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Supply

UNIFORM TAILORING PROCEDURES

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This instruction implements AFD 23-1, *Requirements and Stockage of Materiel*. It provides the "Basic Uniform Tailoring" for new uniform tailoring (replacement or initial issues). This instruction applies to all 934th Airlift Wing personnel.

SUMMARY OF REVISIONS

This revision updates items that may be hemmed/sewed, and also changes Equipment Issue to Organizational Equipment Element (OEE). A bar (|) indicates revision from the previous edition.

1. Procedures. Services will be provided on Saturday of scheduled unit training assembly (UTA) in Base Supply, Building 801. The time will be from 0800-1500 and a current UTA schedule will be provided to the tailor.

1.1. 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 (i.e. shorten fatigue shirtsleeves).

1.1.1. Hemming of the following:

1.1.1.1. Dress Blues - pants, slacks, skirts, blouses (base and sleeves), and service coats.

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

1.1.2. Sewing on the following accouterments:

1.1.2.1. BDU - rank, patches (pocket), name tapes/USAF, badges.

1.1.2.2. Rank on blues shirts, blouses, and service coats.

1.2. The 934 AW Form 1, **Tailoring Services**, will be provided to indicate the services to be performed and quantities of items involved.

1.3. The 934 AW Form 1 will be completed in an original and two copies to be distributed as follows:

1.3.1. Copy 1 is retained by the reservist.

1.3.2. Copy 2 is retained by the tailor to be attached to clothing bags for identification.

1.3.3. Copy 3 is retained by OEE at the time of clothing issue.

1.4. The government-provided tailor will take whatever measurements are necessary, affix an appropriate means of identification, fill out 934 AW Form 1 and sign the form to acknowledge receipt of all items. The reservist will be given copy #1 by the tailor to serve as their receipt.

1.5. At the end of each UTA period, an OEE representative will count property with the tailor. This quantity must match the totals shown on the forms. Any discrepancy should be identified and resolved at the earliest opportunity. Totals will be entered on 934 AW Form 2, **Tailoring Record/Receiving Report**, under column "pick-up quantity." The OEE Government Purchase Cardholder will enter description and projected costs for these services into both the 934TH's Activity Log spreadsheet (found on G:/contracting/IMPAC information) and the U.S. Bank's (Customer Automated Reporting Environment) C.A.R.E. System found at <http://care.usbank.com/>.

1.6. Upon completion of the service, the tailor will return all uniforms and receipts to the OEE section for inventory and verification of services rendered. Suspense files will be cleared and 934 AW Form 2 is signed/certified and forwarded to Base Contracting.

1.7. Clothing sent to tailor on one UTA is normally returned by the following UTA. All tailored clothing will be retained in a holding area within OEE section and must be picked up within three UTAs. ARTs are encouraged to pick-up items during the week.

1.8. When a reservist has picked up clothing directly from the tailor, they will sign the original copy of the Form 1 acknowledging receipt. The tailor will submit the signed copy of the 934 AW Form 1 to OEE for payment.

1.9. OEE may use the services of the tailor for minor repairs (repairing seams and replacing zippers) to bring items to a serviceable condition. These services are for supply stock only and will not exceed 50% of the replacement costs. AF Form 1297, **Temporary Issue Receipt**, will be used for receipting procedures and invoice verification along with the 934 AW Form 2.

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

1.11. OEE will provide the certified report to Base Contracting for verification of the charges against the vendor's invoice.

1.12. OEE will furnish a current copy of AFI 36-2903, *Dress and Personal Appearance for Air Force Personnel* plus all changes and revisions to the tailor to ensure proper tailoring of uniforms.

2. Forms Prescribed: 934 AW Form 1, **Tailoring Services** and 934 AW Form 2, **Tailoring Record/Receiving Report**.

JAMES J. MUSCATELL JR., Colonel, USAFR
Commander