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Supply

CLOTHING MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 433 LG/LGS (MSgt Jana Kaiser)

Certified by: 433 LG/CC (Col Thomas H. Wolff)

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This instruction implements AFRPD 23-1, *Requirements and Stockage of Material*. It establishes procedures for the implementation of the 433d Airlift Wing (AW) Clothing Management Program, assigns responsibilities to unit personnel, and prescribes the use of 433 AF Form 8, **Issue of Personal and Special Purpose Clothing**. This publication requires the collection and or maintains the records prescribed in this publication are 10 U.S.C. 9832 and Executive Order 9387, *Property Accountability Regulation*. This instruction applies to all 433 AW assigned and attached personnel.

1. Responsibilities:

1.1. 433 AW Clothing Monitor. The 433d Logistics Support Manager (433 LG/LGS) will manage the Wing Clothing Program. The 433 AW Clothing Monitor will:

1.1.1. Develop a 433 AW Clothing Monitor Handbook.

1.1.2. Train all wing staff/unit clothing monitors and provide training materials as needed.

1.1.3. Maintain copies of wing staff/unit clothing monitor appointment memorandums.

1.1.4. Host quarterly meetings and provide meeting minutes to each wing staff/unit clothing monitor.

1.1.5. Monitor the Wing clothing account. Each unit will be authorized to spend a percentage of the funding allotted to the account. Funding is based on the percentage of assigned personnel in each unit.

1.1.6. Perform annual Staff Assistance Visits (SAV) to each unit to assess unit clothing monitor compliance with clothing program. The SAV report will be sent to the unit commander for action.

1.2. Unit Commanders. Oversee the clothing management program within their respective unit. Appoint, in writing, a primary and alternate clothing monitor. Send one copy of appointment memorandum to 433 LG/LGS. Ensure a signed DD Form 577, **Signature Card**, with each clothing moni-

tor's signature is handcarried to Lackland Military Clothing Sales Store (MCSS). Designate, in writing, which organizational items will be required for use. Ensure the clothing monitor function is on the squadron out-processing checklist and unit members' process through the clothing monitor prior to final release.

NOTE: Recommend full-time monitors be appointed; Air Reserve Technician (ART) personnel Staff Sergeant or above. When other than full-time monitors are appointed, uniform processing will not be accomplished through another source Monday through Friday.

1.3. Unit Clothing Monitors. Appointed, in writing, by the unit Commander (see para 1.2.). Hand-carry a DD Form 577 depicting a sample signature of the primary and alternate unit monitor to Lackland MCSS. When authorized to sign in lieu of the commander on AF Form 656, Clothing **Request and Receipt**, the authorization will be in writing. Forward one copy of the memorandum to 433 LG/LGS. Unit clothing monitors will:

1.3.1. Maintain a copy of 433 AWH 23-101, *Clothing Monitor Handbook*, and referenced publications as needed.

1.3.2. Establish and maintain an individual clothing folder for each unit assigned member. File required forms; AF Form 656, **Clothing Request and Receipt**, AF Forms 657/658, **Personal Clothing Record**, and 433 AW Form 8 as necessary. Maintain folders IAW AFMAN 37-139, *Records Disposition Schedule*, Table 23-3, Rules 20.00 and 21.00. Remove folders of departing personnel and forward to unit orderly room for final out-processing.

1.3.3. Monitors supply listings for Individual Equipment Element (IEE) issues. Maintain listings IAW AFMAN 37-139.

1.3.4. Attend quarterly 433 AW Clothing Monitor meetings and brief unit personnel on any changes in clothing acquisition procedures.

1.3.5. Conduct an initial clothing showdown for all newcomers and document on AF Form 657/658 IAW AFM 67-1, Vol I, Part One, Chapter 17, *Basic AF Supply Procedures*. Maintain form inside individual clothing folder for the duration of member's assignment to the unit.

1.3.6. Prepare and authenticate documentation for initial and replacement issues IAW 433 AWH 23-101. Annotate clothing items needed for issue on AF Form 656. Instruct member to return a signed copy of the AF Form 656 after clothing items are received. File the signed copy of AF Form 656 in member's individual clothing folder.

1.3.7. Assign control numbers. Annotate the AF Form 657/658 with the items required for issue. Maintain a log of control numbers by Julian date and assigned unit control numbers to suspense AF Form 656. See Table 1. Maintain log IAW AFMAN 37-139, Table 37-14, Rule 4.00.

1.3.8. Take clothing to be replaced from unit member and turn in to Defense Reutilization Marketing Office (DRMO) IAW AFMAN 23-110, V2, Pt 2, Chapter 15, Section F, *USAF Standard Base Supply System*. Prepare a DD Form 1348-1A, **Issue Release/Receipt Document**, for each NSN and coordinate through the Base Realignment and Closure (BRAC) Service Office in building 1550. Set-up an appointment with DRMO to turn in clothing after the BRAC Service Office has assigned a requisition number. Maintain copy 3 of DD Form 1348-1A IAW AFMAN 37-139, Table 23-3, Rule 1.00.

1.3.9. Brief unit members on reserve clothing procedures.

1.3.10. Maintain a minimal quantity of enlisted chevrons, shoulder boards, and Air Force Reserve Command and Wing patches on-hand to issue to unit members for promotions and uniform exchanges.

