

22 JULY 1993



Morale, Welfare, Recreation, and Services

***LAUNDRY, DRY CLEANING, AND LINEN
EXCHANGE***

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ USAF/MWP (Mr Willis Pickering) Certified by: HQ USAF/MW (Mr Arthur J. Myers)
Pages: 4
Distribution: F

1. Personal hygiene and health standards support the operational effectiveness of Air Force personnel both under field conditions and in permanent base environments. The Air Force must provide laundry, dry cleaning, and linen exchange services, where possible, to ensure standards are met in the most cost-effective way. This directive establishes policies to determine the proper arrangements for laundry, dry cleaning, and linen exchange support.
2. Satisfactory laundry, dry cleaning, and linen exchange operations will be provided by the Air Force to authorized organizations and individuals at the most economical cost.
3. The Air Force will establish and operate laundry and dry cleaning plants, and linen exchange operations only when there is no other Government facility, Government contract, or civilian contractor available within a reasonable distance who can provide the required service for an Air Force unit.
4. Government-owned-Government-operated (GOGO) or Government-owned-contractor-operated (GOCO) laundry and dry cleaning facilities will be operated by the Air Force only if the operation of such a facility is proven cost effective by an appropriate comparison.
5. Installation commanders may limit the categories of users based on the availability of Operations and Maintenance (O&M) funds or available manpower to perform the operation. Dormitory occupants are responsible for cleaning their own linens when adequate Government-furnished laundry equipment is available in dormitories. In the absence of adequate laundry equipment, in training environments, or when the unit requires the service, the Air Force will provide linen exchange service. Articles that are authorized to be laundered or dry cleaned at the expense of Air Force appropriated funds (O&M), and personnel and activities authorized to use the services of an Air Force GOGO or GOCO laundry and dry cleaning facility, are listed in AFI 34-901, *Laundry, Dry Cleaning, and Linen Exchange Operations* (formerly AFRs 140-2, 148-1, and 148-4).
6. The Air Force will provide laundry services to satisfy requirements contained in the operational plans of the warfighting Commanders-in-Chief. To this end, mobility programs at the Air Force, major command, and base levels will organize and train Morale, Welfare, Recreation, and Services military forces

(Prime Readiness in Base Support [RIBS]) for wartime and peacetime contingency combat service support roles. Specific laundry and linen exchange guidance is found in AFI 10-214, *Air Force Prime RIBS Program* (formerly AFRs 140-3, 140-4, and AFP 215-42).

7. This directive establishes the following responsibilities and authorities:

7.1. Headquarters US Air Force is responsible for policy oversight and advocacy of the Air Force's Laundry and Dry Cleaning, and Linen Exchange Programs and for interface with the Office of the Secretary of Defense staff concerning development of Department of Defense (DoD) policy and legislative initiatives.

7.2. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for laundry, dry cleaning, and linen exchange policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.

7.3. The Director of Morale, Welfare, Recreation, and Services (HQ USAF/MW) is responsible for policy development and resource advocacy of the Laundry and Dry Cleaning, and Linen Exchange Programs throughout the Air Force.

7.4. The Air Force Morale, Welfare, Recreation, and Services Agency (AFMWRSA) is responsible for technical management of the Laundry and Dry Cleaning, and Linen Exchange Programs, including activation, rehabilitation, deactivation of facilities and operations, change of mode of operation, accounting and production reporting, approval or disapproval of pricing schedules, preparation of financial plans, budget estimates, and operating budgets for the Defense Business Operations Fund.

7.5. The installation chief of supply is responsible for providing for cleaning of organizational clothing and equipment when it is not available through Morale, Welfare, Recreation, and Services O&M fund contracts or Air Force GOGO or GOCO facilities.

7.6. Installation commanders are responsible for determining laundry and dry cleaning, and linen exchange requirements and executing their programs to comply with this policy.

8. This directive implements DoD Directive 7410.4, Industrial Fund Policy, July 1, 1988, and Title 31, United States Code, Section 9701, *Fees and Charges for Government Services and Things of Value*, September 13, 1982.

