

**10 FEBRUARY 1999**



**Supply**

**USAF ACADEMY CADET SUPPLY ELEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 10 ABW/LGLS (Mr Donald Cote)  
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This instruction implements AFPD 23-2, *Supplies and Materiel Management*, and directs the USAF Academy Cadet Supply Element (10 ABW/LGLC) regarding authorized patrons, sales restrictions, credit, and inventories. It applies to Academy agencies and individuals who receive or buy items from Cadet Supply Element.

**SUMMARY OF REVISIONS**

Changes responsibility for Reports of Conduct (paragraph 3.2.); adds 34 TRW as authorized personnel (paragraph 3.4.); adds replacement of defective Falcon Cards, changes location for replacing Falcon Cards and deletes cost of replacing Falcon Card (paragraph 7.) An (\*) identifies revisions from the previous edition.

**1. What Cadet Supply (10 ABW/LGLC) Does.** 10 ABW/LGLC provides USAFA cadets with distinctive uniforms, athletic supplies, and other required items.

**2. Who Is Authorized.** Normally, only cadets may patronize 10 ABW/LGLC. 10 ABW/LGLC prepares, upon request, a charge statement by computer printout for cadets charging purchases. Cadets validate purchases by their personal identification numbers "PIN." Validated transactions serve as support to debiting the cadet's pay record. At the time of purchase, cadets may receive a record of their purchases if they notify the sales clerk of this option. Under the USAFA Division of the Air Force Stock Fund Charter, revised 26 Jan 81, the USAFA Superintendent may designate other lawful patrons of the Cadet Uniform Replacement Store. Current designations follow.

**2.1. USAFA Activities .** The following USAFA activities may purchase indicated items from Cadet Supply Element subject to their own governing directives:

Cadet Activities, Clubs, and Squadrons	USAFA sabers (awards and presentations under AFCW instructions)
Cadet Wing	Distinctive sabers (presentations under AFCW instructions)
34th Training Wing Commander (34 TRW/CC) and 34th Support Group Commander (34 SPTG/CC)	May authorize cadet distinctive items to be purchased by designated individuals
Dean of the Faculty (HQ USAFA/DF)	Diplomas
Cadet Awards Council (HQ USAFA/DFSAA)	Cadet awards (cadet sabers)
Director of Protocol (HQ USAFA/CCP)	Gifts (cadet distinctive items)
AAFES Clothing Sales	Common uniforms to support Prep School

2.1.1. How Organizations Pay. 10 ABW/LGLC releases purchases only upon receipt of a proper check, money order, or DD Form 1149, **Requisition and Invoice/Shipping Document**.

2.1.1.1. Cadet activities, clubs, and squadrons must pay by check or money order, payable to DFAS-OM, USAFA CO 80840-5000.

2.1.1.2. The Dean of the Faculty pays with DD Form 1149 citing the appropriate cost center and element of expense/investment code (EEIC).

2.1.1.3. The Cadet Wing prepares DD Form 1149 with assistance from 10 ABW/LGLC as required, citing RC/CC 223652 and EEIC 606. 10 ABW/LGLC then assigns a voucher number to the DD Form 1149, processes a transfer to organization (TOR), and sends it to the Director of Financial Services (10 ABW/FMF) for transfer of funds.

2.1.1.4. The Director, HQ USAFA/CCP, uses AF Form 2209, **Nonappropriated Fund Order for Supplies or Services**, to buy items from 10 ABW/LGLC.

**2.2. Individuals** . Individuals may not buy noncadet-distinctive items, such as BDUs and combat boots, available from other sources (clothing sales, AAFES). The following individuals may be authorized purchase privileges.

2.2.1. Visiting dignitaries must coordinate their requests with HQ USAFA/CCP. HQ USAFA/CCP initiates a memorandum requesting sale, obtains approval from the Commander, 34 TRW, and forwards the memorandum through the Commander, 34 SPTG, and the Commander, 34th Logistics Squadron (34 LS/CC), to Supply/Logistics Plans (10 ABW/LGL). Upon approval, the purchaser will give 10 ABW/LGLC a check or money order in the amount of purchase payable to AFO, USAFA CO 80840-5000.

2.2.2. The Association of Graduates (AOG) is the authorized agent for its members to purchase cadet-distinctive items, including sabers. The AOG ensures that a member's request meets all their established guidelines and coordinates with 10 ABW/LGLC to schedule purchases.

2.2.3. AAFES Clothing Sales. Pays by check to DFAS-OM USAFA CO 80840-5000 for common uniform items to support preparatory school requirements, if available.

