

CCA uniform allowance rules

Article 26, Section 3 of the National Agreement requires the Postal Service to provide CCAs with a uniform allowance. Currently, the annual uniform allowance is \$390. That amount will increase slightly effective on Nov. 21 of each year during the life of the National Agreement.

Unlike career letter carriers, who receive a credit card to use, CCAs receive their uniform allowance through a voucher system. There still are reports of confusion in the field about CCAs not receiving their uniform allowance in a timely manner. There was a series of jointly developed Q-and-A's regarding the uniform allowance for CCAs designed to help avoid this problem. They are part of M-01819 and many of them are reprinted below:

41. When does a CCA become eligible for a uniform allowance?

Upon completion of 90 work days or 120 calendar days of employment as a CCA, whichever comes first. CCAs who have previously satisfied the 90/120 day requirement as a transitional employee (with an appointment made after September 29, 2007), become eligible for a uniform allowance when they begin their first CCA appointment.

42. What defines the anniversary date for the purpose of annual uniform allowance eligibility for a CCA?

The calendar date the CCA initially becomes eligible for a uniform allowance.

43. How is the uniform anniversary date determined for a CCA who is converted to career status?

The employee retains the same anniversary date held as a CCA.

44. How is a uniform allowance provided to a CCA?

When a CCA becomes eligible for a uniform allowance, funds must be approved through an eBuy submission by local management. After approval, a Letter of Authorization form must be completed and provided to the employee within 14 days of the eligibility date. The CCA takes the completed form to a USPS authorized vendor to purchase uniform items. The Letter of Authorization can be located on the Uniform Program website on the Blue Page under Labor Relations.

45. How are uniform items purchased?

Uniform items can only be purchased from USPS licensed vendors. A list of all authorized Postal Service Uniform vendors is located under the Labor Relations website: Uniform Program from the Blue Page and also on Liteblue under My HR, and look for the link for Uniform Program.

46. How does a licensed uniform vendor receive payment for uniform items purchased by a CCA?

The licensed vendor creates an itemized invoice of the sale, provides a copy of the invoice to the CCA, and sends the original invoice for payment to the local manager identified on the Letter of Authorization. Upon receipt, the local

manager certifies the invoice and pays the vendor using the office Smartpay card.

47. If a CCA does not use the full allowance before his/her appointment ends, does the allowance carry-over into the next appointment when the appointment begins before the next uniform anniversary date?

Yes, however, the CCA cannot purchase uniform items during his/her five calendar day break between appointments. If the full annual uniform allowance is not used before the next anniversary date, the remaining balance for that year is forfeited.

50. Will CCAs receive the additional credit authorized under Article 26.2.B with their first uniform allowance following conversion to career status?

Yes.

Where it is necessary, here is the process the Postal Service has developed for supervisors and managers to order your uniforms online:

- **Step 1:** Local management submits an eBuy2 for funds approval for CCA uniform allowance in the amount of \$390.
- **Step 2:** CCA employee provides local management with his/her order of uniform items. CCAs are not permitted to place online or mail orders.
- **Step 3:** Local management makes the purchase online from a USPS authorized vendor using the office Smartpay Purchase Card. **Note:** Effective Oct. 1, the PS Form 8230 - Authorization for Payment method will become obsolete and will no longer be accepted for the local purchase of goods and services. To find out how to obtain a purchase card, please go to the following Blue Page site: <http://blue.usps.gov/purchase/operations/ops/impachome.htm> or contact the Purchasing Shared Services Center (PSSC) at 877-293-2410.
- **Step 4.** Local management retains a copy of the itemized invoice or order confirmation e-mail from the vendor.
- **Step 5.** CCAs are required to confirm receipt of orders to local management.

If you are a CCA who has met the 90-workday/120-calendar-day requirement and you haven't been provided a letter of authorization within 14 days of reaching the requirement, request to see your shop steward about the matter. If you run into a uniform vendor who refuses to accept your authorization letter to purchase uniforms, please contact Director of Life Insurance Myra Warren at NALC Headquarters. Myra serves on the National Uniform Committee and will be happy to try to assist you.