

# Texas A&M AgriLife Extension Service Procedures

31.99.99.X0.01 | Disaster Assessment and Recovery Uniform Procedure

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## PROCEDURE SUMMARY

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The Disaster Assessment Recovery Team (DRTX) Uniform Procedure applies to all DRTX personnel working in field offices. This procedure outlines uniform eligibility, types, uniform allowance, order process, and reimbursement.

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## PROCEDURES AND RESPONSIBILITIES

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### 1. UNIFORM ELIGIBILITY

All Texas A&M AgriLife Extension Service Disaster Assessment Recovery TEAM (DRTX) personnel working in field offices are required to wear the standard uniform, as they have significant, frequent, or recurring contact with the public. Administrative support staff working in administrative offices may wear standard uniform, business casual uniform, or other business attire.

### 2. UNIFORM TYPES

#### 2.1 Standard Uniform

- a. The standard uniform consists of the following:
  - Branded polo, long or short-sleeved button-down, dress shirt, or fishing shirt (maroon, white, gray, tan, khaki, blue or black solid colors only).
  - Tactical pants or blue jeans. (khaki, brown, gray or blue color only)
  - Branded pullovers, jackets, or vests. (maroon, gray, tan, or black color only)
  - Tactical boots, cowboy boots, work boots, or closed-toe shoes only. (No other footwear permitted).
  - Branded baseball caps, plain cowboy hats, and broad-brimmed boonie hats are acceptable (but will not be purchased utilizing the uniform allowance)
- b. Fieldwork is performed in the standard uniform. Branded T-shirts supplied by DRTX are appropriate for field work and when deployed.
- c. One pair of rubber boots is allowed.

#### 2.2 Special Occasion Uniform

- a. Four branded button-down uniform shirts will be supplied by DRTX for special occasions. (1 each, long and short-sleeved in white and maroon)
- b. When directed by the Program Director, the uniform for special occasions shall be:
  - One of the special occasion shirts listed above
  - Khaki pants or slacks
  - Tactical boots or cowboy boots

- Cowboy hat only

c. Branded magnetic name tags will be worn on the right side of the branded shirt prescribed.

### 2.3 Business Casual Uniform

- a. Uniform items for special occasions may be worn to meetings or events where business casual is the appropriate attire.
- b. Business casual uniform items include any branded uniform shirts for the standard uniform or for the special occasion uniform.
- c. Unbranded dress shirts, polos, blouses, slacks/skirts of a complimentary color.
- d. Appropriate footwear for the event.

## 3. OTHER UNIFORM ITEMS

The following authorized uniform elements are allowed:

### 3.1 Unit T-Shirts

The agency has authorized unit T-shirts in support of field work and deployment, subject to the following requirements and restrictions:

- a. Shall be provided by DRTX.
- b. No other T-shirts allowed.
- c. When deployed in support of another state, the requirements for wearing an agency uniform in public places must be strictly adhered to. Only approved DRTX T-shirts will be allowed.
- d. Unit T-shirts may only be worn while working in a shop, on an out-of-state emergency response incident, in an office during the evening or weekend when the office is closed to the public or in the field when the general public is not present.

### 3.2 Uniform Boots

- a. Employees needing uniform boots may purchase them from an approved vendor of their choice for reimbursement. DRTX will only reimburse up to your allowance limit. Any cost above this limit is the employee's responsibility.
- b. Dress cowboy boots will not be allowed to be purchased with your uniform allowance.
- c. Reimbursements for uniform boots under the uniform allowance is limited to once every three years.

## 4. TEXAS COMMUNITY WATERSHED PARTNERS PERSONNEL (TCWP)

4.1 All TCWP personnel will be allowed to purchase two branded shirts for reimbursement each fiscal year not to exceed \$125.00 total. TCWP personnel shall wear branded shirts when dealing with the public. TCWP personnel deployed on a Strike Team will adhere to all the uniform policies for DRTX. All other uniform policies for TCWP will be set locally by TCWP leadership.

## 5. WEARING THE UNIFORM.

5.1 **Professional Image:** An employee wearing an agency uniform represents the agency and is responsible for presenting a professional image.

5.2 **Off Duty:** Branded uniform elements should not be worn during off-duty periods. They also should not be

worn when an activity requires more formal or casual attire than presented by the uniform. Worn-out, dirty, wrinkled or otherwise unacceptable uniform items should not be worn.

- 5.3 **Non-Uniform Items:** Only items specifically authorized in these procedures may be worn with the standard uniform, unless required to address safety issues or to maintain an appropriate appearance.
- 5.4 **Modifications:** The agency uniform should not be modified in any way unless required to meet mission. The Area Chiefs or the DAR Agent in charge of a deployment may modify uniform requirements if needed.
- 5.5 **Hats:** An employee may wear an agency baseball cap, plain cowboy hat or a broad-brimmed boonie hat with the standard uniform to protect from over-exposure to the sun.
- 5.6 **Public Places:** DRTX employees are required to wear the standard uniform when working in public places or when dealing with the public. A field office is any city/county/state office outside of the College Station South Campus and the State Operations Center. An employee working in a warehouse, shop, or on an out-of-state emergency response incident, in an office during the evening or weekend when the office is not open to the public, or in the field where members of the public are not present, may wear a uniform T-shirt or uniform hoodie to avoid damage to the regular uniform shirt; however, the regular uniform shirt must be worn when returning to a public place.
- 5.7 **PPE:** An employee may wear appropriate PPE in the field and when the situation dictates.
- 5.8 **Enforcement:** Failure to follow these guidelines or the inappropriate use of the agency uniform can result in the loss of the uniform allowance, loss of the privilege to wear uniforms and/or other disciplinary action. Supervisors are responsible for ensuring that subordinates wear the proper uniform attire and that uniforms are properly maintained.

