

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

439 AIRLIFT WING INSTRUCTION 23-102

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Materiel Management

CLOTHING MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Kenneth M. Lute)

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Material Management Policy and Procedures*. It establishes procedures for the implementation of the 439th Airlift Wing (439 AW) Clothing Management Program and assigns responsibilities to unit airmen. It applies to Air Force Reserve Command (AFRC) units assigned or attached to Westover Air Reserve Base (WARB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 LRS/LGRD, 100 Logistics Dr, Box 7 Westover ARB, Chicopee MA, 01022-1537.

SUMMARY OF CHANGES

Throughout this publication, the words member, individuals and personnel are changed to airmen. In paragraph 1.2., the word are has been changed to is. In paragraph 1.2.1., the word folder has been changed to record and the word file has been changed to scan. In paragraph 1.2.2., changes filing procedures to scanning. In paragraph 1.2.3., the word form has been changed to record. In paragraph 1.2.9., changes the word re-sign to validate. In paragraph 2.1., adds requirement for 439AW Form 14 to be electronically signed and stored. In paragraph 4.1., the link for clothing replacement request has been updated. In paragraph 6., the word desert has

been deleted. In paragraph 7.2., deletes subdued uniforms and adds ABU. In paragraph 7.3., deletes subdued and metal and adds ABU and Velcro.

1. Responsibilities.

1.1. Unit Commander. Unit commanders oversee the clothing management program within their respective unit. Appoint a primary and alternate Unit Clothing Monitor (UCM), who will be responsible for operating and maintaining the clothing program. Appointment memorandums must include a sample signature of the primary and alternate UCM. Memorandums must be submitted to the Individual Equipment Element (IEE). Ensure the clothing monitor is trained to annotate the 439 AW Form 14, *Clothing Request and Receipt - Male/Female*. Ensures the UCMs function is on the unit/squadron in/out-processing checklist and unit airmen process through the UCM prior to final release. **Note:** UCMs should be full time Air Reserve Technicians.

1.1.1. Submit a separate delegation memorandum to the Military Clothing Sales Store (MCSS) identifying the Government Purchase Card (GPC) holder, their signature, unit, phone and account number. The delegation memorandum and account number will be kept in a secure file at the MCSS. This information is used to verify the GPC holder signature and ensure the appropriate unit is being charged for the purchase.

1.2. UCM/GPC Cardholder. It is recommended the UCM and GPC holder is the same person; however this is a squadron/unit level decision. The UCM is authorized to approve clothing requests and to ensure supply discipline procedures are in compliance with AFI 23-111, *Management of Government Property in Possession of the Air Force*. The GPC holder will administer the clothing purchase card in accordance with AFI 64-117, *Air Force Government Wide Purchase Card Program*. UCMs will:

1.2.1. Establish and maintain an individual clothing record for each unit assigned airman. Scan AF Form 657, *Personal Clothing Record - Female Airmen*, AF Form 658, *Personal Clothing Record - Male Airmen*, or equivalent and AF Form 1297, *Temporary Issue Receipt*, as necessary. Remove records of departing airmen and forward them to the unit orderly room for final out-processing.

1.2.2. Conduct an initial clothing showdown for all newcomers and update AF Form 657, AF Form 658, or equivalent. Scan applicable clothing records for the duration of airman's assignment to the unit.

1.2.3. Upon receipt of issue/backorder slip from IEE/MCSS, update appropriate records to indicate item, quantity issued/backordered and date of issue/backorder.

1.2.4. Brief unit airmen on reserve clothing procedures. Ensure that the replacement of uniforms or organizational equipment is a valid requirement within authorizations. Turn-in of old uniforms is not mandatory, but it is recommended that UCMs request the old clothing be brought in and marked or identified as unserviceable.

1.2.5. Old clothing turned-in by the airman can be brought to the IEE for redistribution to other organizations for use in exercises by the medical units, Civil Air Patrol, and Reserve Officer Training Corps.

1.2.6. Maintain a minimal quantity of enlisted chevrons, shoulder boards, AFRC and AW patches on-hand to issue to unit airmen for promotions and uniform exchanges.

1.2.7. Ensure airmen assigned tours of active duty at technical schools for six months or longer have required clothing items in accordance with AFI 36-3014, *Clothing Allowances for Air Force Personnel*, prior to departing for temporary duty assignments.

1.2.8. Establish and maintain locally developed procedures to track personal retention items (headsets, watches, parkas, etc). Each squadron UCM is responsible for proper accountability of these items.

1.2.9. Prepare a new 439 AW Form 14, or validate the original with signature and date to verify funds are available when notified by the MCSS that back ordered clothing is received.

1.3. Unit Assigned Airmen. Each airman will:

1.3.1. Present all required articles of clothing in accordance with AFMAN 23-110, Volume 1, Part 1, *Basic Air Force Supply Procedures*, Chapter 17, Reserve Forces Procedures, to the UCM upon unit assignment.

