

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE OFFICER
TRAINING CORPS (AFOTC)**

AIR FORCE ROTC INSTRUCTION 23-1001

8 NOVEMBER 2017



Materiel Management

AFOTC LOGISTICS PROCEDURES

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This instruction implements Air Force Instruction (AFI) 23-101, *Air Force Materiel Management*, and Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures*. It establishes logistics support policies and procedures for Air Force Reserve Officer Training Corps (AFOTC) Region Commanders, AFOTC detachments, and Regional Directors of Admissions (RDA). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Supplements to this publication are not allowed. Request for waivers must be processed through command channels to the publication OPR for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). It applies to all AFOTC activities requiring logistics support to meet mission requirements. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This guidance is being revised to update procedures and incorporate the change to AFI 23-101 from AFMAN 23-110. Reference to AS 016, *Special Purpose Clothing and Personal Equipment-Part D* was removed, since detachments do not have easy access to the information. Uniform Program Custodian appointment letters are no longer needed by AFOTC/DOS. Attachment 6 “Detachments Currently Authorized to Issue Parkas/APEC” has been deleted and Host bases that offer Parkas/APECs are identified with an asterisks in Attachment 2.

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Chapter 1

GENERAL

1.1. Purpose. This instruction describes responsibilities of AFROTC units in obtaining logistical support and lists applicable references (see attachment 1). If and when procedural questions arise, request assistance from HQ AFROTC/DOS.

1.2. Policies. AFI 23-101, *Air Force Materiel Management*, and AFMAN 23-122, *Materiel Management Procedures*, prescribe the basic policies and procedures governing Air Force logistics. Unless otherwise amended by this instruction, units will adhere to the provisions of AFI 23-101.

1.3. Funding.

1.3.1. The standard contract between the Air Force and the AFROTC host university specifies a level of logistical support. This includes classrooms, offices, storage space, parking space, secretarial service, janitorial service, communications service, printing, building maintenance, utilities, and grounds upkeep. These are provided either at no cost or on the same basis as provided to other university departments. In some cases, there is a university budget for these services and the unit commander can decide where to use the department budget.

1.3.2. Each detachment is provided logistical support by its host Logistics Readiness Squadron (LRS) and should make every attempt to conduct business through that organization. Host/Tenant support agreements are established for this purpose.

1.3.3. Equipment requirements are funded according to the following Element of Expense Investment Code (EEIC):

1.3.3.1. EEIC 609: This designator pays for non-Equipment Authorized Inventory Data (EAID) items, e.g., fans, chairs, storage cabinets, some desks, etc. Expendable items such as office supplies bought with the Government Purchase Card (GPC) are also included. (prescribed by AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*)

1.3.3.2. EEIC 619: This designator pays for AF Form 9, *Request for Purchase* (prescribed by AFI 64-102, *Operational Contracting Program*), for purchasing required labor.

1.4. Management of Government Property. Unit commanders must ensure that subordinates are aware of requirements in AFI 23-111, *Management of Government Property in Possession of the Air Force*.

Chapter 2

EQUIPMENT

2.1. Concept. This chapter provides guidance to unit equipment custodians and region commanders for obtaining and managing Air Force equipment. Host LRS procedures which conflict with guidance in this chapter take precedence over these instructions.

2.2. Custodian Responsibilities. The unit commander appoints an active duty member or civilian US government employee to act as the equipment custodian. The custodian's duties are:

2.2.1. Assume responsibility for Air Force equipment issued to the unit.

2.2.2. Comply with procedures contained in AFI 23-101, AFMAN 23-122, AFI 23-111, and any other local equipment procedures specified by the support base.

2.3. Custodian File. The equipment custodian maintains a file consisting of items indicated by AFMAN 23-122, Chapter 5, Section 5D, *Equipment Management*.

2.3.1. To maintain accountability of pilferable type items, organization commanders should establish local procedures for managing and controlling items with a cost less than \$5,000. It is highly recommended that custodians be assigned and management products be used to monitor assets issued within the organization (i.e., AF Form 1297 *Temporary Issue Receipt*, WINGS logistics database and hand receipts, etc.). Custodians should also clearly delineate which items are university owned and which items are Air Force equipment.

