



## DoD INSTRUCTION 1400.25, VOLUME 591

# DoD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: UNIFORM ALLOWANCE RATES FOR DoD CIVILIAN EMPLOYEES

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**Purpose:** This instruction is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directives 5124.02 and 1400.25:

- This instruction establishes and implements policy, establishes procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the DoD.
- This volume, in accordance with DoD Directive 1400.25, establishes policy, assigns responsibilities, and sets forth requirements for determining uniform allowance rates for DoD civilian employees pursuant to Section 1593 of Title 10, United States Code (U.S.C.).

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

a. This volume applies to:

(1) OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

(2) DoD civilian employees furnished uniforms or paid a uniform allowance pursuant to Section 1593 of Title 10, U.S.C.

b. This volume does not apply to employees furnished uniforms or paid a uniform allowance in accordance with other provisions of law or regulation, including civilian employees of the Defense Intelligence Agency.

### 1.2. POLICY.

a. DoD Component heads who employ one or more categories of employees required to wear uniforms may determine which categories of employees are furnished a uniform or are eligible for the uniform allowance rates established in Section 1593 of Title 10, U.S.C., and this volume. This authority may be further delegated, in writing, to authorized management officials (AMOs).

b. A category of employees will wear uniforms when the nature of work determines wearing a uniform is necessary.

c. For employees required to wear uniforms, uniforms will be furnished at a cost not to exceed \$800 per year, or uniform allowances will be paid equal to the cost of the uniform or \$800 per year, whichever is less.

d. The first time a category of employees has a uniform requirement, an AMO may propose a higher initial maximum uniform allowance rate when the established annual rate is inadequate to provide a uniform in accordance with Paragraph 3.2.

e. Higher initial uniform allowance rates are in place for DoD uniformed police personnel (\$1800), DoD firefighters (\$1600), and DoD uniformed security guard personnel (\$1800). The approvals are documented in Page 7959 of Volume 72, Federal Register; Page 35669 of Volume 73, Federal Register; and Pages 49214 and 49215 of Volume 81, Federal Register; and will remain in effect until an AMO requests a new, higher initial uniform allowance rate in accordance with Paragraph 3.2.

f. Overseas installation commanders will determine whether DoD civilian employees assigned overseas (including indigenous or other third-country national personnel) will wear uniforms. If overseas installation commanders determine that having such civilian employees wear a uniform is in the best interest of the DoD, they must comply with this volume and with the total compensation comparability program established in Enclosure 9 of DoD Manual 1416.08.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)).**

The USD(P&R):

- a. Has overall responsibility for the policy on uniform allowance rates for DoD civilian employees.
- b. Exercises final approval authority on DoD Component requests to establish a higher initial maximum uniform allowance rate.

### **2.2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).**

Under the authority, direction, and control of the USD(P&R), the ASD(M&RA) has overall responsibility for the development of civilian personnel policy covered by this volume.

### **2.3. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)).**

Under the authority, direction, and control of the USD(P&R), through ASD(M&RA), the DASD(CPP):

- a. Supports the ASD(M&RA) in development of civilian personnel policy covered by this volume and monitors its execution by DoD Components, ensuring consistent implementation and continuous application throughout the DoD.
- b. Reviews requests to establish higher initial maximum uniform allowance rates and forwards recommendations for approval to the USD(P&R).

### **2.4. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.**

Under the authority, direction, and control of the USD(P&R) and in addition to the responsibilities in Paragraph 2.5., the Director, Department of Defense Human Resources Activity, provides support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities of this volume.

## **2.5. DOD COMPONENT HEADS.**

DoD Component heads:

- a. Determine the occupational groups included in each category of employees required to wear uniforms.
- b. Issue written guidelines for each category of employee subject to the same uniform requirements.
- c. Develop and submit requests for higher initial maximum uniform allowance rates to the DASD(CPP).
- d. Ensure requests for higher initial maximum uniform allowance rates are forwarded to the appropriate OSD functional community manager (where one is designated) for DoD Component coordination, where designated, before submission to the DASD(CPP).

## SECTION 3: PROCEDURES

### 3.1. UNIFORM ALLOWANCE RATES.

a. AMOs will issue written guidelines for each category of employee subject to the same uniform requirement. Guidelines will:

- (1) List the occupational groups included in the category of employees.
- (2) Document the determination that the nature of the work makes wearing a uniform necessary.
- (3) State whether the DoD Component will furnish uniforms or pay a uniform allowance.
- (4) Identify the articles of clothing the DoD Component will furnish or pay a uniform allowance.
- (5) Prescribe the amount of the annual uniform allowance rate and how it was determined or, if uniforms are furnished, describe the method of uniform replacement.
- (6) To ensure appropriate use of the uniform allowance, establish procedures for accountability and determining the annual uniform allowance rate to cover the cost of replacement uniform items. The annual uniform replacement costs will be determined by prorating the item cost over the estimated life of the item.
- (7) Provide procedures for proper accountability of uniforms. Upon issue, describe the standards for uniform maintenance and wear. If applicable, describe the requirements for returning uniforms.

b. The annual uniform allowance to be paid or the cost of the uniform furnished must be within the maximum annual uniform allowance rate.

c. The uniform allowance for the first year will be paid in full on or before the date the employee is required to wear the uniform.

d. After the first year, uniform allowance payments may be made on an annual, semi-annual, or quarterly basis to help cover the cost of replacement items.

