

## 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) 2004 NRM Uniform Program close out guidance for all NRM uniformed employees and District NRM Uniform Program Coordinators. There are several dates that all employees should know.

a. **16 July 2004 - The last date to order Made-to-Measure and Non-Standard Uniform Items.** Non-standard items include those outside the sizing charts in the Uniform Catalog or on the Uniform Contractor's website.

b. **21 August 2004 - The last date to order Standard Size Uniforms Items and Name Bars for this fiscal year.** The Uniform Contractor's website will not accept FY04 orders after 12:00 midnight central daylight time.

2. Important Reminders.

a) 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.vfsolutions.com/lma](http://www.vfsolutions.com/lma).

b) 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](mailto:Jim.E.Runkles@usace.army.mil). Again, it takes time, so don't wait.

c) Contact Customer Service at 1-800-448-7968 if you have any item on **backorder**. Backordered items that extend several months into the new FY may be cancelled (and the associated FY 04 allowance funds lost). **It is recommended that all backordered items be replaced with items that are currently in stock prior to the 21 August deadline.**

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

a. **6 August 2004 -- The last date that UAA information can be created or modified on the government website for this FY.** The government website <https://ea.nps.gov> will not be available after 4:00 p.m. central daylight time on 6 August. **If you have a new employee – you must complete the UAA by this 6 August to assure that FY 04 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. **27 August 2004** – The date when all temporary employees will be terminated by the Contracting Officer from the UAA system.

c. **7 - 17 September 2004** -- The period when the UAA website will be reactivated and available for preparation for FY 05 activity. **This is an extremely important time frame. All permanent employees must be verified.** The UAA of any employee who has relocated or left the agency must be modified to reflect accurate information for the upcoming fiscal year.

d. **For temporary employees still employed into the new fiscal year, this will be the time to reactivate their UAA for FY 2005.** The procedures for doing this are:

- Click on the ‘Create/Modify’ button.
- Select the employee.
- You will then be prompted to activate the terminated employee. When you answer ‘Yes’ the employee profile will appear and the employee status will automatically set to activate and the termination date will be cleared.
- You **MUST click “Save”** to save this information.
- Now click on the ‘Add’ function.
- Select the employee in order to ‘Mark’ their record as being a valid employee. You **MUST** save it.
- Click on the ‘Employee UAA’ and select the employee to bring up their UAA.
- After verifying allowance types and amounts, on the UAA, you **MUST save the UAA.**
- The UAA must then be approved before the record will go forward to the Contractor.

Note: If any adjusted amounts are authorized, the UAA must have concurrence from the proper officials before the record will go forward.

This is also the time period to enter UAA’s for new employees, permanent and/or temporary that have come on board after August 6, 2004.

The FY05 Ordering period begins October 1, 2004. Both the Contractors Website (for ordering) and the Government Website (for UAA preparation) will be available at that time.

4. **All employees - Important.** We do not anticipate any major problems during the closeout period, however, with any electronic web-base system, anything can happen! (*and it did happen in 2002!*) For this reason, **it is imperative that all employees place their FY 04 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!!!**

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STEPHEN B. AUSTIN  
Contracting Officers' Technical Representative  
U.S. Army Corps of Engineers