



## MEMO: ORDERING WINTER OUTERWEAR

The information below outlines the requirement and streamline the process for ordering Winter Outerwear (Ike, Parka, Rain Jackets and Rain (over)boot):

### Ordering Replacement Outerwear

#### Craft & Management Employees:

Order submission for replacement outerwear are to be done during the **ordering period of November 1st – December 31st**. The employee will then receive the outerwear between February to May of the following year. Replacement outerwear are granted **once every two years (biennial)** as per Department policy. Complete the respective form ('Engineering Craft Employee' or 'Engineering Management Employee' – Outerwear Order Form) and follow the instructions on this memo or the respective form to submit request.

### New Employee (First Order Request)

#### Craft & Management Employees

**New** craft or management employees can submit an order form **any time throughout the year**. However, it **MUST** be specified on the ordering form (check the box) that the request is for a new hire. Complete the respective form ('Engineering Craft Employee' or 'Engineering Management Employee' – Outerwear Order Form ') and follow the instructions on this memo or the respective form to submit request.

### How to Submit Request

Send an email with attached completed form(s) to Victoria Giannitelli-Perez ([vgianni@lirr.org](mailto:vgianni@lirr.org)) and Anand Seemangal ([aseeman@lirr.org](mailto:aseeman@lirr.org)) and we will record and submit request on your behalf to the vendor.

### Attachments to Memo:

- (1) LIRR Engineering Department Craft Employee Outerwear Order Form
- (2) LIRR Engineering Department Management Employee Outerwear Order Form

Circle One Above

New Employee (check box)

**S  
H  
I  
P  
T  
O**

Employee Name:

Depr/Craft

Street Address: (No PO Boxes)

City

State                  Zip

Phone

**Note: To Avoid Delays, All Orders MUST Have LIRR Employee ID# & BSC#**

**EXPENSE TYPE: (CHECK ONE)**

LIRR Employee #						
BSC #						

Title:

Company Expense

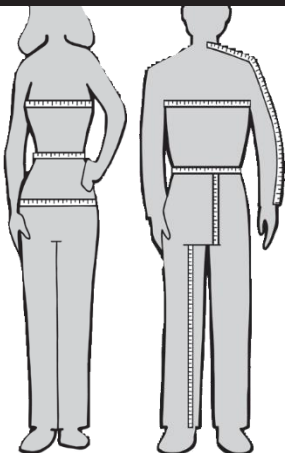
Email:

ANNUAL REISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE	QTY	PRICE EACH	TOTAL
1 every 2	Parka, Orange/Silver w/Logo	NT3016	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg <input type="checkbox"/> Long SIZE:		\$202.00	
1 every 2	Eisenhower "Ike" Jacket, Orange/Silver w/Logo	NT3017	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg <input type="checkbox"/> Long SIZE:		\$155.00	
1	Rain Jacket, Yellow (SOLD AS A SET) Rain Overall, Yellow	NT3092	S-6XL (SOLDASASET)	SIZE:		\$69.00	
1	Boots w/Logo	NT7247	(ORDER STANDARD SHOESIZE) 8-15	(NO HALF SIZES PLEASE) SIZE:		\$29.00	
<b>TOTAL</b>							

**Authorized Signature Needed**

Employee Signature	Date
Authorized Signature, Please Sign	Date
Authorized Signature, Please Print	
Authorized Signature's Title	
PhoneNumber	

**Measuring Guide & Tips**



**HOW TO MEASURE:**  
Have someone else measure you. Keep tape straight but not tight. Measure over undergarments or other clothing that will be worn under your uniform. If your measurements fall between two sizes, order the larger size. Nonstandard sizes (sizes outside the size ranges shown) are available upon request. Additional manufacturing time required -- allow up to 60 days.

**CHEST / BUST**  
Measure around the fullest part of chest, keeping tape up under arms and across the shoulder blades.

**WAIST**  
Measure around the smallest part of the natural waistline, hold tape firmly but not tightly. Keep the tape level and be sure to stand naturally.

**HIPS**  
Measure around the fullest part of hips, hold the tape measure firmly but not tightly.

**SLEEVE**  
Measure from center of neck of back collar, over the shoulder, along arm, behind elbow, to wrist bone.

**OUR PERSONAL GUARANTEE**

Any garment that does not meet your expectation of quality or performance may be returned once authorized within 60 days of order date, including custom merchandise if defective.

