

**BY ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING  
INSTRUCTION 23-101**



**23 DECEMBER 2015**

***Matériel Management***

**WING CLOTHING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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 919<sup>th</sup> Special Operations Wing (919 SOW) Clothing Management Program and assigns responsibilities to unit personnel. This instruction applies to all 919<sup>th</sup> SOW personnel who require, request and authorize purchase of clothing items. 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 Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**1. Responsibilities:**

1.1. **Unit Commanders.** Ensure all individuals assigned to the wing are familiar with the responsibilities and procedures of this instruction.

## 1.2. **Wing Clothing Manager (919th SOLRS Materiel Management)**

- 1.2.1. Monitors the clothing program.
- 1.2.2. Acts as Super-User Administrator on Kentucky Logistics Operations Center (KYLOC) website.
- 1.2.3. Creates accounts for order placers and order approvers
- 1.2.4. Load/edit any changes in KYLOC website, Personnel Accounting System (PAS) codes, name changes and addresses.
- 1.2.5. Conduct training classes for units order placers.
- 1.2.6. Run weekly reports to ensure all order requests have been approved.

## 1.3. **Unit Order Placers/Approvers**

- 1.3.1. Place orders for individual needs on the KYLOC website.
- 1.3.2. Unit order placers will notify their approvers to approve the order request.

## 2. **Procedures:**

### 2.1. **Unit Members.**

- 2.1.1. Provide the order placers your Electronic Data Interchange Personnel Identifier (EDIPI) number.
  - 2.1.2. Give the order placers your correct sizes.
  - 2.1.3. Pick up the requested items in a timely manner when notified.

### 2.2. **Order Placers**

- 2.2.1. Process the order request on KYLOC website.
- 2.2.2. Notify their order approvers to approve the individuals order request.
- 2.2.3. Track the order requests by the purchase order documents numbers.
- 2.2.4. Receipt the order request on KYLOC website.
- 2.2.5. Notify the individuals to pick up their items.

### 2.3. **Order Approvers**

- 2.3.1. Ensure funds are available to process the individual's request.
  - 2.3.2. Approve/disapprove order requests

### 2.4. **Super -Users**

- 2.4.1. Review and check reports for abuse.
- 2.4.2. Assists Unit's representatives when necessary.
- 2.4.3. Perform duties of the approvers if they are not available.

### 2.5. **Clothing Program Cardholders**

2.5.1. Eglin Air Force Base (AFB) class II items (clothing, individual equipment, tools, admin/housekeeping supplies has been contracted out to the LC Industries (LCI) store and Military Clothing Sales store.

2.5.2. Individuals that require steel toes boots will have an AF Form 656, *Clothing Request and Receipt – Male /Female*, filled out to purchase these from the clothing store.

2.5.3. Members must bring a copy back with the sale slip to be given to the cardholders for their records.

### **3. Special Notes.**

3.1. Clothing can be shipped to another base if members are deployed.

3.1.1. Call KYLOC customer support DSN 745-3688, they will require the following information:

3.1.1.1. Purchase order document number

3.1.1.2. Base Stock Record Account Number (SRAN) Department of Defense Activity Address Code (DODAAC) will start with FS

3.1.1.3. Base address

3.1.1.4. Base point of contact

3.2. Clothing cannot be shipped to an individual's home.

3.3. Items Purchased from KYLOC can be exchanged, but not refunded.

JAMES M. PHILLIPS, Col, USAFR  
Commander

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

**AFPD 23-101**, *Materiel Management*, 15 February 2011

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

***Adopted Forms***

**AF 656**, *Clothing Request and Receipt – Male /Female*

**AF 847**, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**DODAAC**—Department of Defense Activity Address Code

**DSN**—Defense Secure Network

**EDIPI**—Electronic Data Interchange Personnel Identifier

**IAW**—In Accordance With

**KYLOC**—Kentucky Logistics Operations Center

**LCI**—L C Industries

**OPR**—Office of Primary Responsibility

**PAS**—Personnel Accounting System

**RDS**—Records Disposition Schedule

**SOLRS**—Special Operations Logistics Readiness Squadron

**SOW**—Special Operations Wing

**SRAN**—Stock Record Account Number