2.4. Equipment Requisitioning. Instructions and procedures for obtaining Air Force equipment from the host base are contained in AFI 23-101 and AFMAN 23-122. If problems are encountered, they should be resolved at the base level first. Report supply-related support base problems that cannot be resolved by the region commander directly to AFROTC/DOS.

2.5. Excess. Elimination of excess equipment is a continual special subject for emphasis at all echelons of command. The unit commander and staff must take aggressive action to purge unused and excess items from the equipment account. Do not store equipment unless a definite future need is anticipated. Turn in excess equipment to the host LRS in accordance with local procedures.

2.6. Organizational Flags, Flagstaffs, and Guidons. HQ AFROTC will fund and distribute all organizational flags. Units may purchase United States flags, individual state flags, Air Force flags, AFROTC flags, general officer flags, and other related flags using the GPC. Units may also purchase their own flagstaffs using the GPC.

2.7. Replica Rifles for Drill Team and Ceremonial Purposes.

2.7.1. Local procedures must be established to ensure positive control of replica rifles is maintained at all times. Replica rifle inventory is subject to AFROTC Detachment Inspections.

NOTE: Ownership or storage of operable firearms by AFROTC units is prohibited.

2.7.1.1. Return replica rifles to the designated storage area on a daily basis.

2.7.1.2. Store replica rifles in a cadre member's or designated representative's room during overnight trips.

2.7.1.3. Replica rifles must be continually monitored and must NOT be displayed during transport.

2.7.2. Detachments will replace the replica rifles using their O & M GPC card or AF Form 9.

2.8. Duplicating Machines/Copiers. Copiers may be Air Force leased, university provided, or base provided.

2.8.1. Coordinate with your host base copier monitor/DAPS for guidance on lease procedures. All copier rentals must be renewed according to the host contracting office schedule. **NOTE:** DODI 5330.03, *Defense Logistics Agency (DLA) Document Services*, provides guidance for copier operations. This guidance must be followed along with any provided by the host base. Copiers must be located in an area where cadets do not have free access. Host base DAPS provides duplication for bulk printing needs to be paid via GPC.

2.9. Accountability of Government Property. Comply with AFI 23-111. Report equipment losses immediately to the equipment management section and refer to AFMAN 23-220, *Reports of Survey for Air Force Property*. Unit commanders may allow cadets to sign out government equipment such as replica rifles, laptops, projectors on an AF Form 1297, *Temporary Issue Receipt* (prescribed by AFI 23-111). Cadets who sign out government equipment may be held financially responsible if the equipment is lost or stolen through negligence. Equipment custodians should ensure that unit personnel and cadets are aware of possible financial ramifications associated with signing out of government equipment.

2.9.1. DD Form 200, *Financial Liability Investigation of Property Loss* (prescribed by DOD 7000.14-R, Vol 12, *Special Accounts, Funds and Programs*): Prepare this relief document when directed by the region commander or the support base instructions. The region commander takes final action on Reports of Survey when the loss is equal to or less than \$10,000. AFROTC/CC takes final action when losses exceed \$10,000 but do not exceed \$25,000. Any losses above these amounts require AETC/CC approval.

Chapter 3

MATERIEL MANAGEMENT

3.1. Concept. This chapter provides guidance for obtaining supplies in addition to those provided by the academic institution. It implements procedures in AFI 23-101 and AFMAN 23-122. Anyone who manages a supply account should be familiar with these publications and all applicable support base supplements.

3.2. Sources. Units must obtain expendable supplies purchased with government funds from mandatory sources such as Unicor Prison Industries, Javits-Wagner O'Day, the National Industries for the Blind, National Industries for the Severely Handicapped or GSA. The GSA Advantage Web site is a great source for all of these vendors. The term "expendable supplies" refers to the low-cost items used in the course of conducting business. Office supplies such as paper, pens, pencils, staples, etc., make up the bulk of this budget category. Do not exceed the maximum dollar limit established for the unit. Splitting a requirement to avoid the dollar threshold is prohibited.

