

# The USPS Uniform Allowance Program

Guidelines, Resources, and Facts



## You are the Postal Service — So Here's How You Can Look Your Best

The Postal Service interacts with its customers every day. Customer perceptions are shaped by those experiences. In fact, postal employees are the faces of the most recognized and respected brand in the U.S.

That's why it's important to look your best when you're on the job. The Uniform Allowance Program is designed to help you do that. This information explains the process and procedures for using your uniform allowance benefits.

## Frequently Asked Questions



### WHO GETS AN ALLOWANCE?

Employees who work full time or 4 hours or more a day performing certain duties; are in the public view for 4 hours a day, 5 days a week or not less than 30 hours a week; and/or work in certain facilities or post offices are entitled to a uniform allowance. These positions are listed in the Employee Labor Relations Manual (ELM) 932.11 - 933.6 and are grouped by the following uniform types:

- Type 1 — city letter carriers, clerk/special delivery messengers, clerks performing city letter carrier duties, motor vehicle operators, tractor-trailer operators, driving instructors and examiners, letterbox mechanics, ramp clerks and transfer clerks, AMF, performing ramp clerk duties, area maintenance technician/specialists, maintenance mechanics working as letterbox mechanics (see ELM 932.11i), passenger elevator operators, and elevator starters.
- Type 2 — employees assigned to retail operations.
- Type 3 — vehicle maintenance, custodial maintenance, mail handler, BMEU, and clerical employees eligible under ELM 932.12 and 932.13.
- Type 4 — security force postal police officers.
- Type 5 — bargaining unit and non-bargaining unit medical personnel.
- Type 6 — Supervisors eligible for work clothes (ELM 938.1).

Find the complete list of positions and authorized items for each uniform type in ELM

[https://about.usps.com/manuals/elm/html/elmc9\\_009.htm](https://about.usps.com/manuals/elm/html/elmc9_009.htm).

An employee MUST meet ALL criteria for the specified position before a uniform allowance is established.

## HOW TO LOG ON TO OUR WEBSITE

You will need your employee identification number and USPS PIN to logon to LiteBlue. Your employee ID is easy to find — just look at the top of your earnings statement. It's the 8-digit number printed just above the words "Employee ID."



Your USPS PIN number is the same one you use to access PostalEASE. If you've forgotten it, dial 877-477-3273. Follow the steps and your USPS PIN number will be mailed to your address of record. Once you are logged on to LiteBlue, select the "My Life" tab. Under "My Benefits/Benefits Management," click the Uniform Program link.

## WHAT UNIFORM ITEMS CAN I BUY?

You can buy items that are approved in the Uniform Program based on your position and only the items approved for your uniform type. For a complete list of approved items that you can purchase using your Uniform Allowance, visit the ELM [https://about.usps.com/manuals/elm/html/elmc9\\_009.htm](https://about.usps.com/manuals/elm/html/elmc9_009.htm) and search for your position title.

## WHERE CAN I SHOP?

Shop only from USPS licensed vendors. For the list of approved vendors and the ones closest to you, visit <https://liteblue.usps.gov/>.

## HOW DO I PAY FOR THE UNIFORM ITEMS?

The Postal Service provides you with the Uniform Allowance Purchase Card (UAPC). It is a prepaid declining balance purchase card from Citibank. The amount loaded on it is the negotiated allowance for your position. It is not a line of personal credit. As you purchase your

uniform items, the amounts are deducted from the value of the card. You will not receive a monthly statement, so keep all receipts for uniform purchases to verify your balance periodically. Contact Citibank at 1-800-287-5003 for your current balance.

## HOW LONG DO I HAVE TO MAKE PURCHASES?

Make your purchases early in your allowance year because you only have one year to spend your allowance. All transactions must be posted within your anniversary year. On your anniversary date, your funds are replenished, and you must start using the new year's amount. Any money left over from the previous year is forfeited.

Sometimes, purchases may not be posted on your card in a timely manner; and if your card is lost or stolen, it will take approximately 10 days to replace it. Don't wait until the end of your anniversary year to make your purchases.

To maximize your uniform allowance benefit, shop early—at least three weeks prior to your anniversary date.



## WHAT HAPPENS IF I CANNOT USE MY CARD?

If you have problems making purchases using your card, check your balance to make sure you have funds available and then call Citibank at 1-800-248-4553 to speak to a Citibank representative.

## WHAT IS MY UNIFORM ALLOWANCE ANNIVERSARY?

This is the earliest date you are required to wear your uniform. For new employees, this date is the day after you have completed the 90-day probationary period.

Current career employees and postal police officers assigned uniform allowances are not required to wait 90 days for uniform eligibility. When employees who have been receiving allowances in one uniform category (i.e.: regular work clothes or contract) transfer or are reappointed to a different uniform category in their allowance year, they start a new anniversary date if they are eligible in the new category on the date the assignment begins.

An employee on LWOP or military duty in excess of a year who was eligible for a uniform allowance immediately prior to the absence receives a new uniform allowance anniversary

date when returning to a duty and pay status in a uniformed category.

To find out what your anniversary date is, contact the Shared Service Center at 1-877-477-3273, option 5, option 1.

## HOW CAN I PROTECT MY CARD AND MYSELF?

- Activate your UAPC by following the instructions on the card before buying items.
- Provide proof of employment to official uniform vendors when making purchases and tell them your position.
- Shop only with authorized and licensed uniform vendors.
- Purchase only authorized uniform items with your UAPC.
- Never give your SSN to a vendor.
- Always keep your card safe and in your possession.
- Use your card only to make authorized postal uniform purchases.
- Never allow the vendor to make a copy of your card.
- Report problems with vendors to the Headquarters Uniform Office via email at [uniformprogram@usps.gov](mailto:uniformprogram@usps.gov).
- Report your change of address or lost, or stolen card immediately to Citibank at 1-800-248- 4553.
- Check your balance periodically and dispute unauthorized charges with Citibank by calling 1-800-248-4553.

## WHERE CAN I FIND MORE INFORMATION ABOUT THE UNIFORM PROGRAM?

For detailed information about the Uniform Allowance Program please visit our website on <https://liteblue.usps.gov/>.

## RESOURCES AND CONTACTS:

- **HR Shared Service Center (HRSSC)**
  - Call 1-877-477-3273, option 5, option 1 for assistance with these issues:
    - Uniform allowance questions
    - Uniform allowance anniversary dates
    - Establishing your uniform allowance
    - Card or allowance termination
- **Citibank**
  - Call 1-800-287-5003 for your current balance and information about your recent transaction.
  - Call 1-800-248-4553 to report your mailing address change and lost or stolen card. It may take up to 10 days to ship a replacement card.
- **Headquarters Uniform Program Office**
  - Contact the Uniform Program office to report vendor disputes, issues, or complaints via email at [uniformprogram@usps.gov](mailto:uniformprogram@usps.gov).



## Our Success Depends on You

Remember, our customers rely on the employees of the USPS. Your professional appearance is the Postal Service's image of trustworthiness, personal service, and professionalism. Use the Uniform Allowance Program to look your best on the job because you are the "I" in postal pride!

