

TO: NATURAL RESOURCES MANAGEMENT (NRM) MSC/DISTRICTS, NRM UNIFORM PROGRAM PDT, NRM DISTRICT UNIFORM COORDINATORS, OPERATIONS PROJECT MANAGERS, NRM GATEWAY WEBSITE

(Please forward this message to all NRM Uniform Wearers and to District NRM Uniform Coordinators not identified on the above distribution list - Thanks)

SUBJECT: Year-End Closeout Procedures for NRM Uniforms

1. The attached memo contains important information for all NRM Program Uniform wearers, District Uniform Program Coordinators and everyone else involved in the NRM Uniform Allowance Authorization process.
2. The memo contains several critical deadline dates including:
 - 16 Jul - Last Date to order Made-to-Measure/Non Standard items
 - 27 Aug - Last Date to order Standard-Sized uniform items
 - 05 Aug - Last date that UAA's can be created or modified (i.e. last date a new employee can receive uniform authorization for this year or an existing employee's authorization can be changed)
3. Please mark these dates. Under no circumstance will an employee be allowed to order FY 05 uniforms after these dates - No Exceptions Period! A new 6-year uniform contract is scheduled to begin on 1 October 05. We hope to make an contract award announcement as early as next week.
4. As always, I appreciate the great effort and support from everyone - from our PDT Chair, Jim Runkles (who wrote the attached memo), to our NRM PDT and District Uniform Coordinators, to everyone who wears the uniform. Our uniform contractor, VF Solutions/Imagewear, has often said that the Corps is by far the best agency that they work with. Thanks for being a part of this success and have a great July 4th holiday!

Steve Austin
Senior Policy Advisor for Park Ranger Activities
NRM Community of Practice
HQUSACE

June 30, 2005

MEMORANDUM FOR ALL DISTRICT UNIFORM COORDINATORS

SUBJECT: Year End Close Out Procedures for NRM Uniforms

1. Please share the information contained in this memorandum with all personnel involved in the UAA process. To ensure that everyone gets their uniform prior to close-out please encourage employees to **order now**.

2. The following are dates which all uniformed employees need to know:

July 16, 2005: Last date that Made-to-Measure and Non-Standard items can be ordered. (Non-Standard items are those outside the sizing charts in the catalog or on the contractor's web-site.)

August 27, 2005: Last day to order uniform items. The contractor's web-site www.vfsolutions.com/lma/ will not accept any orders after COB this date.

October 1, 2005. Ordering for FY06 begins.

3. For District Coordinators and those involved with the UAA process, the following dates will be of assistance to you.

August 5, 2005: Last date that any UAA information can be created or modified. The government web-site will not be available at COB this date. This date has been designated to ensure enough time for account reconciliation for FY06.

September 6 – 16, 2005: During this period, the UAA web-site will be available for preparation for FY 2006. This is an extremely important time frame. All Permanent employees must be verified. The UAA of any employee who has relocated or left the Corps must be modified to reflect accurate conditions for the upcoming FY. For Temporary personnel still employed into the new FY, this is the time to reactivate their UAA for FY 06. 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 be automatically set to active 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 Uniform Solutions.

NOTE: If any adjusted amounts are authorized the UAA must be have concurrence from the proper officials before the record will go forward. This is also the time period to enter UAAs for new employees, permanent and/or temporary, that have come on board after August 5th.

4. Reminders When Creating UAAs:

- Duplicate Records: These have occurred for various reasons, but probably the most frequent has been as a result of an error on the initial creation of the UAA. If you make a mistake as you create the UAA, **do not create a second UAA**. Nearly everything can be changed or corrected by using the Create/Modify button.
- Termination Dates: **Do not put any date in the termination block, unless you intend to terminate the employee the day you are entering the data.** The computer reads any date entered as an immediate termination. This means that the employee can not order uniforms and any items already in the system will be immediately stopped. All backorders will also be cancelled in this circumstance.
- SSN: **Always use the entire SSN when creating a new UAA.** This is extremely important for verification of accounts.
- Uniform Allowances: Please remember that except for maternity uniforms, **the total annual allowance for any employee cannot exceed \$600**. Any request to exceed this policy must be approved by the Regional Coordinator.
- Frequently Asked Questions: As a reminder to all, if you have questions concerning UAAs, remember to use the information provided on the web-site. A user manual is available at that location and is recommended for all that utilize this program.