and purchase cards. Uniform cards can present a management challenge since statements are generated only when a purchase is made during the month. Uniform A/OPCs can generate reports from the Bank of America EAGLS database to help this process.

As with other government charge cards, cardholders are responsible for ensuring they spend only their allowance amount. Situations have occurred where employees “go over their limit.” Employees will be held accountable and may be required to pay back overspent amounts out of their personal funds.

Please do not wait until the end of the fiscal year to order uniform components since backorder situations do occur. Vendors cannot bill until items are shipped, which can result in a loss of allowance funds. For example, a shirt is ordered on September 2, 2003, but shirts are out of stock due to a large number of orders, so the shirt is stocked, shipped, and billed on October 2, 2003. In this situation, the employee would forfeit the cost of the shirt from their FY 2003 allowance since billing (not ordering) takes place in FY 2004. The uniform allowance does not accrue (or accumulate) into the next fiscal year even though the previous year’s allowance was not spent. Ordering early in the fiscal year and before each season will help to ensure a smooth delivery process. This is especially true for offices that prefer to wait until the end of fiscal year to authorize the use of uniform funds.

For further information regarding the BLM uniform program, please contact Shirley Campbell, Program Analyst, at 303-236-3586 or [Shirley\\_Campbell@blm.gov](mailto:Shirley_Campbell@blm.gov).

Signed by:  
Thomas F. Boyd  
Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
Staff Assistant

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