

30 JULY 2004



Supply

CLOTHING MANAGEMENT PROGRAM

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OPR: 442 LRS/LRSS
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Pages: 4
Distribution: F

This instruction implements Title 5 United States Code, Section 7903, *Protective Clothing and Equipment*, which permits the Air Force to purchase organization clothing and equipment items with appropriated Operations and Maintenance (O&M) funds for the protection of personnel in performance of their duties, and Air Force Instruction (AFI) 36-3014, *Clothing Allowances for Air Force Personnel*, which authorizes established supply procedures to issue clothing to assigned wing members. Military clothing (Reserve Pay Appropriation (RPA) funded) will be issued and accounted for via controls set forth by the organizational commander. Government purchase card (GPC), formerly IMPAC, RPA fund, will be used to accomplish the acquisition of organizational clothing, alterations and military clothing. This instruction applies to all 442d Fighter Wing (442 FW) organizations.

This is the initial publication of 442d Fighter Wing Instruction (442 FWI) 23-101.

1. Definitions:

- 1.1. Organizational Clothing. Clothing and equipment prescribed by Allowance Source Code (ASC) 016, *Organizational Equipment*, as issued to individuals for use in the performance of their assigned duties.
- 1.2. Uniform Clothing. Uniform items issued to a reservist, other than organizational clothing, as authorized in AFI 36-3014.

2. Commander Responsibilities:

- 2.1. The commander is responsible for the overall management and issuance of organizational clothing and uniform clothing to members in their group and squadrons. Commanders will appoint, in writing, a unit clothing monitor (UCM) and provide the appointment memorandum to the 442d Logistics Readiness Squadron (442 LRS), Distribution Flight.

- 2.2. Maintain accountability for all organizational clothing, equipment and military clothing issued to individuals by maintaining members clothing records in their personal information file (PIF).
- 2.3. Ensure each member has all required clothing in accordance with (IAW) AFI 36-3014 and ASC 016.
- 2.4. Ensure the use of Air Force (AF) Information Management Tool (IMT) 656, **Clothing Request and Receipt--Male/Female**, for all purchases, Individual Equipment Request (IEU) for organizational equipment and request for alterations memorandum.
- 2.5. Enforce supply discipline. Uniforms are replaced based on fair, wear and tear. Willful destruction or weight gain is not an acceptable reason to issue replacement uniforms as this is the responsibility of the member.
- 2.6. Designate, in writing, and provide a copy to 442 LRS/LRSS who may sign the AF IMT 656 in lieu of the commander.
- 2.7. Ensure that all assigned members are aware that clothing issue is normally accomplished during the main unit training assembly (UTA).

3. 442 LRS Logistics Supply Manager (442 LRS/LSM) Responsibilities:

- 3.1. Provide oversight of the clothing program for the 442 FW.
- 3.2. Responsible for training UCM and providing information such as policy and disseminating information regarding clothing issue to reservists.
- 3.3. Assist in the procurement of organizational clothing and equipment when requirements cannot be obtained from government charge card sources or real world deployment requirements such as Desert Camouflage Uniforms (DCU).
- 3.4. Process these requirements as routine unless justified as priority by the commander.
- 3.5. Create due-outs as non-recurring demands only.
- 3.6. Provide Envision IEU and Military Clothing Sales Store (MCSS) with a UTA schedule.
- 3.7. Coordinate opening and closing times of IEU and MCCS for wing members.
- 3.8. Establish a Blanket Purchase Agreement with MCCS and Envision.
- 3.9. Report to IEU and MCSS to pay for all purchases using a government purchase card by the 20th of each month.
- 3.10. Pay for alterations for wing members.
- 3.11. Assign passwords to the 442 FW Clothing Data Base on the mutual drive.

4. Alterations:

- 4.1. Alterations will be accepted at the 442 LRS distribution area during a main UTA from the hours of 1300-1500, both days. Alterations will normally be completed by the next UTA. Alterations will also be accepted on Wednesdays from 0900-1100 hours. Members should allow, at a minimum, two weeks for alterations to be completed.

4.2. If a member requires urgent alterations because of unforeseen circumstances and requires their uniforms faster than time prescribed in paragraph 4.1., then the member may obtain alterations of their own choosing. If the member would like to be reimbursed for any alterations expenses, the member must first obtain approval from their commander or designated representative. If the member does not obtain this approval, the member may not be reimbursed for the cost having their uniforms altered. If the request is approved, the member will submit a Standard Form (SF) 1164, **Claim for Reimbursement for Expenditures on Official Business**, to finance for reimbursement.

5. Unit Orderly Room:

5.1. Maintain accountable records (i.e., completed AF IMTs 656, requests for organizational equipment and alterations) in individual PIFs IAW Web-RIMS *Records Disposition Schedule*, Table 36-12, Rule 02.00.

6. Supervisors:

- 6.1. Will direct the member to the UCM.
- 6.2. Ensure that all subordinates are issued proper and serviceable uniforms.
- 6.3. Sign requests for items requested from IEU.

7. Unit Clothing Monitors:

- 7.1. Verify last issued or inspects uniforms being replaced for serviceability.
- 7.2. Complete a request using the 442FW Clothing Data Base that is located on the 442 FW mutual drive (M:\Wing Clothing Forms).
- 7.3. Requests for clothing will be completed in two copies. One copy is filed in the individual's PIF and one copy is given to the member for turn-in at IEU or MCSS for the authorization to issue the requested items.
- 7.4. Requests for IEU items will be completed in two copies. One copy is filed in the individual's PIF and one copy is given to the member for turn-in at IEU for the authorization to issue the requested items.
- 7.5. If a member requires alterations, an alterations memorandum will be completed in the data base. One copy is filed in the individual's PIF and one copy is given to the member to for turn-in at LRS.
- 7.6. Any form for clothing is valid for thirty days from the date it is issued, after thirty days IEU or MCSS will not accept the forms and they must be re-accomplished.

8. Individuals:

- 8.1. Will report to IEU, MCSS and alterations within thirty days to obtain the requested items.
- 8.2. Ensure shoes/clothing issued from MCSS are the correct size.
- 8.3. Obtain all necessary signatures on the correct form prior to obtaining any item that is governed by this instruction.
- 8.4. The member will pick-up any back ordered items at IEU, MCSS or arrange for someone in their unit to pick up the items during the week.

9. Adopted or Prescribed IMTs.

9.1. Adopted IMTs. SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, AF IMT 656, **Clothing Request and Receipt--Male/Female**

9.2. Prescribed IMTs. No IMTs are prescribed by this instruction.

PATRICK A. CORD, Colonel, USAFR
Commander