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Supply



**ACCOUNTABILITY AND ISSUANCE OF
ORGANIZATIONAL AND UNIFORM
CLOTHING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 434 LSS/LGSD (Mr. Ronald Eads)
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This instruction implements AFPD 23-1, *Requirements and Stockage of Material*. It establishes a uniform policy for the accountability and control of both organizational and individual uniform clothing issued by the Individual Equipment Unit (IEU) of Base Supply.

SUMMARY OF REVISIONS

This revision deletes paragraphs 5.2.5, 8.1.1.1, 8.1.1.2, 8.1.2.1, and 8.1.2.2. Changed paragraphs 6.1.2, 8.1, 8.1.1, and 8.1.2. Added paragraph 5.6. A (I) indicates revisions from the previous edition.

1. References. AFM 67-1, Volume 1, Part 1, *Basic Air Force Supply Procedures*.

2. Definitions:

2.1. Organizational Clothing. Clothing and equipment prescribed by Table of Allowance (TA) 016 as issued to individuals for use in performance of their assigned duties.

2.2. Uniform Clothing. Uniform items issued to a reservist, other than organizational clothing, as authorized in accordance with AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

3. Unit commander responsibilities:

3.1. The unit commander is responsible for the overall management and issuance of organizational clothing and uniform clothing to members in their unit, to include proper charge of organizational funds. Fund certification is the responsibility of the unit's resource advisor as appointed by the unit commander. The unit commander is also responsible to sign the AF Form 656, **Clothing Request and Receipt Male/Female**, in the unit commander's block. This authority can be delegated to desig-

nated representatives. The commander/designated representative must sign a DD Form 577, **Signature Card**, and send the original to the IEU at 434 LSS/LGSDC, and a copy to 434 ARW/FMA.

3.2. Each organization is responsible for appointment of a clothing monitor. Forward name and grade of clothing monitors to 434 LSS/LGSDC along with the DD Form 577.

4. Unit Clothing Monitor Responsibility. The unit clothing monitor is responsible for ensuring only those assets authorized by TA or Air Force Instruction (AFI) are submitted to IE for issue.

5. Procedures for Issue of Organizational Equipment:

5.1. Personnel who require issuance of organizational clothing in the performance of their duties must obtain a letter from their unit clothing monitor. This letter is prepared by the unit clothing monitor in two copies, dated, and signed by the unit commander/designated representative. The individual signs the letter certifying receipt of the clothing items. Individual Equipment then retains a copy of the letter.

5.2. Use Reserve Personnel Appropriation (RPA) funds to pay for:

5.2.1. All uniform clothing items authorized in TA 016.

5.2.2. Organizational clothing such as field jackets, liners, and safety boots issued to reservists.

5.2.3. Flying clothes such as flight suits and jackets issued to reservists.

5.2.4. Cold weather clothing such as parkas and pants.

5.3. Use Operations and Maintenance (O&M) funds to pay for:

5.3.1. Support and clothing equipment for civilian/DOD firefighters and security police.

5.3.2. Any type of organizational clothing issued to civilians.

5.3.3. Chemical Warfare Defense Equipment (CWDE).

5.3.4. Use the applicable unit's organization and shop code to pay for civilian clothing and CWDE.

5.4. In the event the IEU does not have the requested item in stock, a due-out detail is established and the individual receives a copy of a computer generated print out showing a valid due-out number. Upon receipt of the item, the IEU notifies the customer.

5.5. Individuals processing out must report to the IEU to identify organizational clothing items required to be turned in. Accountable clothing items lost or not turned in, require reimbursement to the government. This can be accomplished by completing DD Form 1131, **Cash Collection Voucher**, and providing a personal check or money order payable to the "Accounting and Finance Officer (AFO), Grissom ARB, IN." If necessary, the unit clothing monitor provides assistance.

5.6. Organizational clothing letters over sixty days old will not be accepted by IEU.

6. Procedures for Issuance of Military Uniform Clothing:

6.1. Replacement of unserviceable/discontinued uniform items:

6.1.1. The unit clothing monitor fills in the appropriate blocks of the AF Form 656 indicating member name, SSAN, grade, unit, and the quantity requested. The clothing monitor verifies the

quantity as authorized and forwards it to the IEU with the individual. After issue or backorder in the IEU the member returns a copy of the AF Form 656 to the unit clothing monitor for posting to the AF Form 657, **Personal Clothing Record—Female Airman (Air Force Reserve and Air National Guard)**, or the AF Form 658, **Personal Clothing Record—Male Airman (Air Force Reserve and Air National Guard)**, which is maintained at unit level.

6.1.2. AF Forms 656 and 657 over sixty old days will not be accepted by IEU.

6.2. Initial uniform issue:

6.2.1. Unit members authorized a new uniform issue IAW AFI 36-3014, must report to their supervisor to complete an AF Form 657 or AF Form 658. The member reports to the unit clothing monitor with the completed AF Form 657 or 658. The unit clothing monitor proceeds with the instructions for preparing the AF Form 656 in paragraph 6.1.1. above.

6.2.2. The member then reports to the IEU with the AF Form 656. The IEU issues the uniform items and returns copies of the AF Form 656 to the member. The member returns a copy to the unit clothing monitor who files it with the AF Form 657/658.

6.2.3. Organization and shop code 471IE are used to charge RPA for initial issue.

7. Maternity Uniforms. Procedures for issuance of maternity uniforms are in accordance with AFI 36-3014.

8. Charge of Funds:

8.1. All clothing to support military uniform and organizational uniform clothing will be charged to one code for each Group. The 434 ARW, Logistics Group, Operations Group, Support Group, and Medical account will use separate organizational codes.

8.1.1. These codes will be obtained from the 434 Financial Management Branch.

8.1.2. All paperwork submitted to IEU will provide the applicable organization code.

8.1.3. Use O&M funds to pay for civilian clothing. The using organization's (ORG) and shop code IE are used for civilian, firefighter, DoD Security police, and CWDE clothing requests.

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