## 6. UNIFORM ALLOWANCE

- 6.1 **New Employee Allowance:** New employees required to wear the DRTX uniform will have a \$400 uniform allowance in the DRTX account the first fiscal year of employment for the purchase of approved uniform items.
- 6.2 **Normal Allowance:** After the first fiscal year of employment, employees required to wear the DRTX uniform will have a \$250 uniform allowance in the DRTX account each fiscal year of employment for the purchase of uniform items.
- 6.3 **TCWP Allowance:** All TCWP employees are allowed to purchase two branded shirts/blouses in accordance with the guidelines of 2.1.a above not to exceed \$125.00. Any unused funds will be returned to DRTX.
- 6.4 **Carry forward Balances:** Employees are not allowed to carry forward any unexpended uniform allowance from one fiscal year to the next.
- 6.5 **Balance Transfers:** An employee's uniform allowance may not be transferred to another employee and may not be used to purchase uniform items for any other person.

## 7. ADMINISTRATION OF STANDARD UNIFORM

### 7.1 Employee Responsibilities

- a. **Placing Orders:** The following vendors are approved: Eevolve, White Stone Printing, Propper, Amazon and Academy. Purchases made from a vendor that is not approved before the time of purchase **WILL NOT** be reimbursed. Submit uniform orders to the uniform coordinator with a Departmental Purchase Request (AG-610). If an order exceeds the account balance, the employee will be notified. At that time, the employee may elect to purchase the items in full personally and seek reimbursement for only the balance in their uniform allowance account.

**An agency credit card may not be used to purchase uniform items.** Upon completion of the order, print and retain a copy of the order confirmation along with the documentation of payment.

- b. **Branding Items:** Uniform items ordered online requiring branding shall be shipped directly to Eevolve. Items bought in person shall be shipped to Eevolve at the employee's expense. All items requiring branding must be coordinated with an Agency Uniform Coordinator for tracking and invoicing. The cost of branding will be deducted from your uniform allowance.
- c. **Receiving Orders:** Upon receipt of order, verify the items are correct and sizing is appropriate. If there is an issue with an item, identify the order number, order date, item description, problem description and desired resolution, and do the following:
  - (1) Contact the uniform coordinator promptly. You may be directed to contact the vendor directly. If so, document the communication with the uniform vendor, including the name of person contacted, date and time of the communication, and the specifics related to the vendor response. Retain the communication record until the issue is fully resolved.
  - (2) If unable to resolve the issue with the uniform vendor, ask the Agency Uniform Coordinator for assistance.
- d. **Order History and Account Balances:** Employees may access their order history and allowance balance in Teams on the DAR channel under Uniform balances.
- e. **Office Location Changes:** Employees are responsible for updating their shipping address with the uniform coordinator prior to purchase. The shipping address should be the physical office address, not a post office box or home address.

## 7.2 Agency Uniform Coordinator Responsibilities

- a. **Uniform Allowances:** Complete the authorization data, set up the uniform account with the uniform vendor, update the master list of uniform allowance authorizations, and notify the employee when the account is set up.
- b. **Program Records:** Maintain a master list of uniform authorizations, and copies of the year-end reports.
- c. **Problem Resolution:** Assist employees with problem resolution issues. Contact the employee with the complaint resolution details.
- d. **Terminations:** Cancel uniform accounts for terminating employees upon receipt of termination notices from Workday.

## 8. ADMINISTRATION OF REIMBURSEMENT PROCESS

Employees seeking reimbursement for the purchase of authorized business casual items must use the following process:

### 8.1 Limitations on Reimbursements:

- a. State of Texas sales tax must be paid to the vendors and is not eligible for reimbursement.
- b. Reimbursements may not exceed the employee's uniform account balance.
- c. Reimbursement requests must be submitted to the Agency Uniform Coordinator within 14 days of purchase and must be supported with original receipts. If an employee submits a reimbursement voucher after 30 days, the reimbursement will be denied.
- d. Reimbursements may not be split across two fiscal years' uniform allowances.

- 8.2 After business casual items are purchased and received, the employee must follow the procedures outlined in 8.1. Once the approved reimbursement request package is submitted to the uniform coordinator, it will be processed in AggieBuy.
- 8.3 The Agency Uniform Coordinator will route the AggieBuy document for verification and processing.
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## CONTACT OFFICE

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CONTACT: [Agency Uniform Coordinators](#)

DAR- Brayla Leighton, [brayla.leighton@ag.tamu.edu](mailto:brayla.leighton@ag.tamu.edu); (979) 321-5255

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