

MEMORANDUM FOR NATURAL RESOURCES MANAGEMENT (NRM) DISTRICT
UNIFORM COORDINATORS

SUBJECT: NRM Uniform Program Fiscal Year (FY) 2001 Close Out Procedures

1. The purpose of this memorandum is to provide overall guidance to close out the current NRM FY Uniform Procurement Program and provide additional guidance on completing the Uniform Allowance Authorization (UAA) forms. Please note that these close out procedures are completely different from last year due to the electronic web-based uniform authorization and ordering systems under the new contract. The information contained in this memorandum should be shared with all personnel involved in the UAA process.

2. Year-End Close Out Procedures and Dates.

a. **July 16, 2001** is the 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 website.) While this does not affect the UAA, it is an important date to be aware of when creating a new UAA.

b. **August 3, 2001** is the last date that UAA information can be created or modified. The government website https://amoebawww.den.nps.gov/amoeba/nps_uniform.nsf will not be available after COB this date. This cut off has been created to insure enough time for account reconciliation for the year.

c. **August 31, 2001** is the last day that uniform items can be ordered. The contractors website www.uniformsolutions.com/lma/ will not accept any orders after COB this date.

d. **September 3, 2001** is the date that all temporary employees will be automatically terminated from the uniform UAA database.

e. **September 4 – 14, 2001.** During this eleven-day period, the UAA website will be available for preparation for FY 02. This is an extremely important time frame. District Uniform Coordinators must assure that the following actions are completed during this time period.

1) 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. Coordinators must verify that all temporary employees have been removed from the UAA database. Verification will be accomplished by accessing the “Report” feature on the government UAA database.

2) For temporary personnel still employed into the new FY, this is the time to reactivate their UAA for FY 02. The procedures for doing this are as follows:

- 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 UAAs' button 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 UniformSolutions.

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

3) This is also the time period to enter UAAs for new employees, permanent and/or temporary that have come on board after August 3rd.

f. **September 14, 2001** is the last day that backorders will be shipped. If the items can not be delivered by this time, the items may be deleted.

g. **October 1, 2001** is the date that ordering for FY 02 can begin.

3. Important. We do not anticipate any major problems during the closeout period, however, with any new electronic web-base system, anything can happen! For this reason, **it is imperative that all employees place their FY 01 uniform orders as soon as possible.** Everyone should know his or her account number and password (now). For lost passwords, contact UniformSolutions at 1-800-448-7968. Any uniform order that can not 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. Any item subject to being backordered at the end of the FY may be eliminated if the delivery date is several months into the next FY.

4. Additional Guidance for Completion of Uniform Allowance Authorization Forms.

a. The problem that occurs most frequently has been the creation of duplicate records. This has occurred for various reasons, but probably the most common 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. (The only exception being if you incorrectly enter the

SSN. If this is the case, email Jim Runkles at Jim.E.Runkles@usace.army.mil so he can make arrangements to get the SSN corrected in the system.)

b. Another problem involves the Termination Date. DO NOT PUT ANY DATE IN THE TERMINATION BLOCK, unless you intend to terminate the employee the day you are entering the data. The uniform contractor's 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.

c. Always use the entire SSN when creating a new UAA on the government web site. This is extremely important for verification of accounts - there have been instances where more than one employee has the same first seven digits. Remember, only the first seven digits of the SSN are used to create the employees account with the uniform contractor.

d. In dealing with uniform allowances, please remember that, with the exception of the Maternity Uniform, the total allowance for any employee cannot exceed \$600. Any special request to do this must be approved by HQUSACE.

e. As a reminder to all, if you have questions concerning UAAs, remember to use the Information button provided on the website. There is a user's manual located there that I highly recommend every Uniform Program Administer (UPA) and Uniform Program Coordinator (UAC) print out and have handy as a reference. It may save us all a lot of headaches.

5. Uniform reports on your respective areas can be found in the 'Reports' button at the government website. You should be able to click on this button and receive these reports. If you have questions on this or other items, contact the undersigned at 202-761-1940 or Jim Runkles at 541-374-4556.

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