- (1) Payments will be prorated and based on the estimated life of uniform items.
- (2) Uniform allowances will be paid at the beginning of the period in which service will occur.

e. If the average total cost of the basic uniform is higher than the maximum annual uniform allowance rate, the DoD Component may request approval of a higher initial uniform allowance rate in accordance with Paragraph 3.2. The uniform specified will be the most economical type sufficient to accomplish the purpose.

### **3.2. HIGHER INITIAL UNIFORM ALLOWANCE RATES.**

a. AMOs will submit requests to establish higher initial maximum uniform allowance rates to the DASD(CPP). Requests will include:

- (1) A description and justification of the circumstances requiring a higher initial maximum uniform allowance rate.
- (2) An estimate of the number of affected employees.
- (3) The specific items required for the basic uniform and the average total uniform cost.
- (4) The amount of the proposed higher initial maximum uniform allowance rate.
- (5) The proposed effective date of the higher initial maximum uniform allowance rate.

b. A higher initial maximum uniform allowance rate will not exceed the average total uniform cost of the basic uniform. Cost data from uniform apparel and equipment retailers or a comparable source will be used to determine the higher initial maximum uniform allowance rate.

c. The higher initial maximum uniform allowance rate will apply only to the year in which the employees become subject to a requirement to wear the uniform or are transferred or reemployed in accordance with Paragraph 3.3.

d. The DoD Component initiating the request for a higher initial maximum uniform allowance rate must coordinate the request with the OSD functional community manager where one is designated. The DoD Component will submit copies of the coordination documentation with the request.

e. When an OSD functional community manager is not designated, the DASD(CPP) will:

- (1) Review proposals to establish higher initial maximum uniform rates.
- (2) Coordinate the request with other DoD Components employing the same categories of employees covered by the request.
- (3) Submit recommendations to approve or disapprove the proposal to the USD(P&R).

f. The higher initial maximum uniform allowance rate will not be authorized before the effective date established by the USD(P&R).

g. The DoD Components will pay the higher allowance in full on or before the date each employee is required to wear the uniform. Higher initial maximum uniform allowances will not be paid to employees who were hired before the effective date of the increased rate.



### **3.3. UNIFORM ALLOWANCE RATES UPON TRANSFER OR REEMPLOYMENT.**

a. When an employee transfers to, or is reemployed in, another position with identical uniform requirements, allowance payments will not be authorized for overlapped periods. The period covered by the last allowance payment must end before a further allowance payment may be made.

b. An employee who leaves a position after receiving a uniform allowance payment and is later reemployed in the DoD in a position with identical uniform requirements may be eligible for a uniform allowance upon reemployment.

(1) Employees who received annual allowance payments will receive payment if at least 1 year has elapsed since the end of the period covered by the last payment.

(2) Employees who received semi-annual allowance payments will receive payment if at least 1 year has elapsed since the end of the period covered by the last payment.

(3) Employees who received quarterly allowance payments will receive payment if at least 1 year has elapsed since the end of the period covered by the last payment.

c. When an employee transfers to, or is reemployed in, a position with different uniform requirements, the initial maximum uniform allowance rate must be paid on or before the date the employee is required to wear the uniform for the first time.

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
AMO	authorized management official
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### G.2. DEFINITIONS.

These terms and their definitions are for the purposed of this volume.

TERM	DEFINITION
<b>AMO</b>	An individual who receives delegated authority to determine which categories of employees are required to wear uniforms or are eligible for the uniform allowance rate established pursuant to this volume.
<b>annual uniform allowance rate</b>	An annual allowance paid for a uniform or a uniform furnished to an employee. The annual uniform allowance rate will apply to employees when they are first assigned to a position that requires them to wear a uniform and each year thereafter.
<b>average total uniform cost</b>	An amount determined by adding together the cost of each required uniform item using a source designated by the AMO.
<b>category of employees</b>	Any group of civilian employees designated by the DoD Component that has the same basic uniform requirement.
<b>functional community manager</b>	An OSD management official who advises on developing and implementing overarching human capital policy for a group of DoD civilian employees with the same basic uniform requirements.
<b>higher initial maximum uniform allowance rate</b>	An initial maximum uniform allowance rate that is higher than the annual uniform allowance rate and applies only in the year the employee first becomes subject to the uniform requirement. The higher initial maximum uniform allowance rate may not exceed the average total cost for the basic uniform.

- uniform** A specified article(s) of clothing (e.g., shoes, boots, hats, shirts, slacks, skirts, belts, fitness gear, weather gear or outerwear, tie clips, tie bars, rank insignia, badges, patches, and name tags) that the DoD requires an employee to wear to provide a distinctive and easily identifiable appearance while performing their job.
- year** Any period of 12 consecutive months designated by the DoD Component as the basis for applying the maximum uniform allowance rates.

## **REFERENCES**

- DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Manual 1416.08, “DoD Manual for Foreign National Compensation,” May 30, 2013, as amended
- Federal Register, Volume 72, Page 7959, February 22, 2007
- Federal Register, Volume 73, Page 35669, June 24, 2008
- Federal Register, Volume 81, Pages 49214 and 49215, July 27, 2016
- United States Code, Title 10, Section 1593