

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 23-202**

**25 NOVEMBER 2020**  
Certified Current 20 MAY 2024

***Materiel Management***  
**USAF ACADEMY CADET LOGISTICS  
FLIGHT**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 10 LRS/LGRCI

Certified by: 10 LRS/LGRC  
(Mr. Steven Norman)

Supersedes: USAFAI23-202,  
21 MARCH 2012

Pages: 4

---

This instruction implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management*, and directs the USAF Academy 10th Logistics Readiness Squadron Cadet Logistics Flight (10 LRS/LGRC) regarding authorized patrons, sales restrictions, credits, inventories, and provided services. It applies to United States Air Force Academy (USAFA) agencies and individuals who receive or purchase items/services from the Cadet Logistics Flight. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). 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*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the 10 LRS/LGRC. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: Removed para 2.2.2. as AOG is no longer authorized to purchase items, Removed para

3. as sabers are no longer authorized for sale, Renumbered subsequent para's (3.1. to 3., 3.2. to 4. and so on), Removed para 4.1. as the overcoat buyback program no longer exists.

**1. What Cadet Logistics Does.** Cadet Logistics (10 LRS/LGRC) provides USAFA cadets with individual issued equipment, uniforms, uniform accessories, and other required items as established by the Commandant of Cadets (USAFA/CW) and the Superintendent (HQ USAFA/CC).

**2. Who Is Authorized.** USAF Academy Cadets are authorized customers of Cadet Logistics. Cadets validate purchases and equipment loans with their personal identification PIN number or signature. Validated transactions serve as support to debiting the cadet's pay record. At the time of purchase, cadets may receive a record of their purchases if they request it. Under the AF Academy Division of the Air Force Stock Fund Charter, revised 10 APR 1995, the USAFA Superintendent may designate other lawful patrons of Cadet Logistics.

2.1. **USAFA Activities.** The following USAFA activities may purchase indicated items from the Cadet Issue Section subject to their own governing directives and availability of stock:

ORGANIZATION	AUTHORIZED ITEMS
USAFA CW/CC, Commandant of Cadets	May authorize cadet distinctive items to be purchased by designated individuals as required
Director of Protocol, USAFA/DSP	Miscellaneous USAFA Cadet-distinctive items
AAFES Clothing Sales	Common uniforms to support Prep School
Other organizations and/or individuals as directed by the Superintendent of the USAF Academy or the Accountable Officer	As Required

2.1.1. **How Organizations Pay.** The 10th Logistics Readiness Squadron, Cadet Issue Section (10 LRS/LGRCI) releases purchases only upon receipt of a proper money order or a valid SF 1080, *Voucher for Transfer between Appropriations and/or Funds*.

2.1.1.1. Cadet activities, clubs, and squadrons must pay by money order, payable to US Department of Treasury (Academy Div AFWCF).

2.1.1.2. USAFA organizations will prepare a SF 1080, signed by the appropriate wing-level Resource Advisor.

**2.2. Authorized Individual Customers (other than USAFA Cadets).** Authorized individuals are not permitted to purchase non cadet-distinctive items such as the Operational Camouflage Pattern uniform (OCP) or combat boots available from other sources (Clothing Sales, AAFES). The following individuals may be authorized limited purchasing privileges:

2.2.1. Visiting Dignitaries must coordinate their requests with Protocol (HQ USAFA/DSP). The HQ USAFA/DSP initiates a memorandum requesting sale, obtains approval from the Commandant of Cadets (USAFA/CW), and forwards the memorandum through the Directorate of Training Support (USAFA/CWT) to the Director, 10 LRS. Upon approval, the purchaser will provide 10 LRS/LGRCI a money order in the amount of purchase payable to the US Department of Treasury (Academy Div AFWCF).

2.2.2. The AAFES Clothing Sales Store will pay by check to US Department of Treasury (Academy Div AFWCF) for common uniform items to support USAFA Preparatory School requirements, subject to the availability of excess stock.

**3. Mandatory Issues.** The items provided by Cadet Issue are mandatory issue items. Cadet Issue is the mandatory source of supply for mandatory issue items. Cadets will be scheduled for mandatory issues via announcements or published flyers distributed by to LRS/LGRC through USAFA/CWT personnel. Cadets who fail to report for mandatory issues may be reported to USAFA/CW leadership for appropriate action.

**4. Cadet Equipment.** Issue of cadet equipment is restricted to cadets and authorized USAFA personnel and only when supporting approved Academy programs or courses. All equipment is issued on loan and must be returned within 3 days of the program or course completion date established at the time of issue. Cadets who fail to return loan items by established return date will be identified to USAFA/CW for appropriate action. Cadets will be responsible for the return of equipment items and may be billed for lost or damaged items.

**5. Returns for Credit.** Sales from 10 LRS/LGRCI may not be returned for credit. Cadets departing the Academy may return for credit any item which is new, has not been worn or used, is unmarked, and has not been laundered or altered. Packaged items must be returned in the original wrapping, packaging, or container. No credit is authorized for return of special or made-to-order uniform items including parade uniforms, mess dress uniforms, personalized T-shirts, and officer service dress uniforms. Items with manufacturing defects will be exchanged. Only the Accountable Officer and/or the Academy Division AFWCF Manager may approve returns for credit for any other reason not explicitly defined in this instruction.

**6. Returns for Exchange.** Uniform items may be exchanged for another, properly sized item provided exchange is made within thirty days of purchase and only if the items have not been worn, marked, laundered, or altered. Items must not show any sign of use and must be in original containers. Replacement items sold through the Cadet Issue Replacement Store may be exchanged upon validation of purchase (i.e., purchase verified by query of the cadet's account). Exchanges are authorized only if the item has not been worn, altered, laundered, and contains no markings.

**7. Recommending Uniform Changes.** Forward any recommended uniform changes by memorandum through USAFA/CWT (UNIFORM BOARD). 10th Logistics Readiness Squadron Cadet Uniforms Section (10 LRS/LGRCU) can assist the change proposer by providing history, market research, etc. as requested.

**8. Common Access Card (CAC).** A valid CAC is required for all transactions. Lost, defective, or damaged cards must be replaced in a timely manner. Cadets are also required to have a valid cadet area proxy card displayed IAW applicable USAFA regulations to enter Cadet Issue areas.

JAMES D. JEFFERS, GS-14, DAFC  
Director, 10th Logistics Readiness Squadron

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

AFPD 23-1, *Material Management*, 8 September 2018

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

SF1080, *Voucher for Transfer between Appropriations and/or Funds*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFWCF**—Air Force Working Capital Funds

**ANG**—Air National Guard

**AOG**—Association of Graduates

**BCT**—Basic Cadet Training

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy