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Supply

REQUEST FOR INDIVIDUAL EQUIPMENT

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Certified by: 944 MSG/CC (Col J. Fiebig)
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This instruction implements AFD 23-1, *Requirements and Stockage of Materials*. It assigns responsibilities and establishes procedures to standardize and streamline procurement of individual equipment items (excluding life support items such as oxygen masks, g-suits, etc.). Arizona Industries for the Blind (AIB) is the primary source for procurement of individual equipment with the use of the 944th Fighter Wing (FW) Form 7, **Request for Individual Equipment (IE)**. This instruction applies to all 944 FW personnel who require, request and authorize purchase of individual equipment.

SUMMARY OF REVISIONS

This revision changes the office of primary responsibility (OPR). Procedural changes in paragraphs **2.1.3.**, **2.3.2.**, and **2.3.3.** A (I) indicates changes from the previous edition.

1. Responsibilities:

- 1.1. Commanders. Ensure all individuals assigned to the wing are familiar with the responsibilities and procedures in this instruction.
- 1.2. Approving Officials. Review documentation submitted and validates pricing information on master billing log.
- 1.3. Individual Equipment (IE) Program Manager:
 - 1.3.1. Monitors IE program.
 - 1.3.2. Ensures 944 FW personnel are trained on program procedures.
 - 1.3.3. Performs staff assistance visits with the cardholders and clothing officials.

2. Procedures:

- 2.1. Unit Members:

- 2.1.1. Request required IE items by completing 944 FW Form 7.
- 2.1.2. Submit completed 944 FW Form 7 to supervisor for validation and signature.
- 2.1.3. Provide group/unit clothing official with one copy of completed/validated 944 FW Form 7 to be stamped, signed and dated.
- 2.1.4. Pickup requested items from AIB and sign 944 FW Form 7.
- 2.1.5. Return AIB provided copy of 944 FW Form 7 with costs annotated to the unit/group clothing official.

2.2. Supervisors:

- 2.2.1. Assist unit members with completing 944 FW Form 7.
- 2.2.2. Verify that unit members requesting IE purchases have a valid authorization and are justified in accordance with the appropriate allowance source.
- 2.2.3. Sign 944 FW Form 7 after verification is completed.

2.3. Unit/Group Clothing Officials (Stamp Holders):

- 2.3.1. Review and verify information on the 944 FW Form 7 is accurate.
- 2.3.2. Stamp 944 FW Form 7 authorizing purchase.
- 2.3.3. Update 944 FW expense tracking sheet maintained in a designated location.

2.4. Cardholders:

- 2.4.1. Review the AIB file for IE purchases and present Government Wide Purchase Card to AIB for payment at least once a week.
- 2.4.2. Reconcile monthly billing statement and resolve any disputes with vendors or bank and forward billing statement, 944 FW Forms 7 and yellow charge slips to approving official within three days of receipt.
- 2.4.3. Maintain a file copy of bank statement, 944 FW Forms 7 and yellow charge slips for tracking purchases and audit purposes.

3. Forms Prescribed. 944 FW Form 7, Request for Individual Equipment (IE).

CRAIG S. FERGUSON, Brig Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AIB—Arizona Industries for the Blind

FW—Fighter Wing

IE—Individual Equipment