



Colorado Department of Military
and Veterans Affairs
UNIFORM REGULATION

Department of Military and Veterans Affairs
Office of the Adjutant General
Centennial, CO 80112
DMVA Uniform Regulation
Published 1 December 2021
Effective 1 January 2022

UNCLASSIFIED



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Effective: 1 January 2022

UNIFORM REGULATION - Colorado Department of Military and Veterans Affairs

By Order of the Governor:

A handwritten signature in black ink, appearing to read "L. Clellan".

LAURA CLELLAN,
Brigadier General, COARNG
The Adjutant General

History: This regulation supersedes all previously published uniform regulations for DMVA employees.

Summary: This regulation provides guidance regarding the procurement and wear of uniforms for employees, as applicable.

Applicability: This regulation applies to all Divisions of the Department of Military and Veterans Affairs.

Proponent: Deputy Director, Department of Military and Veterans Affairs

Supplementation: Federal regulations and other DMVA regulations as indicated.

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1. Purpose

1.1 Establish the Department's procedures for the expectations, requirements, authorization, procurement and accounting of state issued uniforms.

2. General Policy

2.1 Only personnel specifically authorized by this regulation are eligible for state issued uniform items as defined in the appropriate section.

2.1.1 The primary mechanism for uniform procurement will be through monies provided to each division or section according to the number of eligible employees for the procurement of uniform items.

2.1.2 Funds will be provided to, and utilized by the division or section in accordance with this regulation. No monies will be provided directly to employees.

2.1.3 The amount of monies provided will be dependent upon available funds. The DMVA budget section will assess available funds in order to provide a consistent amount of funds to divisions and sections for eligible positions utilizing available state and federal funds consistent with limitations specified by each governing appendix to the Master Cooperative Agreement.

2.1.4 The items authorized for purchase are specified in this regulation according to work section.

2.2 Personnel not authorized to receive state issued uniform items may purchase logo items at the online store of the specified vendor.

2.3 Supervisors will enforce and ensure compliance with the provisions of this Uniform Guideline. Supervisors will ensure turn in and disposal of unserviceable items, Supervisors will ensure items are hand receipted to the employee. Each section will maintain copies to enable an audit of uniform items when requested.

2.3.1 If an employee arrives to work without the proper uniform, he/she may be sent to obtain the proper uniform, without pay, by the employee's supervisor.

2.4 Employees are required to wear work shirts and jackets and must wear them in a visible manner and in good condition at all times when at work, unless excused by their supervisor for specific work activities or functions where uniforms may be inappropriate.



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2.5 Issued clothing/uniforms are not a replacement for personal clothing. The Department of Military and Veterans Affairs issues work clothing to trades and custodial personnel for use at work and work purposes only. Exceptions are as follows:

- Work clothing/uniforms may be worn for reasonable stops at gas stations, convenience stores, or other similar short stops on the way to or from work.
- Work clothing/uniforms may be worn during regular work schedule.
- Work clothing/uniforms may be worn at other off work site events with the approval of the individuals' immediate supervisor. Approval will be based upon legitimate departmental interests, such as good public relations or where recognition as a DMVA employee would have positive impact.

2.6 Work clothing/uniforms are departmentally issued items. Embroidered DMVA logos have received DMVA approval and meet specified guidelines. Therefore, employees may not modify or alter in anyway the appearance of any work wear issued item. This includes but is not limited to: applying additional patches, embroidery, stitching, pins, or anything else that affixes to the work wear item; removing any embroidery, stitching, etc.; removing sleeves; etc. Work clothing/uniforms must be returned at the end of employment. Any worn out shirts must be returned for disposal. Work uniforms are a form of identification and unauthorized personnel in DMVA work clothing/uniform could potentially gain access to restricted areas.

2.7 A signed Hand Receipt will be required for each piece of uniform apparel issued. Employees will turn in all their uniform apparel upon leaving employment with the Department or when issued items become unserviceable.

2.7.1 It is expected that employees will treat their uniforms with reasonable care. Uniforms lost or damaged during the course of work or within the scope of the employees' duties will be replaced by DMVA at agency expense. Uniforms lost or damaged outside of the course of work or outside of the scope of employee duties will be replaced by DMVA at the employees' expense.

