

### Memorandum Of Understanding

The following constitutes an agreement between VA Northern Indiana Healthcare System (Agency), AFGE NVAC and AFGE Locals 1384 and 1020, AFL-CIO (union) concerning the implementation of a uniform policy for all Supply Chain Management employees.

### SUPPLY CHAIN MANAGEMENT (SCM)

### STANDARD OPERATING PROCEDURE FOR SERVICE UNIFORMS

VA Northern Indiana Healthcare System  
Fort Wayne, IN 46805 & Marion, IN  
46953

**Service Line**

SCM

**Signatory Authority**

James Queener

**Effective Date**

3 March 2022

**Responsible Owner**

Chief Supply Chain Officer

**Recertification Date**

#### 1. PURPOSE AND AUTHORITY

- a. The purpose of this Standard Operating Procedures (SOP) is to establish procedures regarding Service Uniforms for Supply Chain Management (SCM). This SOP must be followed by all SCM employees.
- b. This SOP sets forth mandatory procedures and processes to ensure compliance with VHA Directive 1850.04 (1), Employee Uniforms, amended 11 May 2020 & VHA Directive 1761, Appendix F, Paragraph 5, Requirements for Work Attire dated 30 December 2020.

## 2. PROCEDURES

- a. SCM employees will wear the standard uniform as described in this SOP while on duty. The only exceptions are determined by the location of where the employee is working.

- (1) Expendable Inventory Management employees are required to wear scrubs with appropriate enclosed footwear (appropriate footwear is defined as no open toe shoes).

Non-Expendable Inventory Management employees are required to wear the facility issued pants, polo shirt with collar (short sleeve or long sleeve). A quarter zipper pullover shirt will be provided and is optional for wear.

The color of the uniform is charcoal grey pants, blue polo shirt with collar (short sleeve or long sleeve). A quarter zipper pullover shirt will be provided and is optional to wear.

All other employees who work in administrative areas and/or not in an Expendable and Non-Expendable environment are required to wear the facility issued uniform. This uniform will consist of pants, polo shirt with collar (long and short sleeve) and quarter zipper shirt (is optional to wear)

- (a). Fresh, clean uniforms are to be worn and changed daily.

- (b) Each full-time employee will be provided five uniforms. This will include 5 pants, 5 short sleeve polos, 5 long sleeve polos and 1 quarter zipper shirt.

- (c) Government issued uniforms will be repaired or replaced on an item for item basis when rendered unserviceable through normal wear and tear, or when lost or damaged through no negligence of the employee

- (d) Employee's may wear clean personal clothing such as undergarments (t-shirts) turtleneck shirts, long sleeve shirts under the government issued shirt during times of inclement weather.

- (e) This SOP follows and shall comply with Occupational Safety and Health Standards issued under Section 6 of the Act and/or where the Secretary of Labor has approved compliance with alternative standards in accordance with 29 CFR 1960 and all its sub-parts. The Department will notify the Union in accordance with Article 47 - Mid-Term Bargaining, prior to the submission of any alternate standards to the Secretary of Labor. On a case-by-case basis, the parties shall adopt more stringent safety and/or health standards to address specific concerns.

- (f) Personal Protective Equipment (PPE), as required by appropriate OSHA standards to protect employees from hazardous conditions encountered during the performance of their official duties will be provided and replaced as necessary at no cost to employees

required to wear specific PPE. Employees who are exposed to the hazards of outdoor environments, such as heat or extreme cold weather, will be provided appropriate PPE to OSHA recommendations.

Some commonly needed types of PPE include, but are not limited to safety glasses; steel-toed safety shoes/boots etc. Hazard assessments to determine the need for PPE will be conducted by each facility for each workplace. These assessments will also evaluate the need for, and feasibility of engineering controls or other devices designed to reduce workplace injuries and illnesses or eliminate the need for PPE. These assessments will be documented, and a copy provided to the local union.

When assessments determine the appropriateness of PPE, affected employees will have the opportunity to choose from available and EMPLOYEE RIGHTS AND PRIVILEGES | ARTICLE 29 - SAFETY, HEALTH, AND ENVIRONMENT 148 Department of Veterans Affairs Labor Management Relations | DVA /AFGE Master Agreement appropriate styles and sizes to optimize employee comfort and protection. Employees will receive training on the proper use and care of PPE.

(g) Consistent with 5 CFR 1910.132, the Department shall provide training to those employees who are required by this section to use PPE and shall certify in writing that the training was provided.

(h) Badges must be visible and worn above the waist. Employee may choose to clip to shirt collar or with a break away hanging lanyards (employee is to assure it can be worn safely and cannot be caught or hung up in equipment where it would cause physical harm).

- (i) All SCM employees are required to wear their uniforms while on duty. Any exceptions must be preapproved by a Supervisor and or Service Chief. No alterations may be made to the uniform unless preapproved by the Service Chief.

(2). All appropriate Personal Protective Equipment (PPE) will be worn such as safety shoes, gloves, safety glasses and hard hats where appropriate.

### **3. ASSIGNMENT OF RESPONSIBILITIES**

- a. The Supervisory staff of SCM will ensure that employees wear the prescribed uniform at all times, while on duty, and is responsible to request uniforms with the use of VA-Form 10-1148, Employee Uniform and Property Issue Card. The employee's name, service and official title will be typed on the form.
- b. The Chief Supply Chain Officer or designee, will sign in the space provided for signature of the person authorized, verifying the correctness of position title.

**4. REFERENCES**

- a. VHA Directive 1850.04 (1), Employee Uniforms, Amended 11 May 2020
- b. VHA Directive 1761, Appendix F Paragraph 5 Requirements for Work Attire dated 30 December 2020, 2011 AFGE / NVAC Master Agreement

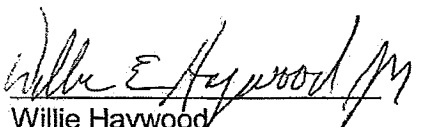
**5. REVIEW**

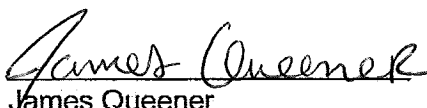
This SOP must be reviewed at the recertification date, or when there are significant changes in referenced policy to the governing document.

**6. RECERTIFICATION**

This SOP is scheduled for recertification on or before 22 October 2026. In the event of contradiction with Master Agreement, the Master Agreement supersedes this SOP.

**7. SIGNATORY AUTHORITY**

  
 Willie Haywood  
 AFGE NVAC  
March 10, 2022  
 Date

  
 James Queener  
 Chief Supply Chain Officer  
10 March 2022  
 Date

**NOTE:** The signature remains valid until rescinded by an appropriate administrative action.

**DISTRIBUTION:** SOP's are available at: [NIHCS Policies - VANIHCS Policies \(sharepoint.com\)](#)