1.3.2. Maintain all issued clothing.

1.3.3. Hand-carry one copy of the memorandum authorizing issue to the IEE for organizational equipment items.

1.3.4. Hand-carry 439 AW Form 14 to the MCSS for initial issue/replacement clothing, sign for items received and return a copy of the 439 AW Form 14 to the UCM or card holder.

1.3.5. Check the Individual Equipment Item Pick-Up List on the Westover ARB intranet web site and pick up backorders at the IEE.

1.3.6. Bring a new or re-certified 439 AW Form 14 to the MCSS when notified that backordered clothing has been received.

1.3.7. Turn in all accountable assets to the UCM prior to out-processing from assigned unit, unless authorization to retain has been granted from the UCM.

1.3.8. Comply with supply discipline procedures identified in AFI 23-111.

2. Initial Issues. Initial issues and quantities are authorized in accordance with AFI 36-3014. Category I and Category II airmen will receive initial issue clothing in accordance with AFMAN 23-110, Volume 1, Part 1, Chapter 17.

2.1. Prepare 439 AW Form 14 for initial issue and fair wear and tear replacement issues. The 439 AW Form 14 is available at <http://www.e-publishing.af.mil/>. All AW Forms 14 will be electronically signed and managed via shared folders within the squadron and group. The 439 AW Form 14 will expire 60 days after issue of the form and will not be honored by the MCSS. This allows GPC holders to maintain financial accuracy and maximize uniform allocations.

2.2. Mobilized airmen must have the 439 AW Form 14 approved and coordinated through Accounting and Finance for issue of replacement clothing.

2.3. The clothing request will be signed by the GPC holder to verify funds availability. All on-hand clothing items will be charged at the time of sale. Items not in stock will not be charged. Special order items (i.e., big and tall, narrow shoe, etc.) will also be charged at the

time of sale. The GPC holder will be responsible to reconcile with the MCSS as necessary to ensure proper billing.

3. Replacement Issues. Clothing is replaced for all enlisted airmen who are not within 180 days of their estimated time of separation. Clothing is issued based on fair wear and tear in accordance with AFMAN 23-110, Volume 1, Part 1, Chapter 17, paragraph 17.60.2.3 and AFI 36-3014.

3.1. Items that are issued on a one-time basis will not be considered for fair wear and tear replacement.

4. Organizational Equipment. Organizational commanders or functional supervisors determine specific organizational equipment (i.e., flight gear, cold weather gear, safety boots) authorizations based upon the Allowance Source Code 016.

4.1. Submit a request to the IEE at Base Supply using the Clothing Issue Request Memorandum available at <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=t6925EC31D9330FB5E044080020E329A9&channelPageId=s6925EC1331730FB5E044080020E329A9>

4.2. Squadron patches and bulk insignia (to be distributed by the orderly room) will be ordered through the IEE.

4.3. Mobilized airmen must have the Clothing Issue Request approved and coordinated through 439 AW/FM for issue of organizational equipment.

5. Maternity Uniforms. A memorandum certifying pregnancy must be obtained from a personal physician and brought to the 439th Aerospace Medicine Squadron. The airman will receive an AF Form 422, *Physical Profile Serial Report*, and submit it to the UCM for processing. Maternity uniforms are authorized for issue every three years.

6. Deployment. ABU's and accouterments are ordered through the IEE. The request is submitted through the Logistics Plans Office by the Unit Deployment Monitor utilizing the Air Expeditionary Force (AEF) Deployment Clothing Request spreadsheet maintained by the 439th Logistics Readiness Squadron/LGRR. Sewing services are provided by the MCSS alterations. These expenses are paid for with fund code 30 resources and do not require a 439 AW Form 14.

7. Accouterments.

7.1. Blue/Chrome Name Tags- Purchase tags on 439AW Form 14.

7.2. ABU Name Tapes/ABU USAF Tapes- Purchase tapes on 439AW Form 14.

7.3. ABU Name Tapes/ABU USAF Tapes with Velcro - Purchase tapes on 439AW Form 14.

7.4. Grade Insignia/Chevrons - Stripes, APEC /fleece rank and metal chevrons will be provided by the unit. Purchase in bulk from IEE.

7.5. Air Force Reserve Command Patch- Major Command patches will be provided by the unit. Purchase in bulk from IEE.

7.6. Sewing services will be provided at the MCSS alterations on all accouterments required to be worn on the enlisted airman's utility uniform, service uniform and authorized

organizational equipment. Requests for sewing must be submitted on the 439AW Form 14. The expense of the sewing will be charged to the units GPC.

ROBERT R. SWAIN, JR., Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-110 Vol. 1, Part 1, *USAF Supply Manual*, 1 April 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-3014, *Clothing Allowance for Air Force Personnel*, 22 May 2007

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 25 July 2005

AFI 64-117, *Air Force Government Wide Purchase Card Program*, 31 January 2006

AFPD 23-1, *Material Management Policy and Procedures*, 10 March 2006

Prescribed Forms

439 AW Form 14 *Clothing Request and Receipt - Male/Female*,

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 422, *Notification of Air Force Member's Qualification Status*, 25 October 2007