



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE

Harpers Ferry Center

P.O. Box 50

Harpers Ferry, West Virginia 25425-0050

S72(HFC-AM)

October 1, 2002

Memorandum

To: U.S. Army Corps of Engineers, Contracting Officer's Technical Representative
Attention: Steve Austin

From: Contracting Officer, Harpers Ferry Center

Subject: Multiagency Uniform Program for Fiscal Year 2003
Contract Number C2640A00001

The option for Year 3 performance of the multiagency uniform program contract was exercised on October 1, 2002 to VF Solutions. This performance-based supply and service requirements contract includes the complete uniform programs of the National Park Service, the U.S. Fish and Wildlife Service, and the U.S. Army Corps of Engineers.

The internet address for the website is: www.uniformsolutions.com/lma. All orders for uniform components **must** be placed through the website. ***NO faxes, e-mails, delivery orders, or purchase orders will be accepted.***

The website is separated into two sections: one for use by authorized uniformed employees to order uniform components, and the other for special purchases made by employees or warranted Contracting Officers who have a Government purchase card.

Once you have placed an order, you can go on-line at any time to check the status of your order. Upon receipt of the order, you can also go on-line to accept the items. Electronic acceptance is strongly encouraged.

Information on ordering uniform components and placing special purchases follows:

1. **Authorized Employee Orders**

Employees with pre-established individual accounts from Fiscal Year 2002 should have been issued an individual account number and password for ordering from VF Solutions. These two unique identifiers are required for ordering. If you don't remember what your password was from last year, send an e-mail to customer service department at coe_us@vfc.com or the Uniform Committee Chairperson, Jim Runkles, at jim.e.runkles@usace.army.mil for your password. If you are a new employee, temporary, or seasonal employee and you have not received your account and password information within two weeks of entry into the system, contact either VF Solutions or the Uniform Committee Chairperson.

2. **Special Purchases**

To access this portion of the website, the employee placing the order must click in the block entitled Special Purchases, then enter their organizational code and hit the space bar with in the bottom block shown on the screen. **Namebars are the only special purchase that may be purchased without approval from the Contracting Officer's Technical Representative.**

JoAnne Grove
Transmitted via E-Mail