**3. Operating Restrictions .** Due to lack of storage space, time constraints, and other requirements, certain limits ensure an efficient 10 ABW/LGLC operation.

**3.1. Sabers.** Only first-class cadets may purchase sabers, up to a limit of three per cadet. They may purchase sabers up to graduation morning by check or money order payable to DFAS-OM, USAFA CO 80840-5000.

**3.2. Mandatory Issues .** Cadets must meet all scheduled issues so that all cadets are equipped within the same timeframes. Cadets are scheduled for mandatory issues by Cadet Scheduling (34 SPTG/CCBC) or through cadet announcements in published flyers distributed by 10 ABW/LGLC to all squadrons and must comply due to time constraints. Cadets who purchase scheduled issue items within 60 days before any scheduled issue need not repurchase the same items during the issue. Cadets who fail to pick up mandatory issue items will be identified to 34 TRW for appropriate action.

**3.3. Name Tags .** Cadet Uniform Flight (34 LS/LGU), Sijan Hall, manufactures name tags for BDUs, A-jackets, and parkas for 10 ABW/LGLC to issue to each new class of cadets. Cadets may obtain replacement name tags for rooms or uniform shirts from 34 LS/LGU.

**3.4. Flight Equipment .** Issue of flight equipment is restricted to cadets and 34 TRW personnel only to support approved Academy programs or courses. All equipment is issued on loan and must be returned within 3 days of the program or course completion date established at the time of issue. Cadets who fail to return loan items by established return date will be identified to 34 TRW for appropriate action.

**4. Credits and Exchanges.** Sales from 10 ABW/LGLC to second-, and third-class cadets and to other individuals and groups may not be turned in for credit. Fourth-class cadets and medical turnbacks departing the Academy may turn in for credit uniform items which are new, unused, unmarked, not laundered or altered.

**4.1. Uniforms.** Fourth-class cadets and medical turnbacks may turn in for full credit any item not altered, worn, marked in, or laundered. Items in containers or wrapped must be returned in the original container. No credit is authorized for turn in of special uniform items (parade uniform, mess dress, personalized T-shirts, officer uniforms).

**4.2. Overcoats.** Credit will be granted for one-half the new purchase price to all cadets who were issued a new coat at initial issue. Those cadets who were issued a used coat will not receive any credit nor turn in their coats. Before turn in, the coat must have all repairs made, be dry cleaned, have the cleaning tag still attached, be in the dry cleaning plastic bag, and be inspected by 34 LS/LGU as suitable for reissue.

**4.3. Other Items .** No credit is allowed on personal items unless they are in the original sealed container and have not been used. Items with manufacturing defects can be exchanged. (Note: Credit is not authorized for any prepackaged initial issue items.)

**4.4. Exchanging purchases .** All items purchased from 10 ABW/LGLC may be exchanged by all cadets to correct problems in sizing of uniforms. The exception is personalized T-shirts, which are ordered by name in the size requested by the cadet. Items must not show any sign of use and must be in original containers. To exchange initial issue items, cadets must abide by the schedule outlined in the Basic Cadet Training (BCT) master schedule. Additional exchanges may be made through Transition Week. Items issued on a supplementary basis (that is, subsequent issues) may be exchanged up to a period of 5 workdays after the issue. Items sold to first-, second-, or third-class cadets through the Cadet Issue Replacement Store may be exchanged within 5 workdays upon validation of purchase. Validation of purchase is a copy of the computer-generated charge statement or cadet account query reflecting the items to be exchanged. Exchanges are authorized only if the item has not been worn, altered, laundered, and contains no markings.

**5. Recommending Uniform Changes .** Users should forward any recommended uniform changes or club patch approvals by memorandum through 34 TRG/CC, 34 SPTG/CC, 34 LS/CC, 10 ABW/LGL, 10 ABW/LGLC, and 34 LS/LGU, in turn. If the change is approved at these levels, 34 LS/LGU will add the item to the agenda for the next scheduled USAFA Cadet Uniform Board meeting under AFCW Instructions.

**6. Conducting Inventories .** 10 ABW/LGLC conducts scheduled annual inventories of all issued items. Items scheduled for inventory will be as determined by management. More frequent inventories may be conducted as determined necessary. The results of all scheduled inventories are analyzed and documented, in writing, to include findings, warehouse conditions, and recommendations for improvements.

**7. Using the Falcon Card .** Falcon Card is required for all cadet transactions. Lost, defective, or damaged cards can be replaced through 34 SPTG/AIT office.

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