



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 12594.3F

5 / Comptroller

DEC 18 2000

USNA INSTRUCTION 12594.3F

From: Superintendent

Subj: UNIFORMS FOR CIVILIAN PERSONNEL

Ref: (a) CPI 594 (NOTAL)

1. Purpose. To provide procedures for processing and payment of uniform allowances to those civilian personnel employed by the Naval Academy who are required to wear uniforms on duty.

2. Cancellation. USNAINST 12594.3E

3. Background. Certain employees are required to wear distinctive uniforms by virtue of their duties. Initial and replacement uniform allowance payments are authorized from appropriated funds per reference (a). The Superintendent has directed the wearing of distinctive uniforms and replacement uniform allowances as follows:

<u>Civilian Employee Groups</u>	<u>Uniform Required*</u>	<u>Initial Allowance</u>	<u>Annual Replacement Allowance</u>	<u>Quarterly Replacement Allowance</u>	
Naval Academy Security Police	WS	\$400.00	\$400.00	\$100.00	
Naval Academy Fire Department	WS	\$400.00	\$400.00	\$100.00	
Naval Academy Police/Fire Emergency Service Dispatchers	WS	\$400.00	\$400.00	\$100.00	(R)
Naval Academy Transportation	WS	\$200.00	\$152.00	\$ 38.00	

* Winter and Summer (WS)

4. Procedures. At the beginning of each quarter, Department Heads and Division Directors will report by letter to the Comptroller those personnel who are authorized and required to wear a distinctive uniform, the type of uniform, the period covered for payment of the allowance, the official title and department of each employee, and the period covered by the employee's initial or replacement uniform allowance payment. This includes periods covered by personnel on incoming transfers who were required to wear the same type of uniform at their previous activity. The Comptroller, or a designated representative, is authorized to certify the payments of uniform allowances to the Payroll Department, Navy Regional Finance Center, Washington, DC. The Disbursing Officer will effect payment to the individuals concerned per reference (a).

M. E. McWATTERS
Deputy for Operations

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