9. Related instructions and prescribed DoD and Air Force forms are found in AFI 34-901.

10. See **Attachment 1** for measures used to comply with this policy.

NORMAND G. LEZY, Brig General, USAF
Director of Morale, Welfare, Recreation, and Services

Attachment 1

MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

A1.1. Compliance with Air Force official use policy will be measured by analyzing the costs of providing the services. Each base will report the financial operating data through the major command to the AFM-WRSA on a monthly basis using RCS: SAF-FM(M)7107-DE, *Air Force Industrial Fund Trial Balances and Schedules*, for GOGO facilities.

A1.2. Cost effectiveness of GOGO operations will be measured by reporting and comparing the monthly actual net operating results (**Figure A1.1.**), and accumulated operating results year-to-date. The objective is a zero profit/loss operation.

A1.3. Compliance with operating GOGO facilities only when no other option is available and cost effectiveness will be measured by reporting the number of GOGO facilities in operation quarterly (**Figure A1.2.**) . The number of facilities in operation will be determined by the activities reported in RCS: SAF-FM(M)7107-DE.

Figure A1.1. Sample Metric of GOGO Laundry/Dry Cleaning Plants.

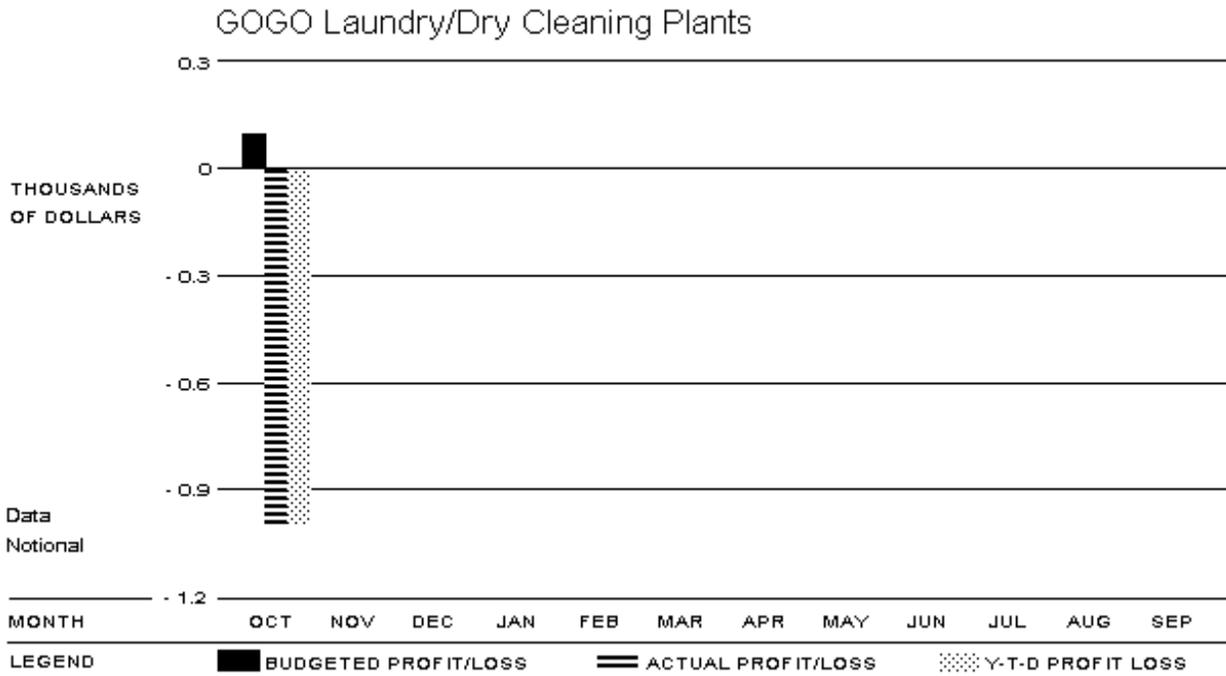


Figure A1.2. Sample Metric of Number of GOGO Laundry & Dry Cleaning Plants.

