

MEMORANDUM FOR DISTRICT NATURAL RESOURCES MANAGEMENT UNIFORM (NRM) PROGRAM COORDINATORS AND ALL NRM UNIFORMED EMPLOYEES

SUBJECT: NRM Uniform Program Closeout Information – **Important Deadline Dates!**

1. The purpose of this memorandum is to provide important Fiscal Year (FY) 2002 NRM Uniform Program close out guidance for all NRM uniformed employees and District NRM Uniform Program Coordinators. There are several dates that all employees need to know.

a. **31 August 2002** -- **the last date to order standard size uniforms for this fiscal year.**

1) Do not wait until the last day! If, for any reason your allowance is not spent, you will lose it. It will not be carried over into the next FY. All orders must be placed through the uniform contractor's (VF Solutions) website at www.uniformsolutions.com/lma.

2) Be sure you know your account number and password. If you have lost your password, contact Mr. Jim Runkles, NRM Uniform Committee Chair, via e-mail at Jim.E.Runkles@usace.army.mil. Again, it takes time, so don't wait.

3). Contact Customer Service if you have any item on backorder. Backordered items that extend several months into the new FY may be cancelled (and the associated FY 02 allowance funds lost). **It is recommended that all backordered items be replaced with items that are currently in stock prior to the 31 August deadline.**

4). Note that the last date to order "Made to Measure" or non-standard size uniforms was 15 July 2002 (as communicated in a HQUSACE e-mail message, dated 27 June 2002).

b. **1 October 2002** -- the date that FY 03 orders can be placed.

2. The following information is for District Uniform Coordinators and other employees responsible for completing the Uniform Allowance Authorization (UAA) form.

a. **2 August 2002** -- **the last date that UAA information can be created or modified for this FY.** The government website

https://amoebawww.den.nps.gov/amoeba/nps_uniform.nsf will not be available after COB of this date. **If you have a new employee – you must complete the UAA by this Friday, 2 August to assure that FY 02 allowance funds will be available for the employee.** This cut off date has been established to insure enough time for account reconciliation for the year.

b. **3 September 2002** – the date when all temporary employees will be terminated from the UAA system.

c. **4 – 17 September 2002** -- the period when the UAA website will be reactivated and available for preparation for FY 03 activity. Further information will be provided at the beginning of September.

3. **All employees - Important.** We do not anticipate any major problems during the closeout period, however, with any electronic web-base system, anything can happen! For this reason, **it is imperative that all employees place their FY 02 uniform orders as soon as possible.** Any uniform order that cannot be processed by the above deadline dates for any reason will not be accepted and all remaining uniform allowance will be terminated for the individual. **Remember - all employees are strongly urged to use place their uniform orders NOW. Don't wait!!!**

/s/

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