

CHAPTER 11-00  
G E N E R A L

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11-00-00 PURPOSE OF PART 11

Part 11 establishes regulations in the Department of Health, Education, and Welfare for furnishing uniforms or paying uniform allowances under the Federal Employees Uniform Allowance Act. It also establishes Departmental policy concerning uniforms furnished or maintained under other legislative authority.

11-00-10 ANNUAL REVIEW OF INSTRUCTIONS

Part 11 (and supplements thereto in the form of Manual material or Manual Guides) shall be reviewed annually for adequacy by heads of operating agencies who shall, by March 30 of each year, certify to the Director of Administration by memorandum that such review has been made.

11-00-20 AUTHORITY

The Federal Employees Uniform Allowance Act (Title IV, Public Law 763, 83d Congress, as amended by Public Law 37, 84th Congress, 68 Stat. 1105) authorizes annual appropriations for the purpose of providing uniforms or paying uniform allowances to employees required by regulation or law to wear prescribed uniforms in the performance of their official duties. The cost of uniforms or allowances provided pursuant to this authority shall not exceed \$100 per annum per employee. Uniforms authorized by the Act do not include protective clothing except where employees are required by regulations to wear a distinctive type of protective clothing.

11-00-30 DEFINITIONS OF TERMS USED IN PART 11

Act is the Federal Employees Uniform Allowance Act.

Employee is any officer or employee of this Department, other than a Commissioned Officer of the Public Health Service.

Uniform means those items of distinctive clothing an employee is required to wear as a condition of his employment.

(11-00-30 continued)

Initial allowance is a cash payment covering the cost of prescribed uniform (but not exceeding \$100 per annum) which is paid in advance of the period of service involved.

Pro-rated allowance is a cash payment covering the cost of prescribed uniform items pro-rated on a pay period basis which is paid at the end of the period of service involved.

Heads of operating agencies (the Director of Administration for the Office of the Secretary) include persons designated by them.

A regularly scheduled tour of duty, as defined in the Personnel Manual, is a tour scheduled in advance in writing to be performed at a definite and certain time, day, and/or hour of any day on at least one day of each administrative work week.