



STANDARD FEMA-DISTINCTIVE CLOTHING

I. Purpose

Establishes Federal Emergency Management Agency (FEMA) policy and procedures for ordering, issuing, and wearing standard FEMA-distinctive clothing purchased with appropriated funds.

II. Scope

This Directive applies to all FEMA personnel. It does not apply to contractors or their employees.

III. Policy and Procedures

- A. The Agency may issue standard FEMA-distinctive clothing bearing Agency seals, insignia, or markings (caps, jackets, and shirts) for use by FEMA employees when activated to support disaster operations and/or performing duties where they must be identified as FEMA employees in the performance of their official functions. The wearing of FEMA-distinctive clothing is intended to permit the public and others to readily identify FEMA employees who are working in a multi-agency environment.
- B. Standard FEMA-distinctive clothing, as defined in Section V, will be worn by FEMA employees when engaged in duties where, in order to effectively perform their official functions and officially represent this Agency, they must be easily identifiable as FEMA employees (examples include, but are not limited to, External Affairs Community Relations staff and Disaster Recovery Center staff). However, the unavailability of FEMA-distinctive clothing is not an acceptable reason for any employee to refuse to or fail to perform his or her assigned duties.
- C. Standard FEMA-distinctive clothing may be ordered before or during a disaster or emergency.
- D. Employment in a Joint Field Office (JFO) or other field setting does not necessarily or automatically require the issuance or wear of standard FEMA-distinctive clothing.
- E. Employees may independently purchase and wear FEMA-distinctive clothing (standard or non-standard) while on the job, provided the clothing is in good taste and repair. Such purchases are not eligible for reimbursement by the Agency from appropriated funds.

- F. FEMA employees are expected to conduct themselves with the utmost professionalism when wearing the DHS or FEMA seals, insignia, or markings, regardless of whether the clothing item was issued by FEMA or purchased by the employee.
- G. FEMA employees are responsible for the care of issued standard FEMA-distinctive clothing, and are expected to exercise good judgment and discretion when wearing the DHS or FEMA seals, insignia, or markings. FEMA-distinctive clothing, whether issued by FEMA or purchased by the employee, should not be worn when off duty, or in places that may be considered inappropriate (e.g., at bars, in liquor stores, at night clubs, at political rallies, etc.).
- H. Standard FEMA-distinctive clothing issued by FEMA is not considered accountable property; however, when issued to individuals it should be documented on a Custody Receipt for Government Property on Personal Charge form (FEMA Form 61-9).
- I. FEMA employees are not required to turn in issued clothing upon leaving FEMA, unless such a requirement is established, in writing, at the time of issuance.
- J. All FEMA employees are prohibited from giving away, trading, selling, or otherwise bartering any standard FEMA-distinctive clothing provided to employees by the Agency. Such clothing is Government property, and any violation of this policy may be a cause for disciplinary action.
- K. Any article of FEMA-distinctive clothing issued to employees by the Agency prior to this policy may still be worn under the provisions of this policy. Exception: Clothing which reflects the original FEMA seal, and not the Department of Homeland Security seal, is not authorized for wear in an official capacity.
- L. Standard FEMA-distinctive clothing is not a substitute for a security-issued identification badge.
- M. All orders for standard FEMA-distinctive clothing must be funded by the requesting organization and submitted on FEMA Form 146-0-2 (formerly FEMA Form 40-1), *"Requisition and Commitment for Supplies and Services."* The form must be signed by the authorizing official, and submitted to the Office of the Chief Procurement Officer, Acquisition Operations Division. Orders must be coordinated through the requesting organization's Accountable Property Officer (APO) or Custodial Officer and will be shipped to the attention of the APO/Custodial Officer.
- N. Personal protective equipment (PPE) and other types of clothing that are designed to protect employees from the weather, workplace injuries, illnesses, or other physical threats are not considered to be standard FEMA-distinctive clothing, for the purposes of this policy.

IV. Responsibilities

- A. The following senior FEMA officials are responsible for authorizing a requirement for standard FEMA-distinctive clothing and authorizing, in writing, the issuance of standard FEMA-distinctive clothing or full Standard Issue Clothing Sets to appropriate employees. The following senior FEMA officials are also responsible for ensuring and

enforcing compliance with this policy, but may delegate authority for purchase of standard FEMA-distinctive clothing and Standard Issue Clothing Sets within their respective organizations.

- i. Deputy Administrator for Protection and National Preparedness
 - ii. Associate Administrators
 - iii. Assistant Administrators
 - iv. Office Directors/Chiefs
 - v. Regional Administrators
 - vi. Federal Coordinating Officers (FCOs)
- B. The Chief Financial Officer shall develop and apply financial regulations and rules that govern the procurement of standard FEMA-distinctive clothing.
 - C. The Chief Procurement Officer shall establish standing contract vehicles to support funded organization requests for standard FEMA-distinctive clothing.
 - D. The Director, Office of External Affairs shall establish and periodically review the standards for standard FEMA-distinctive clothing to ensure that color and design(s) are in accordance with DHS branding policies and procedures, including DHS Management Directive (MD) 0030.
 - E. The Associate Administrator for Mission Support shall maintain, review, and revise the overall standard FEMA-distinctive clothing policy, as needed.

V. Definitions

- A. **Standard FEMA-Distinctive Clothing** - A ball cap, jacket, vest, or shirt that displays authorized DHS or FEMA seals, insignia, or markings in approved coloring and styles. The approved colors are dark blue and white, and will include both men's and women's styles.
- B. **Standard Issue Clothing Set** - A set of FEMA-distinctive clothing articles consisting of a ball cap, a jacket, and four gender-appropriate shirts that meet the established standards for color and style.

VI. Authorities

- A. DHS Management Directive (MD) 0030, *"Use of the Department of Homeland Security Seal,"* dated July 30, 2003.
- B. FEMA Directive 123-18, *"FEMA-Distinctive Clothing,"* dated May 24, 2010.

VII. Responsible Office

Mission Support Bureau

VIII. Supersession

This Directive supersedes FEMA Directive 123-18, "Standard FEMA-Distinctive Clothing," dated May 24, 2010.

IX. Forms Prescribed

FEMA Form 146-0-2, "*Requisition and Commitment for Supplies and Services*" (formerly FEMA Form 40-1).

*This form can be found at: <http://online.fema.net/management/records/forms.shtm>.

X. Questions

Please direct any questions, comments, or suggestions regarding this Directive to the Senior Policy Advisor, Mission Support Bureau.



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