

### **EMPLOYEE UNIFORMS**

1. **PURPOSE:** To prescribe policy, responsibility, and procedures for furnishing employee uniforms, as well as to designate which employees are required to wear a uniform, to describe the major articles that make up the uniform, and whether uniforms are to be provided by Government Issue or by an allowance paid to the employee.

2. **POLICY:** It is the policy of this Medical Center that uniforms for all eligible employees will be authorized in accordance with 5 USC 5901-5903 and as interpreted and implemented by the Office of Personnel Management. Uniforms are furnished to employees only when it is in the best interest of the Department of Veterans Affairs.

3. **DELEGATION OF AUTHORITY:**

a. The Housekeeping Supervisor, Environmental Management Services (EMS), as the facility Linen Control Officer, is delegated responsibility for the procurement and issue of appropriate uniform items to those employees authorized uniforms. The Housekeeping Supervisor, EMS, is further delegated authority to prescribe methods of issue, laundering, and maintenance of uniform items and their security.

b. Service Directors are responsible for ensuring that employees under their supervision who receive a uniform allowance or issue of government-owned uniforms wear the uniforms as prescribed.

c. Requests for any uniform deviation and/or exception to this policy will be initiated by the appropriate Service Line Director and addressed to the Housekeeping Supervisor for evaluation. The request will be forwarded to the Chief, EMS, for final approval before the change will be available for consultation and assistance in preparing deviation requests.

4. **RECOMMENDATIONS:**

a. Prescribed uniforms are listed in Attachment A.

b. Employees authorized uniforms will be issued uniforms in sufficient quantities to permit wearing of a clean uniform each duty day. Normally five (5) uniforms will be sufficient.

c. VA Form 10-1148, Employee Uniform and Property and Property Issue Card (Attachment B), will be used to account for all issued uniforms and will be prepared by the requesting service for new employees, indicating that the employee is authorized uniforms. This record will be retained by the EMS office and annotated indicating type and size of uniform issued and the date.

d. When an employee is selected and accepts a position, and will be required to wear a uniform not provided under the uniform allowance procedures, the new employee's supervisor will submit a uniform request form (Attachment C) accurately listing the employee's measurements and sizes, etc.

e. If the employee does not know his/her size, they may be measured on their first duty day. **PLEASE NOTE:** Because the facility does not stock every uniform in every size this can delay the issuance of uniforms for several weeks. Generally, if uniforms are requested prior to the employee reporting for duty, they will be ready for pick-up after the employee orientation.

f. Uniforms issued by the Medical Center are to be maintained in good repair and kept clean in appearance

g. Employees whose uniforms are in need of replacement should bring these items to the attention of the Housekeeping Supervisor (Attachment D). No charge will be made for items replaced due to "fair wear and tear. Alterations may not change the intended purpose of the uniform-

h. Government-issued uniforms remain the property of the VAMC and must be turned in by the employee who no longer requires them for official duty or who is terminated, transferred, or retires. Employees are responsible for safeguarding all uniforms issued to them and may be required to reimburse the VAMC for loss or damage to uniforms due to employee negligence.

i. Employees who are paid a uniform allowance in lieu of uniforms will provide themselves with all articles comprising the prescribed uniforms. At no time is an employee to receive a uniform allowance while being issued uniforms, including laboratory coats.

**5. REFERENCES:**

- a. M-1, Part VII, Change 26, Chapter 2, dated December 1987.
- b. OC-09-32, Appendix P, dated November 23, 2009.
- c. VHA Program Guide 1850.4, dated October 5, 1998.

**6. RESCISSION:** Center Circular QPC-06-19, same subject, dated October 18, 2006.



TONY L. SINES, MBA, PMP  
Acting Medical Center Associate Director  
Chair, Environment of Care Committee  
Chair, Operations Council



VICKI G. BONDIE, MBA  
Acting Medical Center Director

Attachment A: Uniforms Prescribed for Wear by VA Employees  
Attachment B: VA Form 10-1148, Employee Uniform, and Property Issue Card  
Attachment C: New Employee Uniform Request (Issue) Form  
Attachment D: Employee Replacement Uniform Request (Issue) Form

## UNIFORMS PRESCRIBED FOR WEAR BY VA EMPLOYEES

<u>POSITION</u>	<u>TYPE UNIFORM</u>	<u>PROVIDED BY:</u>
<b><u>Logistics</u></b>		
<b>All Materiel Distribution Center Employees</b>		
Male or Female	Pants-Denim Jeans with long or short sleeve Shirt, Color-Department Choice	Issue
<b>All Storage and Distribution Employees including Supervisors</b>		
Male or Female	Pants-twill weave with long or short sleeve Shirt, Color-Department Choice	Issue
<b>Medical Supply Technicians</b>		
Male or Female	Scrub Top, Scrub Bottom, Scrub Warm-up Jacket, Color-Department Choice	Issue
<b><u>Dental</u></b>		
<b>Dentists (Full- or Part-time including Consultants, attending and Residents)</b>		
Male or Female	Scrub Top and Scrub Bottom, Color-Dark Green; White Clinical Coat	Issue
<b>Hygienists, EFDA (Expanded Function Dental Auxiliary) and Dental Assistants</b>		
Male or Female	Scrub Top, Dark Green; Scrub Bottom, Dark Green	Issue
<b>Dental Laboratory Technicians</b>		
Male or Female	Green Smock	Issue
<b><u>Food and Nutrition</u></b>		
<b>Dietitians</b>		
Male or Female	White Lab Coat	Issue
<b>All Food Service Workers</b>		

