DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 12594.3G
4/DepFin

OCT 2 2 2010

USNA INSTRUCTION 12594.3G

From: Superintendent

Subj: UNIFORM ALLOWANCE FOR TRANSPORTATION DEPARTMENT CIVILIAN PERSONNEL

Ref: (a) 5 U.S.C. 5901-5903
(b) 5 CFR Parts 591.102, 591.103, and 591.104

1. Purpose

a. To provide policy and procedures for Transportation Department uniform allowances for civilian personnel and to promote a professional image consistent with the mission of the United States Naval Academy (USNA). Personal presentation is as much a part of the customer contact experience as a strong customer service focus and quality service delivery.

b. The Uniform Allowance for Transportation Department is provided to support the purpose described above.

2. Cancellation. USNAINST 12594.3F

3. Policy. Employees in the Transportation Department are required to wear distinctive uniforms in the performance of their duties. Per references (a) and (b), initial and replacement uniform allowances are authorized from appropriated funds.

a. An initial uniform allowance of $600 will be provided to each Transportation Driver within 30 days of the execution of this instruction or as new employees report on board.

b. One year after the receipt of the initial uniform allowance of $600, Transportation Drivers will be eligible for Quarterly Replacement Allowances. A Quarterly Replacement Allowance of $150 will be paid during the first month of each quarter; e.g., October, January, April, and July.

c. Name and social security numbers are required to support payment and reporting by the Defense Finance and Accounting Service (DFAS), Cleveland, Ohio.

4. Procedures

a. The Transportation Supervisor will submit a request to the Payroll Customer Service Representative (CSR) in the Comptroller Department for payment to authorized personnel. Request will include the employee names and social security numbers.

b. Initial Allowances for current employees are authorized following execution of this instruction. The Transportation Supervisor will submit requests for new employees after each employee completes entry-on-duty processing.

c. One year after the payment of the initial uniform allowance, Transportation Drivers will be eligible for the Quarterly Replacement Allowance. The Quarterly Replacement Allowance will be submitted within the first 15 days of each fiscal quarter.

d. The Payroll CSR will submit documentation to DFAS and certify for payment.

5. Procurement. Transportation Department Drivers are responsible for purchasing the following initial allotment of uniform clothing:

3 Pairs of poly/wool pants (2 dark blue and 1 khaki)
2 Long sleeve shirts (light blue)
2 Short sleeve shirts (light blue)
2 Dress shirts (light blue)
2 Dress ties (one blue and one USNA tie)
2 Navy Nike Snap Count Polo (1 navy and 1 white)
1 USNA Crest Polo (white)
1 USNA Baseball Cap

6. Guidelines

a. All uniforms must be clean and have no rips, tears or missing buttons.

b. Uniforms must be worn completely. The mixing of uniform clothing and non-uniform clothing is not permitted.

/S/
M. H. MILLER

Distribution:
All Non-Mids (electronically)