2.8 The Department of Military and Veterans Affairs has two authorized logos.

2.8.1 Pursuant to CRS 28-3-106 (1) (g), "The seal of office of the adjutant general shall contain the coat of arms of the state with the words added thereto "State of Colorado, Adjutant General's Office", and said seal shall be delivered by him or her to his or her successor. All orders issued from his or her office shall be authenticated with said seal. The adjutant general shall attest to all commissions issued to officers of the



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military forces.” The seal, as depicted in Fig. 1, should be used for official letter head, orders, and other formal documents. Use on uniform items is solely at the discretion of the Adjutant General or his/her designee.

2.8.2 The informal DMVA logo, as depicted in Fig. 2, is the primary logo for all uniform items. It may be used on state issued uniform items as appropriate.

2.8.3 The Colorado state flag may be used on uniform items as long as it is appropriately and respectfully displayed.

2.8.4 Specific sections may utilize text under the logo to further identify their work area.



Fig. 1



Fig. 2

3. Division of the National Guard

3.1 Colorado Army National Guard

3.1.1 Members of the Colorado Army National Guard will comply with Army Regulation 670-1.

3.1.2 State authorized awards and decorations may be worn pursuant to DMVA Regulation 600-8-22.

3.2 Colorado Army National Guard State Employees

3.2.1 Appendix 1 – Army National Guard Facilities

3.2.1.1 All labor, trades, crafts, and custodial personnel shall wear collared shirts, with the DMVA logo (see Figure 2) above the left pocket, and the employee's name embroidered above the right pocket, during duty hours.

3.2.1.2 Shirts - Labor, trades, crafts, and custodial shall wear authorized shirts, purchased from an approved vendor, during working hours.



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3.2.1.2.1 Color and Style Options

- Summer options: Collared Shirt; Polo, or button down, a cotton shirt is preferred.
- Winter options: Long sleeve cotton, button down work shirt, or short sleeve.
- Colors: Navy (medium to dark Blue), Grey (Charcoal to medium), or Brown to Tan
- Flame Resistant (FR) shirts are authorized when supported by the duties required in an individual's job description.

3.2.1.2.2 Nine month Temporary Employees are authorized up to four (4) uniform T shirts in accordance with the above Guidelines and pursuant to available funds. The name will not be embroidered on the shirt.

3.2.1.3 Pants - Labor, trades, crafts, and custodial shall wear authorized pants, purchased from an approved vendor, during working hours.

3.2.1.3.1 Color and Style options:

- Denim jeans
- Cargo pocket style work pants
- Navy (medium to dark blue), grey (charcoal to medium), brown to tan, and black.

3.2.1.4 Footwear - Labor, trades, crafts, and custodial shall wear authorized footwear during working hours. Safety-toe protective footwear protection is a critical article of personal protective equipment that is **mandatory** per the Occupational Safety and Health Administration (OSHA). Reference OSHA sections, 29 CFR - 1910.132, PPE Requirements. Such footwear will be reimbursed up to an amount specified by the Resource Director.

3.2.1.4.1 Options: Safety-toe is a generic term, and includes; fiberglass, composite, aluminum, and steel toe footwear. Safety-toe footwear shall:

- Meet the American National Standard for Safety-Toe Footwear, ANSI Z41-1991
- Have puncture resistant soles
- Electrically rated soles

3.2.1.5 Outer Wear - A work coat, work jacket and/or cold weather bib will be allowed for labor, trades, crafts, and custodial employees whose duties require them to shovel or plow snow, and/or to work outside frequently during cold or rainy weather.



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3.2.1.5.1 A state issued work coat or work jacket shall have the DMVA Logo above the left pocket pursuant to Section 2.8.2 of this regulation. The DMVA logo size is ~3 1/2" diameter, with ~4 1/4" between eagle wing tips, & ~4 1/8" overall height. The Logo may be direct embroidered, or a pre made patch, sewn onto the coat, or jacket.