3.3. Stocking of Expendable Supplies. Normally, a unit should not maintain more than a 90-day supply of expendable supplies and stock only essential items.

3.4. Cold Weather Clothing for Cadre Members. Cold weather clothing items (e.g., parkas) are organizational equipment items and must be authorized for issue by the host base before an AFROTC unit is authorized to have them. If permanent party personnel at the host base are authorized to wear them, then AFROTC units supported by that host base may also request them. The requirement must be forecast prior to the beginning of each fiscal year by the unit to the region commander. If the region commander approves funding, the funds must then be loaded into the unit's Project Funds Management Record (PFMR) at the host base so the issue can be processed. The host LRS may require a letter from the unit commander authorizing the individual to have the item before processing the request.

3.4.1. Parkas and other organizational cold weather clothing must be issued to unit personnel on AF Form 1297, *Temporary Issue Receipt*, by the equipment custodian. When an individual departs on permanent change of station orders or separates from the Air Force, or when a cadet commissions, these items must be recovered and re-issued to incoming personnel. If an item is not available for turn-in, refer to AFMAN 23-220. Cadets can NOT purchase these items as they can with other uniform items.

3.5. Turn-Ins to Defense Logistics Agency Disposition Services (DLADS). For items turned directly in to DLADS, units should prepare a DD Form 1348-1A, *Issue Release/Receipt Document*, in four copies IAW AFMAN 23-122, Chapter 6, Section 6C, *Disposal, Demilitarization and Precious Metals Recovery Program (PMRP)*. Maintain a copy for unit records until the signed copy is received from DLADS.

Chapter 4

CADET UNIFORM PROGRAM MANAGEMENT

Section A – Uniforms

4.1. Responsibilities. The unit commander appoints by letter, an active duty unit member as the Uniform Program Custodian (UPC). Maintain the original signed copy of the letter at the unit. The UPC requisitions, receives, safeguards, accounts, and issues all uniforms according to this chapter.

4.2. Uniform Allowances. Units are authorized uniform items for each enrolled cadet in quantities listed in Attachments 3, 4, and 5.

4.3. Obtaining Uniform Items.

4.3.1. Uniform items or accessories may be ordered directly from WINGS Uniform Tracking System. Officer service coats, garrison caps, pantyhose, female pumps (shoes), and some insignia are non-stocked depot items and cannot be ordered via WINGS. See Attachment 5 for a complete list of these items. Non-stocked depot (commercial) items can be obtained from any Military Clothing Sales Store (MCSS) or other commercial source such as Vanguard, Ira Greene, Supply Room, Glendale Parade Store, etc. Purchases made from commercial sources are to be made using the GPC designated for uniform purchases.

4.3.2. For service coat purchases over \$3,000, contact AFROTC/DOS. A Standard Form 1034, *Public Voucher for Purchases and Services Other Than Personal*, will be completed by DOS and ordered through Maxwell Military Clothing Sales Store (MCSS) and shipped directly to the detachment when the order is complete.

4.4. Flight Suits, Fleece Jackets, and Parkas/APECS. Units requiring fleece jackets, flight suits, and parkas/APECS must put their order in WINGS Uniform Tracking System. If item is not authorized for issue, do not order.

4.4.1. When flight suit requirements cannot be met by utilizing a detachment's current inventory, submit the order in WINGS Uniform Tracking System. NOTE: Flight suits are only authorized for wear by cadets categorized as Pilots, Combat Systems Officers, Air Battle Managers, Space and Missile Officers, and Remote Piloted Aircraft Officers.

4.4.2. AFROTC cadet flight suit patches, U.S. flag patches, and Aircrew Style Name Patches for cadet flight suits may be purchased using the uniform GPC from sources listed in paragraph 4.3.1.