**and Cooks**

Male or Female	Smock and Pants, Color-Department Choice	Issue
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**Dietetic Interns or Technicians**

Male or Female	Short White Lab Coat	Issue
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**Chief, Food Production and Supervisors**

Male or Female	Shirt and Pants, Color-Department Choice; White Jacket	Issue
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**Engineering****All Trades, Crafts and Services Plant Operators, Motor Vehicle Operators including First Line Supervisors (Trades potentially Exposed to Electrical Arc-Flash)**

	Flame-retardant clothing (Pants and Shirts)	Rental
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Male or Female	Pants-denim jeans; Shirts (short- or long-sleeves), Color-Department Choice	Issue
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**Painters**

Male or Female	Pants, Color-Natural; Shirt (short- or long-sleeves), Color-White; Bib Overalls; Color-White	Issue
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**Environmental Management**

<b>Housekeeping Supervisors</b>	Pants, Color-Navy Blue; Shirts (short-sleeves), Color-Lt. Blue; (long-sleeves), Color-Olive Drab Green	Issue
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**Housekeeping Aids**

Male or Female	Pants, Color-Navy Blue; Shirt, Color-Burgundy	Issue
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## **Nursing Service**

<b>Senior Nurse Executive and Service Line Nurse Executive</b>		Issue
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Male or Female	Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**Supervisory and Staff Nurses, ER and ICU Nurses (RNs), & Licensed Practical Nurses (LPNs)**

Male or Female		Allowance
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Male or Female	If uniforms are not required: Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**OR, Recovery Room Nurses, and Nurse Anesthetists**

Male or Female	Surgical Scrub Top and Bottom, Color-Department Choice	Issue
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**Nursing Assistants**

Male or Female	Pants and Smock, Color-Department Choice	Issue
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**Infection Control Practitioners, NHCU, LTC, Mental Health, and Spinal Cord Injury**

Male or Female	Knee-length, Long-sleeved, Button-front White Coat	Issue
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**Medical Supply Technicians**

Male or Female	Pants and Shirt, Color-Department Choice	Issue
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## **Pathology and Laboratory Medicine**

**Technicians, Technologists, Helpers, Aids, and Assistants**

Male or Female	Scrub Top and Bottom, Color-Department Choice; White Lab Coat	Issue
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**Doctoral Level Employees**

Male or Female	Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**Pathologists**

Male or Female	Scrub Top and Bottom, Color-Department Choice	Issue
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**Pharmacy****Pharmacy Manager**

Male or Female	Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**Pharmacists**

Male or Female	Short-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**Pharmacy Technicians**

Male or Female	Topper, Short-sleeved, Zipper-front Coat, Color-White	Issue
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**Pharmacy Students**

Male or Female	Short, 3-Button-front Coat, Color-White	Issue
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**Clinical Services****Audiologists and Speech Pathologists (Doctoral-Level or Full-time Staff and Trainees)**

Male or Female	Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**Optometrists, Podiatrists, Physicians and Scientists (MD-Level including Full- or Part-time Attending, Consultants and Career Residents), and Nurse Practitioners**

Male or Female	Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**Residents and Interns  
(Other than Career)**

Male or Female	Short, 3-Button-front Coat, Color-White	Issue
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**Cardiologists**

Male or Female	Scrub Top and Bottom, Color-Department Choice	Issue
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**Radiology**

Male or Female	Scrub Top and Bottom, Color-Department Choice	Issue
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**Nuclear Medicine  
Technicians**

Male or Female	Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**All Other Technologists,  
Technicians, and Aids**

Male or Female	Short-length, Long-sleeved, Button-front Coat, Color-Department Choice	Issue
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**Medicine Service Transport  
Aids**

Male or Female	Short-length, Long-sleeved, Button-front Coat, Color-Department Choice	Issue
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**Medicine Service  
Phlebotomy Section  
Technicians**

Male or Female	Scrub Top and Bottom, Color-Green; Knee-length, Long-sleeved, Button-front Coat, Color-Green	Issue
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**Prosthetics and Sensory Aids****Prosthetics Representative**

Male or Female	Knee-length, Long-sleeved, Button-front Coat, Color-White	Issue
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**Technicians or  
Technologists (Orthotic and  
Prosthetic Restoration)**

Male or Female	Bib Aprons, Tie Strings, Color-White	Issue
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**Physical Medicine and  
Rehabilitation**