3.2.1.5.2 A removable hood (snap on) is authorized for the work coat.

3.2.1.6 Eye Protection – Eye protection is a generic term for over the eye or over the glasses personal protective equipment. Eye protection shall:

- Meet the American National Standard for Safety Glasses, ANSI/ISEA Z97.1-2020
- Prescription eye protection is prohibited

3.2.1.7 Miscellaneous – Organizationally purchased items such as baseball caps, reflective vests, or other specific items related to either the morale or protection of labor, trades, crafts, and custodial employees may be procured with specific written approval approved by the Department appointing authority.

3.2.1.8 Exclusions – Personnel not specifically identified in this section are prohibited from receiving state issued uniforms.

3.2.2 Appendix 2 – Army National Guard Environmental

3.2.2.1 State issued uniforms are not authorized.

3.2.3 Appendix 3 – Army National Guard Security

3.2.3.1 Security guards under this appendix are on State Active Duty and are required to wear their proper military uniform consistent with Sections 3.1 or 3.3 of this regulation as appropriate.

3.2.3.2 Ancillary personal protective equipment may be purchased by the state pursuant to appendix regulations.

3.2.4 Appendix 4 – Army National Guard Electronic Security System Management, Installation, Operation, and Management

3.2.4.1 State issued uniforms are not authorized.

3.2.5 Appendix 5 – Army National Guard Command, Control, Communications, Computers, and Information Management Services



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3.2.5.1 State issued uniforms are not authorized.

3.2.6 Appendix 7 – Army National Guard Training Support System Programs

3.2.6.1 State issued uniforms are authorized consistent with Section 3.2.1, et seq. for all Appendix personnel.

3.2.7 Appendix 10 – Army National Guard Antiterrorism Program Coordinator Activities

3.2.7.1 State issued uniforms are not authorized.

3.2.8 Appendix 14 – Army National Guard Administrative Services Activities

3.2.8.1 State issued uniforms are not authorized.

3.2.9 Appendix 40 – Army National Guard Distributed Learning Program

3.2.9.1 State issued uniforms are not authorized.

3.3 Colorado Air National Guard

3.3.1 Members of the Colorado Air National Guard will comply with Air Force Instruction 36-2903.

3.3.2 State authorized awards and decorations may be worn pursuant to DMVA Regulation 600-8-22.

3.4 Colorado Air National Guard State Employees

3.4.1 Appendix 21 - Air National Guard Facilities Operations and Maintenance Activities

3.4.1.1 State issued uniforms are authorized consistent with Section 3.2.1, et seq. for Appendix, labor, trades, crafts, and custodial personnel only.

3.4.2 Appendix 22 - Air National Guard Environmental Program Management

3.4.2.1 State issued uniforms are not authorized.

3.4.3 Appendix 23 - Air National Guard Security Cooperative Agreement



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3.4.3.1 Due to the unique nature of the uniform requirements for this appendix, state employees under this appendix will procure uniform items separately as funded by the appendix.

3.4.4 Appendix 26 - Air National Guard Air Traffic Control

3.4.4.1 State issued uniforms are not authorized.

3.5 Joint Staff and Related Appendices

3.5.1 Appendix 41 – National Guard Family Programs

3.5.1.1 State issued uniforms are not authorized.

4. Division of Veterans Affairs

4.1 Western Region OneSource

4.1.1 The employees of the Western Region OneSource, a forward-facing, customer-service focused entity with a variety of tenants, are authorized to wear shirts with the Western Region OneSource logo to properly identify state employees within the facility. General fund is not authorized for procurement.

4.2 Veterans Memorial Cemetery

4.2.1 The Veterans Memorial Cemetery labor, trades, crafts, and custodial personnel are authorized state issued uniforms consistent with the solemnity and unique identity that is a part of the Veterans Memorial Cemetery.

4.3 General

4.3.1 Division of Veterans Affairs employees not specifically identified in Sections 4.1 et. seq. and 4.2 et. seq. of this regulation are not authorized state issued uniforms.

5. Division of the Civil Air Patrol

5.1 The Civil Air Patrol will comply with CAP Regulation 39-1 “Civil Air Patrol Uniform Regulation.” State funding of CAP uniforms is not authorized.

6. Executive Director’s Office

6.1 State issued uniforms are not authorized.