

U.S. Army Corps of Engineers (COE) Uniform Committee Meeting Minutes from the St. Louis Meeting

Date: January 31, 2013

Participants:

DOI: Stephen B. Austin, COE Washington Headquarters COTR
Sara G. Jernigan, COE Uniform Committee & COTR
Susan L. Haney, COE Uniform Committee
Lloyd Dean Bonifacio, COE Uniform Committee
Michele L. Fromdahl, COE Uniform Committee
Ralph J. Gendron, COE Uniform Committee
Linda S. Clapp, COE Uniform Committee
Jill A. Davis, COE Uniform Committee
Jonathan W. Schulte, COE Uniform Committee (Filling in)
Chad R. Stuart, COE Uniform Committee (By phone)

VFI: Gwen Pettiford, Project Manager
Phil McGann, Program Manager

Steve Austin the COE COTR started the meeting with an introduction of all parties. He provided general information regarding the new contract which started October 1, 2011. The VF Program Manager was asked to explain how certain aspects on the contract would be handled.

Phil McCann, the VF Program Manager, explained the procedures that the DOI Contracting Officer had conveyed to VF. Topics included how to handle first articles, request for samples, new and replacement items on the contract. He also explained the Matrix report in detail and shared with the group how items would be updated on the report.

Topics for discussion:

- New and Replacement Products for COE
- Care Instructions for 100% Cotton Items on Web Site
- COE Hiring for Summer Temp Help
- Matrix Update on Items Listed
- Upcoming Site Visits

*The VF Project Manager Gwen Pettiford presented the following possible new and replacement products to the group for consideration:

1. Green BDU Pants

The Agency would like to replace the Brush Pants on the contract with another pant. (CLIN numbers C665 and C646). The current pant fades too quickly and has a history of coming apart in the crotch area.

- The Agency would like to wear test the BDU pants using 10 individuals. VF will order another first article garment for approval.

2. Black Belt

VF changed vendor due to the fact that the previous vendor has gone out of business. (Reference to CLIN # C208) Pricing will remain the same on the contract.

- COE approved and signed off on the first article. (The new belt is currently in the system).

3. Black Hat Band

VF had to change vendors due to the previous vendor going out of business. Pricing will remain the same on the contract. (Reference to CLIN # C203)

- COE approved and signed off on the first article. (The new band is currently in the system).

4. Winter Hat

Previously the Agency requested a logo change. VF presented a hat sample with the new Castle logo for review. (Reference to CLIN # C671)

*Other topics that were discussed at the site visit:

1. COE asked VF to cancel and remove the following from the Product Matrix.
 - A. Lightweight pants
 - B. Nameplate finish / no issues that this time.
 - C. Black belt / replacement with new vendor.
 - D. No further interest in the Enforcer Jacket.
2. Agency mentioned that there were two back orders with long sleeve shirts that needed to be checked.
 - > VF will research and provide feedback to Agency.
3. Agency has interest in shorter lengths on bib coveralls and rain pants. (CLIN numbers C626 coveralls, C560 and C578 rain pants)
 - > The bib coveralls are currently available in short sizes. VF will research and provide feedback on the rain pants.
4. COE requested that all 100% cotton items have care instructions listed on the web site.
 - > VF will have completed by March 1, 2013.
5. Agency requested additional sizes be added for the fleece hat.
 - > VF has added an additional size. The hat is now available in 3 sizes.
6. Huntsville site visit scheduled for July 30 or 31, 2013.

7. COE announced that there would be cut backs in hiring seasonal employees this year. The Agency plans on keeping any temps that are already hired from last year at this time. They do not anticipate hiring extra personnel this summer season.

8. Draft ER/EP The committee addressed some issues/changes in the Department of the Army wear standards and appearance.

No additional topics were brought up for discussion.

Respectfully,

Sara Jernigan
Chairman, National Uniform Committee