**All Specialists and Aids**

Male or Female	Short-sleeved Smock and Pants, Color- Department Choice	Issue
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**All Therapists and First-  
Line Supervisors**

Male or Female	Short, 3-Button-front Closure Coat, Color-Department Choice	Issue
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**Police and Security**

**Police Officers**

Male or Female	Police-style uniform and gear is issued from Police Central Office Headquarters	Allowance
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**Bike Riding Police Officers**

	Mocean Padded Shorts and Mocean Metro Shirt	Issue
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# **UNIFORM ALLOWANCES AMOUNTS BY POSITION**

EMPLOYEE POSITION	INITIAL ALLOWANCE	PER ANNUM ALLOWANCE	PAY PERIOD RATES	HOUR RATES
Chief, Food Production/Foreman or Leader	400.00	204.00	7.82	0.99
Dental Assistance, Hygienist and EFDA (Expanded Function Dental Auxiliary)	400.00	211.00	8.11	0.10
Fire Chief, Fire Fighter or Fire Prevention Inspector	400.00	220.00	8.43	0.10
Nurse, Supervisory, and Staff	400.00	215.00	8.27	0.10
Nurse, Practical/Vocational	400.00	215.00	8.24	0.10
Nurse Practitioner, Infection Control Anesthetist	400.00	215.00	8.27	0.10
Nursing Technician	400.00	200.00	8.24	0.10
Police Officer	400.00	215.00	7.66	0.09

## Attachment B

NAME OF EMPLOYEE		SERVICE OR DIVISION		POSITION TITLE		TCPF NO.			
DATE OF ISSUE		ISSUED		DESCRIPTION		RETURNED		SALVAGE On RETURN	
		QTY	OATS	INITIAL	COLOR	SIZE	QTY		DATE
<b>AGREEMENT</b> Having received the items of Government property listed hereon in good condition. I agree to return them upon separation from service. i understand that any negligent loss or unreasonable damage to this property will be deducted from any pay <i>due</i> me for its full value thereof.									
SIGNATURE OF EMPLOYEE  <b>CERTIFICATION</b> I certify that the above named employee is entitled to the clothing listed.									
SIGNATURE OF CERTIFYING OFFICIAL									
VA FORM MAR 1983 <b>10-1148</b>		<b>EMPLOYEE UNIFORM AND PROPERTY ISSUE CARD</b>							
NAME OF EMPLOYEE		SERVICE OR DIVISION		POSITION TITLE		TCPF NO.			

Date:

From:

Subj: New Employee Uniform Request (Issue)

To: Housekeeping Supervisor (001F-5)

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Employee Name SS# (last 4) Position/Title

Assigned to \_\_\_\_\_, Supervisor and extension \_\_\_\_\_  
Service Line

2. Has employee been previously issued uniforms in another service? Yes/No \_\_\_\_\_

If yes, what Service? \_\_\_\_\_

3. As a part of your employment, employee is entitled to receive the following uniforms: (Check appropriate items)

NUMBER	COLOR	TYPE OR SIZE
_____ Shirts	_____	_____
_____ Pants	_____	_____
_____ Smocks	_____	_____
_____ Scrub Tops	_____	_____
_____ Scrub Pants	_____	_____
_____ Skirts	_____	_____
_____ Dresses	_____	_____
_____ Lab Coats	_____	_____
_____ Bicycle Gear	_____	_____

4. The employee's signature below verifies that he/she is not receiving a uniform allowance through his/her paycheck, nor he/she hasn't received a lump sum clothing allowance from Fiscal Service. Also, uniforms are to be turned in or paid for upon departure from the employee's position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

5. Request received and verified by:

\_\_\_\_\_  
Linen Employee or EMS Supervisor

\_\_\_\_\_  
Date

**Attachment D**

Date:

From:

Subj: New Employee Uniform Request (Re-Issue)

To: Housekeeping Supervisor (001F-5)

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Employee Name SS# (last 4) Position/Title

Assigned to \_\_\_\_\_, Supervisor and extension \_\_\_\_\_  
 Service Line

2. Has employee been previously issued uniforms in another service? Yes/No \_\_\_\_\_

If yes, what Service? \_\_\_\_\_

3. As a part of your employment, employee is entitled to receive the following replacement uniforms on a one for one exchange: (Check appropriate items)

TURN INRE-ISSUED

NUMBER	COLOR	SIZE	TYPE	NUMBER	COLOR	SIZE
			Shirts			
			Pants			
			Smocks			
			Scrub Tops			
			Scrub Bottoms			
			Skirts			
			Dresses			
			Lab Coats			
			Bicycle Gear			

4. The employee's signature below verifies that he/she is not receiving a uniform allowance through his/her paycheck, nor he/she hasn't received a lump sum clothing allowance from Fiscal Service. Also, uniforms are to be turned in or paid for upon departure from the employee's position.

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Supervisor's Signature

5. Request received and verified by:

\_\_\_\_\_  
 Linen Employee or EMS Supervisor

\_\_\_\_\_  
 Date