

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION  
23-102**



**11 JULY 2014**

**Supply**

**WING CLOTHING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management Policy and Procedures*. It assigns responsibilities and establishes procedures to standardize and streamline procurement of clothing items and sew-on services to include individual equipment items (excluding life support items such as oxygen masks, g-suits, etc.). Base Supply Center is the primary source for procurement of individual equipment with the use of the 944th Fighter Wing (944 FW) Form 7, *Request for Individual Equipment (IE)*. Kentucky Logistics Operations Center (KYLOC) is the primary source for procurement of uniform items utilizing [kyloc.com](http://kyloc.com). Luke Air Force Base (AFB) Military Clothing Sales Store is the emergency source for procurement of uniform items with the use of Air Force (AF) Form 656, *Clothing Request and Receipt – Male and Female*. Cactus Cleaners is the primary source for sew-on services with the use of 944 FW Form 11, *Request for Sew-On Services*. This instruction applies to all 944 FW personnel who require, request and authorize purchase of clothing items, individual equipment, and sew-on services. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through 944FW Publications and Forms Manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/gcss-af61a/afirms/afirms/>. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by 5 U.S.C. 552. System of records notice F023 AF I LB, *Base Service Store/Tool Issue Center Access* applies.

## ***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** Major revisions to this instruction include adding KYLOC procedures.

### **1. Responsibilities:**

1.1. **Unit Commanders.** Ensure all individuals assigned to the wing are familiar with the responsibilities and procedures in this instruction. Appoint at minimum a primary and an alternate order placer in writing.

1.2. **Wing Clothing Program Manager (944th Logistics Readiness Squadron Supply Manager (944 LRS/LGRM)):**

1.2.1. Monitors clothing program.

1.2.2. Ensures adequate funding is obtained to operate program.

1.2.3. Ensures 944 FW personnel are aware of program procedures.

1.2.4. Acts as Super-User Administrator on KYLOC website.

1.2.4.1. Maintains unit and personnel records.

1.2.4.1.1. Creates accounts for order placers.

1.2.4.1.2. Updates unit Personnel Accounting Symbol (PAS) code changes.

1.2.5. Offers order placer training to unit representatives.

1.2.6. Act as unit liaison with KYLOC and Air Force Reserve Command (AFRC) point of contacts.

1.3. **Unit order placers/approvers.**

1.3.1. Act as unit representative for all uniform needs.

1.3.2. Place orders for individual needs on KYLOC website.

1.3.3. Notify Program Manager of placed orders, to ensure timely order approval.

1.3.4. Annotate order receipt on KYLOC website.

### **2. Procedures:**

2.1. **Unit Members:**

2.1.1. Submit request of required items to supervisor.

2.1.2. Pick up requested items from unit upon arrival.

2.2. **Supervisors:**

2.2.1. Verify that unit members requesting purchases have a valid authorization and are justified in accordance with the appropriate allowance source.

2.2.1.1. Initial issue includes no more than four sets of uniforms. Replacement items are authorized as needed and within reason.

2.3. **Unit Order Placers:**

- 2.3.1. To input requests access the KYLOC website at kyloc.com.
- 2.3.2. Notify Program Manager of placed orders, to ensure timely order approval.
- 2.3.3. Track request and notify Program Manager if not received within 10 days.
- 2.3.4. Annotate order receipt on KYLOC website.
- 2.3.5. Ensure received order is given to requesting individual.
- 2.3.6. Report all abuse to the Wing Clothing Program Manager.
- 2.4. **Super Users (Wing Clothing Program Manager):**
  - 2.4.1. Review and approve/disapprove all placed orders.
  - 2.4.2. Track placed orders to ensure timely receipt.
- 2.5. **Program Cardholders:**
  - 2.5.1. Review the agency files for purchases and present Government Purchase Card for payment in accordance with Air Force Instruction (AFI) 64-117, *Air Force Government-Wide Purchase Card Program*, at least once a week.
  - 2.5.2. Reconcile monthly billing statement and resolve any disputes with vendors or bank and forward billing statement, form, and receipts to Wing Clothing Program Manager within three days of receipt.

KURT J. GALLEGOS, Colonel, USAFR  
Commander

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

AFI 64-117, *Air Force Government-Wide Purchase Card Program*, 20 Sep 2011

AFPD 23-1, *Material Management*, 15 Feb 2011

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

***Prescribed Forms***

944 FW Form 7, *Request for Individual Equipment (IE)*

944 FW Form 11, *Request for Sew-On Services*

***Adopted Forms***

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

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

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

**GPC**—Government Purchase Card

**IE**—Individual Equipment

**KYLOC**—Kentucky Logistics Operations Center

**OPR**—Office of Primary Responsibility

**PAS**—Personnel Accounting Symbol

**RDS**—Records Disposition Schedule