1.3.11. Coordinate with Resource Advisor prior to issuing IEE items to ensure unit funds are available.

1.3.12. Prepare 433 AW Form 8 for Organizational Equipment Issues. Send the unit member with one copy of AF Form 8 to IEE. Track IEE backorders and ensure personnel pick up their order in a timely manner.

1.3.13. Ensure individuals assigned tours of active duty at technical schools for six months or longer have required clothing items IAW AFI 36-3014, *Clothing Allowances for Air Force Personnel*, prior to departing for temporary duty assignment.

Table 1. Organizational Control Numbers.

Organization	Control Numbers
433d Airlift Wing	0100 - 0199
433d Civil Engineering Squadron	0200 - 0299
433d Mission Support Squadron	0300 - 0399
433d Security Police Squadron	0400 - 0499
433d Training Squadron	0500 - 0599
433d Communications Flight	0600 - 0699
433d Logistics Group and 433d Logistics Support Squadron	0700 - 0799
433d Aircraft Generation Squadron	0800 - 0899
433d Combat Logistics Support Squadron	0900 - 0999
433d Maintenance Squadron	1000 - 1099
26th Aerial Port Squadron	1100 - 1199
68th Airlift Squadron	1200 - 1299
74th Aerial Port Squadron	1300 - 1399
433d Aeromedical Evacuation Squadron	1400 - 1499
433d Airlift Control Flight	1500 - 1599
433d Operations Support Flight	1600 - 1699
433d Aeromedical Staging Squadron	1700 - 1799
433d Contingency Hospital	1800 - 1899
433d Medical Squadron	1900 - 1999
307th Red Horse Squadron	2000 - 2099
710th Intelligence Flight	2100 - 2199

1.4. Unit Assigned Personnel. Each member will:

- 1.4.1. Present all required articles of clothing IAW AFM 67-1, Vol I, Part One, Chapter 17 to the unit clothing monitor upon unit assignment.
- 1.4.2. Maintain all issued clothing items issued.
- 1.4.3. Turn in each article of clothing required to be replaced to the unit clothing monitor. New uniforms will not be issued until unserviceable uniforms are turned in. The unserviceable items will be cleaned prior to turn-in. **EXEMPTION:** Shoes, boots and purses will not be returned. To reduce costs, recycle name and USAF tapes, stripes, and patches.
- 1.4.4. Handcarry two copies of AF Form 656 to Lackland MCSS to purchase uniforms. Return one signed copy to the unit clothing monitor.
- 1.4.5. Handcarry one copy of 433 AW Form 8 to IEE when required.
- 1.4.6. Pick-up back orders at IEE.
- 1.4.7. Turn in all accountable assets to IEE prior to out-processing from assigned unit.
- 1.4.8. Out-process through the unit-clothing monitor.
- 1.4.9. Comply with supply discipline procedures identified in AFI 23-111, *Management of Government Property in Possession of the Air Force*.

2. Initial Issues. The following categories will be reviewed when determining initial issues:

- 2.1. Category I - Enlisted Personnel Released From Active Duty Who Have Unexpired Enlistments In The ANG Or Further Obligated Service With AFRC. Personnel in this category will not be issued new uniforms. Personnel will be required to use, in the performance of duty, those uniforms in their possession at the time of release from active duty.
- 2.2. Category II - Enlisted Personnel Discharged From Active Duty Who Have No Further Service Obligation, But Voluntarily Enlist In The Reserves. Personnel will not be required to use uniforms in their possession at the time of discharge but will be urged to do so due to national budget constraints.

3. Replacement Issues. Clothing is replaced for all personnel who are not within 180 days of their ETS. Clothing is issued on an in-kind basis, serviceable for unserviceable based on fair wear and tear. All visible uniform items will be replaced.

4. Maternity Uniforms. A letter certifying pregnancy must be obtained from a personal physician and handcarried to 433d Medical Squadron (433 MDS). 433 MDS will give member an AF Form 422, **Physical Profile Serial Report** signed by a Wing physician. **EXCEPTION:** 433d Contingency Hospital (433 Cont HP) is authorized to accomplish their own AF Forms 422. Member will handcarry AF Form 422 to unit orderly room for further processing. Maternity uniforms are authorized for issue every three years. At the commander's discretion, one or both of the following maternity uniforms will be issued:

- 4.1. One service coat, two blouses (long or short sleeve or one of each) one skirt or one pair of slacks.
- 4.2. One camouflaged uniform; shirt and slacks.

5. Footwear. Shoes, boots, and pumps are authorized to be replaced after three years from the date of issue for traditional reserve members. When replacement of pumps is necessary, a cash allowance of \$34.00 is paid to the member by processing a SF 1034, **Public Voucher for Purchases and Services**

1 October 1997

5

other than Personal, through 433d Budget Office (433 AW/FM). Footwear will be replaced on an in-kind basis for Air Reserve Technicians who wear the uniform daily.

6. Prescribed Form. 433 AW Form 8, **Issue of Personal and Special Purpose Clothing.**

PETER T. BENTLEY, Col, USAFR
Commander

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

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

AFI 36-3014, *Clothing Allowances for Air Force Personnel*

AFM 67-1, Vol I, Part One, Chapter 17, *Basic AF Supply Procedures*

AFMAN 23-110, Vol 2, Part Two, Chapter 15, Section F, *USAF Standard Base Supply System*

AFMAN 37-139, *Disposition of Records*

433 AWH 23-001, *Clothing Monitor Handbook*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AS 016, *Special Purpose Clothing and Personal Equipment*