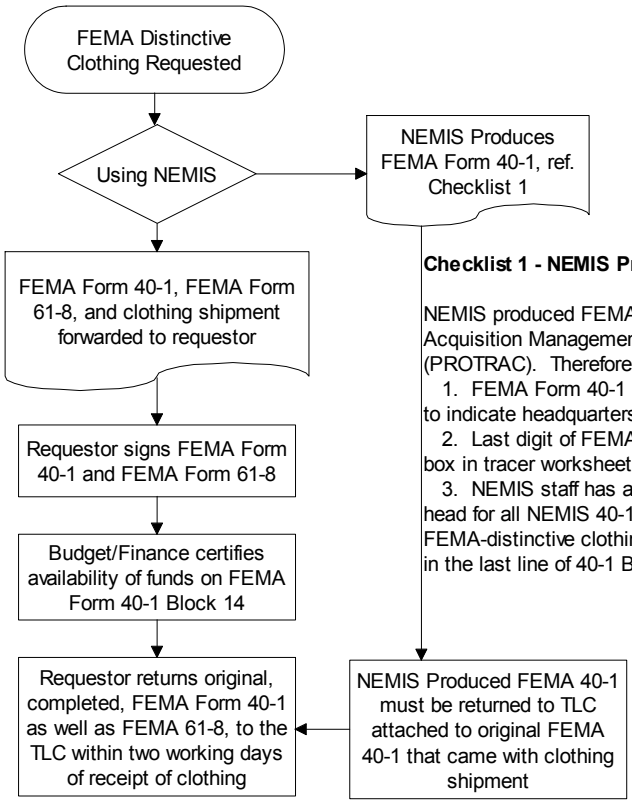
Clothing Reimbursement Procedures



Checklist 1 - NEMIS Produced FEMA Form 40-1 PROTRAC Compatibility

NEMIS produced FEMA Form 40-1 must be compatible with FEMA HQ Acquisition Management Procurement Tracking System (PROTRAC). Therefore, the following apply:

1. FEMA Form 40-1 Document control number must be preceded with a "W" to indicate headquarters requisition
2. Last digit of FEMA 40-1 control number must be a "Y", "PROTRAC Flag" box in tracer worksheet, coordination subtab, must be checked
3. NEMIS staff has assigned William E. Smith at headquarters as program head for all NEMIS 40-1s for FEMA distinctive clothing. All NEMIS 40-1s for FEMA-distinctive clothing must be approved by him, and his name must appear in the last line of 40-1 Block 12