

## City Carrier Assistants – Q&As

1. When will the annual uniform allowance be implemented?

April 2013

2. What is the amount of the annual uniform allowance for CCAs?

The annual uniform allowance allotment for CCAs is as follows:

Effective Nov. 21, 2012 = \$390

Effective Nov. 21, 2013 = \$399

Effective Nov. 21, 2014 = \$409

Effective Nov. 21, 2015 = \$420

This information can be found on Liteblue under the Uniform Allowance Program website.

3. Can a CCA receive the annual uniform allowance more than once per calendar year?

No. Uniform Allowance is an annual benefit.

4. 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.

5. Can a CCA who has prior TE service utilize that time towards the eligibility requirements for uniform allowance?

For eligibility purposes, the time served as a transitional employee will count towards the 90 work day/120 calendar day requirement.

6. 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.

7. 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.

8. Will the CCAs receive a Citibank Purchase Card?

No. The CCAs are not authorized to receive a purchase card.

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

The manager, supervisor, postmaster, or OIC of the unit must ensure the employee is eligible for uniform allowance. 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. To provide the uniform allowance, local managers must furnish each CCA with a Letter of Authorization that includes an original signature. In order to purchase uniform items, the CCA must provide the Letter of Authorization to an authorized postal uniform vendor and display his/her postal identification for verification of identity. This form is located on the Blue Page under Uniform Program.

10. 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 from the Blue Page under *Human Resources*, select *Labor Relations*, and then select *Uniform Program* under Links of Interest. Also on Liteblue under *My HR* tab and select *Uniform Program*.

11. Will the reimbursement process for CCAs be the same as TEs?

Yes, the payment process will remain the same. However the CCA allotment is provided annually and not quarterly.

12. 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. **Local managers must ensure that prompt payment is made to the vendor for approved CCA uniform item purchases after receiving the itemized invoice and the original Letter of Authorization.**

13. Can TEs use the remaining balance of their allotment once they become a CCA?

No. The CCA is not allowed to use the remaining funds allotted as a TE. The funds are forfeited.

14. If a CCA has prior TE service, does the uniform allowance carry-over?

No, the uniform allowance does not carry-over. The CCA will receive a new allowance.

15. 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.

16. Does the annual uniform anniversary date change when a CCA is separated for lack of work and then rehired as a CCA after his/her anniversary date has passed?

Yes, in this situation a new anniversary date is established on the date of reappointment and the CCA is provided a full annual uniform allowance within 14 days of the new anniversary date.

17. What happens to the annual uniform allowance for a CCA that has an anniversary date, is separated for lack of work, and then rehired as a CCA before their next uniform anniversary date?

A CCA that is separated under this circumstance retains his/her anniversary date. If there is no uniform allowance balance remaining at the point of separation, the matter will be considered closed. If the CCA had any part of the annual uniform allowance available at the point of separation, the remaining balance will be redetermined upon reappointment as follows: If the period of separation exceeded 89 calendar days, the remaining balance will be reduced by 10 percent of the annual uniform allowance for the first 90 calendar days and then by 10 percent for each full 30 calendar days thereafter. In no event will such redetermination result in a negative balance for the employee.

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

Yes.

19. What do the CCAs do with the uniforms upon separation?

Separated CCAs who are not reappointed must return uniform items to local management.

20. Can CCAs place online orders?

No. CCAs are not permitted to place online orders. The CCA will provide local management with his/her order of uniform items. Local management makes the purchase online from a USPS authorized vendor.

21. If local management does not have a Smartpay Purchase Card, is there another method of payment that can be used for online orders?

No. Purchases cannot be made online without a Smartpay purchase card. To find out how to obtain a purchase card, local management can contact the Purchasing Shared Services Center (PSSC) at 877-293-2410 or go to the Blue Page site: [http://blue.usps.gov/purchase/operations/ops\\_impachome.htm](http://blue.usps.gov/purchase/operations/ops_impachome.htm).