

April 15, 2009

U.S. POSTAL SERVICE UNIFORM VENDORS

Dear Vendors:

This letter is to clarify issues with regard to the Postal Service Uniform Program and to provide update.

Updated Policy Guide

We have enclosed the Policy Guide, updated on April 15, 2009 will replace the Policy Guide dated December 19, 2006. Please refer to the April 15, 2009 guide for answers to your questions regarding Postal Service policy or to clarify your responsibilities regarding the conditions of PS Form 2458 *Uniform Vendors License Code of Ethical Conduct*. Share this information with your employees and sales representatives so everyone understands the policies and conditions regulating your vendor's license.

New Look for the Uniform Allowance Purchase Card

Beginning June 2009 Citibank will begin issuing Uniform Allowance Purchase Cards that will look different from the existing card. The new card will be phased in over the next several months as old cards expire. The new card will not have embossed letters and numbers, a magnetic strip or a VISA logo. It will have the employee's 16-digit account number, and that number must be keyed into your transaction processor. Please alert your sales staff to this change.

Uniform Allowance Increases

The contractual amounts for uniform allowances increased on November 21. Please find the enclosed table for allowance amount updates. This table states the allowance amounts for upcoming years under our labor contracts. This table is organized by the employee's title, the corresponding uniform type and the allowance amount.

Transitional Employees

Transitional employees (TEs) do not receive the Uniform Allowance Purchase Card but are authorized to purchase uniform items via the Letter of Authorization signed by the manager of the unit. The authorizing supervisor is responsible for reimbursement of a TE purchase 30 days after receiving an itemized invoice with a copy of the Letter of Authorization. Vendors may accept the letters of authorization but are not permitted to require advance payment.

TEs may only purchase Type 1 uniform items. Do not sell the TE more than he or she is authorized to purchase according to the letter of authorization.

New Items

The Sun Hat was added as a Type 1 uniform item. Please contact Carol at Imperial Headwear 303-597-0206 or Marc at Leader Manufacturing 314-652-2500 for product information.

Nurses

Postal Nurses are required to purchase Type 5 uniform items from licensed vendors. If you provide these items, please email the Uniform Program at uniformprogram@usps.gov and we will add your business' name to the list for the nurses' reference.

Replacement Insoles

Replacement insoles may be purchased by employees via the Uniform Allowance Purchase Card. The replacement insoles must be specifically fitted for existent USPS authorized shoes and be the product of the original shoe manufacturer. Orthotic inserts, shock-reduction inserts, odor reduction inserts and gel inserts are not authorized for reimbursement.

In-Store Credit

Vendors may not "bank" unspent money from employee's allowances for in-store credit to be used at a later time. This is misappropriation of funds and violators will immediately be terminated the Uniform Program. Termination from the Uniform Program will not preclude the vendor from any criminal or civil litigation (Title 18, United States Code, Section 1001).

Back Orders

The vendor can only charge the UAPC only for delivered items. The vendor may not charge the employee for any backordered items until the order is filled and delivered. If the items cannot be delivered before the employee's allowance expires the vendor should suggest that the employee purchase other approved uniform items or suggest that the employee try to find the item through another licensed vendor. Previous year allowances are not issued in this situation.

Contact the Uniform Program

All questions regarding the Uniform Program should be directed to 202-268-8391 and uniformprogram@usps.gov.

Sincerely,

Robert Della Vecchia
Coordinator, National Uniform Program
Labor Relations Systems

Enclosures