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***Materiel Management***

***UNIFORM ORDERING AND  
TAILORING PROCEDURES***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 23-1, Supply Chain Materiel Management and expands guidance on DAFI 23-101, Materiel Management Policy and provides the basic uniform tailoring for new uniforms (replacement or initial issues) procedures. This instruction applies to all 934th Airlift Wing units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program* according to the Air Force Records Disposition Schedule (RDS) located at <http://afrims.cce.af.mil/rds/notesSUMMARY>

***SUMMARY OF CHANGES***

This publication has been revised and must be completely reviewed. Procedures for ordering and tailoring uniforms have been updated.

**1. Standard Procedures.** Hours of operation are Tuesdays and Fridays 1200-1400. Unit Training Assemblies (UTA) 0700-1500 located in building 803 for ordering and pick-up of clothing items.

**2. Tailoring Procedures.** Base funded tailoring for enlisted personnel will be provided for the following services only. All other tailoring will be at the individual's own expense unless approved

by the Individual Equipment Element (IEE) to adhere to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.

2.1. Hemming of the following:

2.1.1. Dress Blues - Men's trousers, Women's slacks, skirts, Men's /Women's shirts (base and sleeves), and service coats.

2.1.2. Nurses/Cooks - whites; pants and dresses.

2.2. Sewing on of the following accouterments:

2.2.1. Mandatory badges such as Security Forces Squadron, Chaplain, and the Fire Protection shield badge. Functional badges as directed by IEE.

2.2.2. Rank for dress blues service coat, shirt and lightweight blue jacket.

2.3. The 934 AW Form 1, Tailoring Services, will be provided to indicate the services to be performed and quantities of items involved. It is completed and distributed as follows:

2.3.1. Original is retained by the reservist.

2.3.2. Copy 2 is retained by IEE at the time of clothing issue or upon issuing form to reservist for them to bring to the tailor with their clothing: At their own transportation cost. IEE will file the copy alphabetically by last name and remove it upon receipt of clothing to match to invoice.

2.4. The tailor will take required measurements, affix an appropriate means of identification.

2.5. The 934 AW Form 1 will be signed by the member upon clothing pick up from the tailor. The tailor will submit the signed copy to IEE with an invoice for payment.

2.6. Payment will be made at least monthly for services rendered and received.

2.7. IEE will provide access to a current copy of AFI 36-2903, Dress and Personal Appearance for Air Force Personnel to the tailor to ensure proper tailoring of uniforms.

**3. DLA-Warfighter, IOB (Industries Of the Blind) Procedures.** IOB Clothing Request form must be fully completed and all sizes and quantities listed.

3.1. IEE will process the completed 934 AW Form 31 and process the order request through the DLA-Warfighter, IOB system.

3.2. Outdated and Incomplete IOB Clothing Request forms will be rejected.

3.3. IOB will fill the order as requested and ship to the 934 LRS.

3.4. Member will pick-up the order from building 803 once notified. 3.5. IEE will file completed forms in the individual's clothing folder.

**4. Organizational Clothing Procedures.** Organizational Clothing Request form must be fully completed and all sizes and quantities listed.

4.1. Outdated and Incomplete Organizational Clothing Request forms will be rejected.

4.2. Worn clothing will be turned into supply: Building 803.

SAMUEL J. KRAEMER, Colonel, USAF  
Commander

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

DAFI 23-101, *Materiel Management Policy*, 22 October 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 29 February 2024

DAFI36-3012, *Military Entitlements*, 6 April 2023

***Prescribed Forms***

934 AW Form 1, *Tailoring Service*

934 AW Form 31, *KYLOC Clothing Request*

***Adopted Forms***

AF Form 657, *Personal Clothing Record – Female Airmen*

AF Form 658, *Personal Clothing Record – Male Airmen*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ABU**—Airman Battle Uniform

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**IEE**—Individual Equipment Element

**IEE**—Individual Protective Element

**IOB**—Industries of the Blind

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**UTA**—Unit Training Assembly