- However, the following items are **NON-RETURNABLE**:*
- Personally embroidered with employee or company name
  - Trousers hemmed shorter than a 28 inch inseam
  - Washed or worn garments
  - Custom manufactured special orders
  - Altered garments

To Order: Send an email with attached completed forms to  
Victoria Giannitelli-Perez (vgianni@lirr.org) AND  
Anand Seemangal (aseeman@lirr.org).  
Questions? Call: 718-558-3270

# LIRR

**ENGINEERING DEPARTMENT:**

**MANAGEMENT EMPLOYEES - OUTERWEAR  
FEMALE & MALE**

**INITIAL / BIENNIAL REISSUE**

**Circle One Above**



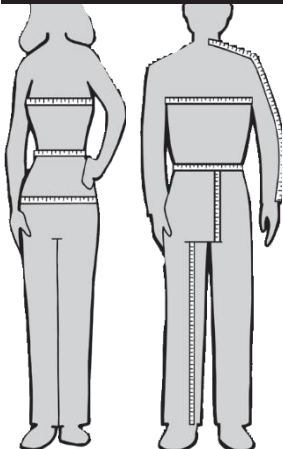
**New Employee (check box)**

<b>SHIP TO</b>	Employee Name:	<b>Note: To Avoid Delays, All Orders MUST Have LIRR Employee ID# &amp; BSC#</b>				
	Depr/Craft	<b>EXPENSE TYPE: (CHECK ONE)</b>				
	Street Address: (No PO Boxes)	LIRR Employee #				
	City	BSC #				
	State Zip	Title:				
	Phone	<input type="checkbox"/> Company Expense [Redacted] Email:				

ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE	QTY	PRICE EACH	TOTAL
			<input type="checkbox"/> Please Check One			
Parka, Orange/Silver w/Logo	NT3016	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg <input type="checkbox"/> Long SIZE:		\$202.00	
Eisenhower "Ike" Jacket, Orange/Silver w/Logo	NT3017	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg <input type="checkbox"/> Long SIZE:		\$155.00	
Rain Jacket, Yellow (SOLD AS A SET) Rain Overall, Yellow	NT3092	S-6XL (SOLDASASET)	SIZE:		\$69.00	
Boots w/Logo	NT7247	(ORDER STANDARD SHOE SIZE) 8-15	(NO HALF SIZES PLEASE) SIZE:		\$29.00	
<b>TOTAL</b>						

Employee Signature	Date
Authorized Signature, Please Sign	Date
Authorized Signature, Please Print	
Authorized Signature's Title	<b>MANAGEMENT EMPLOYEE</b>
PhoneNumber	

## Measuring Guide & Tips



### HOW TO MEASURE:

Have someone else measure you. Keep tape straight but not tight. Measure over undergarments or other clothing that will be worn under your uniform. If your measurements fall between two sizes, order the larger size. Nonstandard sizes (sizes outside the size ranges shown) are available upon request. Additional manufacturing time required -- allow up to 60 days.

### CHEST / BUST

Measure around the fullest part of chest, keeping tape up under arms and across the shoulder blades.

### WAIST

Measure around the smallest part of the natural waistline, hold tape firmly but not tightly. Keep the tape level and be sure to stand naturally.

### HIPS

Measure around the fullest part of hips, hold the tape measure firmly but not tightly.

### SLEEVE

Measure from center of neck of back collar, over the shoulder, along arm, behind elbow, to wrist bone.

## OUR PERSONAL GUARANTEE

Any garment that does not meet your expectation of quality or performance may be returned once authorized within 60 days of order date, including custom merchandise if defective.

### However, the following items are **NON-RETURNABLE**:

- Personally embroidered with employee or company name
- Trousers hemmed shorter than a 28 inch inseam
- Washed or worn garments
- Custom manufactured special orders
- Altered garments

**To Order: Send an email with attached completed forms to  
Victoria Giannitelli-Perez (vgianni@lirr.org) AND  
Anand Seemangal (aseeman@lirr.org).  
Questions? Call: 718-558-3270**