

Checklist for the Purchase of Special Clothing and
Equipment for the Protection of Personnel While on Duty

Government Purchase Card Holder _____

NOAA Office: _____

Product Description and Cost: _____

Programmatic Justification:

Reference: CAM 1313.301 Purchase Card Manual 3.8.3, Federal Appropriations Law Restrictions, in accordance with *Principles of Federal Appropriations Law*, which limits the purchase of generally prohibited items (wearing apparel) from purchase with appropriated funds.

The general rule is that clothing is a personal expense (“every employee of the Government is required to present himself for duty properly attired according to the requirements of his/her position”). However, 5 U.S.C. §7903 provides that appropriated funds available for the procurement of supplies and material or equipment are available for the purchase of “special clothing and equipment” for the protection of personnel in the performance of their assigned tasks. In order for the Card Holder to purchase special clothing and equipment, the following three criteria must be met:

Check all appropriate boxes

- | | |
|--|--------------------------|
| 1.) The clothing or equipment must be “special” or “necessary” as opposed to an item the employee may reasonably be expected to provide for himself/herself. | <input type="checkbox"/> |
| 2.) The item must be for the benefit of the Government. | <input type="checkbox"/> |
| 3.) The employee must be engaged in hazardous duty, or performing an activity that requires specified safety gear, or uniform requirement. | <input type="checkbox"/> |

Be advised that any of the special items purchased are Government property and must therefore be returned to the agency when not in use.

If the clothing or equipment does not meet all three of the above criteria, the Card Holder shall obtain approval from their servicing Agency Program Coordinator (APC) prior to making the purchase. The APC will seek approval from the Chief, Bank Card Center as well as OGC (Legal) and Head of Contract Office (HCO) as required pursuant to CAM 1313.301, paragraph 3.8.3., Federal Appropriations Law Restrictions. If the clothing or equipment does meet all three criteria, approval from the APC is not required and authorization may be obtained from the Card Holder’s Approving Official.

Card Holder _____ Date: _____

Approving Official _____ Date: _____