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Supply

CIVILIAN SAFETY FOOTWEAR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines the procedures to be used by civilian personnel in obtaining safety footwear when authorized in the performance of official duties. Units may use International Merchant Purchase Authorization Card (IMPAC) card procedures, not to exceed total reimbursement amount indicated below, or individuals may follow the instructions below for purchase and reimbursement by the government, not to exceed amount indicated below, including local sales taxes. The procedures within this instruction will be adhered to in order to ensure individuals are properly outfitted with adequate safety footwear for the performance of their official government duties. This instruction applies to individuals assigned or attached to McChord Air Force Base and it has been coordinated through and approved by the President, American Federation of Government Employees, Local 1501.

1. Responsibilities. The organization commander or their designated representatives will be responsible for ensuring these procedures are adhered to and individuals are properly outfitted with adequate safety footwear for the performance of their official government duties while assigned/attached for duty on McChord Air Force Base. The specific guidelines are:

1.1. Safety footwear will be issued to each individual, when required in the performance of their duties, in accordance with (IAW) Air Force Occupational Safety and Health Standards (AFOSHSTD) 91-31, para 3.7., Personal Protective Equipment.

1.2. Individuals must obtain prior approval, in writing, from their unit commander or designated representatives stating purchase of safety footwear is required/authorized in performance of their duties. Replacement footwear is authorized for normal fair wear and tear or damages which have occurred in the line of duty.

1.3. The total reimbursement (including tax) will not exceed \$80.

1.4. All protective footwear procured must meet American National Standard Instruction Z41, class 75, Personal Protection-Protective Footwear. This standard must be clearly identified by the manufac-

turer on a label or stamp on the inside of the tongue or quarter lining, IAW AFOSHSTD 91-31, para 3.7.2. Currently most safety toe shoes for women meet only class 30 standards. Until class 75 shoes for women are available, the class 30 shoe can be used IAW 29 Code of Federal Regulations 1910.136, Occupational Foot Protection.

2. Reimbursement. Reimbursement will be obtained by use of Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business.

2.1. To ensure proper reimbursement, prepare the SF 1164 as follows:

2.1.1. Block 1: "Department of the Air Force, McChord AFB WA"

2.1.2. Blocks 4a and 4b: Self-explanatory

2.1.3. Block 4c: Individual's military mailing address (unit assigned to)

2.1.4. Block 4d: Military phone number

2.1.5. Block 6a: Current date

2.1.6. Block 6b: "C" for other expenses

2.1.7. Block 6c: "Safety Footwear"

2.1.8. Block 6d-6h: Blank

2.1.9. Blocks 6i and 7i: Dollar amount claimed (not to exceed \$80)

2.1.10. Block 8: Approving Official: Resource Advisor who also inserts accounting classification

2.1.11. Block 9: Certifying Officer: Accounting Liaison Office, Building 100, Room 2038, 984-3991

2.1.12. Block 10: Requester's signature and current date

2.1.13. Block 11 and 12 is filled out upon receipt of payment

NOTES:

1. Attach copy of acceptable receipt with expenditure circled.
2. An acceptable receipt must be legible and have the date of purchase, vendor's name, and cost.

2.2. Government official time and travel expenses will not be allowed to procure safety footwear, since footwear is available on McChord AFB. However, government official time will be permitted in order to procure footwear at 62d Supply Squadron (62 SUPS) Individual Equipment, building 576.

2.3. Individuals purchasing the footwear are responsible for completion of the SF 1164 and processing it through appropriate agencies for obtaining reimbursement. Government official time is authorized to complete and file the SF 1164.

2.4. Military issue safety boots are still available through 62 SUPS Individual Equipment and are available to civilians if they choose not to use the above procedures to obtain their footwear. Footwear may be obtained from Individual Equipment with a properly prepared McChord AFB Form 20, Individual Bulk Issue Request, signed by the organization commander or his designated representatives. There is no reimbursement for Individual Equipment purchases since unit funds are obligated.

3. Special Measurement/Orthopedic Footwear. Individuals who require Special Measurement/Orthopedic Footwear may use the procedures given in this instruction or they can order these items through Individual Equipment by presenting a completed DD Form 150, Special Measurements Blank for Special Measurement/Orthopedic Boots and Shoes, and all applicable signatures.

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