4.4.3. Parkas/APECS are not authorized for all units. See Attachment 2 for a list of units that are authorized to issue parkas/APECS to their cadets. Detachments that are not authorized parkas/APECS may request the fleece jacket through the WINGS Uniform Tracking System.

4.5. Air Force Physical Training Uniforms (PTU). Cadets will be issued the PTU as follows:

4.5.1. Issue two pair of shorts and two t-shirts upon enrollment into AFROTC.

4.5.1.1. One jacket and one pair of pants may be issued at the discretion of the detachment commander.

4.5.2. Issue two more pairs of shorts and two more t-shirts prior to the cadet attending Field Training.

4.5.3. All PTU items are available in the WINGS Uniform Tracking System.

4.6. Color Guard, Honor Guard, and Drill Team Uniform Accessories. Refer to AFI 36-2903, AFROTC supplement, *Dress and Personal Appearance of Air Force Personnel* for guidance.

4.7. Name Tag Engraving. Units may engrave name tags through an on-line source and pay for the service with their uniform GPC.

4.8. Uniform Alterations. Alterations are limited to those identified in AFI 36-2903, AFROTC Supplement, *Dress and Personal Appearance of Air Force Personnel*. Units may use the Military Clothing Sales Store (MCSS) or other local alterations shop to have alterations done on uniforms. This includes having nametapes and Air Force tapes sewn above the pockets of the Airman Battle Uniform (ABU). Alterations will be paid for using the uniform GPC. Units may opt to use hook and pile “Velcro” nametapes in place of sewn nametapes. These nametapes will be Air Force digitized tiger print background with dark blue block lettering.

4.9. Badges, Ribbons, Rank Insignia, and Other Uniform Accessories. Units may order most uniform accessories via the WINGS Uniform Tracking System site. Items that are authorized for wear but are not available from WINGS Uniform Tracking System (see attachment 5) can be obtained commercially with the uniform GPC.

4.10. Dry Cleaning.

4.10.1. Cadets are responsible for cleaning uniforms while in their possession. Uniforms must be cleaned and pressed before turn-in. Do not starch the ABUs.

4.10.2. Uniforms soiled in storage may be professionally cleaned and paid for by using the uniform GPC.

4.11. Uniform Size Labels.

4.11.1. All sized uniform items, except for new items, must have size markings or labels at all times. The original manufacturer ink-stamped size labels are satisfactory, but may become illegible after issue and several launderings. Check clothing articles at time of issue, alteration, or turn-in to ensure proper size identification. Mark shirts and blouses on the lowest portion of the front inside shirt tail.

4.11.2. Do not place size markings on new uniform items. Such marking action will prohibit exchange for other sized items at the MCSS.

Section B – Uniform Accounting Procedures

4.12. Accounting Methods. Accountability will be maintained in the WINGS Uniform Tracking System.

4.13. Issue/Turn-In Clothing and Insignia. Use the WINGS Uniform Tracking System in Manage Issued Items, to issue clothing and insignia to cadets. Unit procedures must provide controls to ensure the return of items or payment.

4.13.1. See Attachment 3 for guidance on issuing uniforms to male cadets. See Attachment 4 for guidance on issuing uniforms to female cadets. See the current year's Field Training Manual for guidance on issuing uniforms to cadets preparing to attend Field Training.

4.13.2. General Military Course cadets turn in clothing and insignia to the UPC at the end of each academic year. Cadets enrolled in AFROTC summer school or other AFROTC-sponsored activities may retain uniform items for the duration of these events. The unit commander may allow Professional Officer Course (POC) cadets projected to return for their senior year to retain uniforms between their junior and senior years.

4.14. Recovering Cadet Uniforms. The unit must coordinate with the institution to establish procedures for recovering uniform items. Recover all uniform items issued except next-to-body items (e.g., footwear, T-shirts, socks, gloves, PTU gear and headgear). Belts and neckties need not be recovered if used or worn.

4.14.1. The UPC and the institution must take all reasonable actions necessary to recover issued uniform items.

4.14.2. If a cadet admits pecuniary liability but refuses voluntary reimbursement for lost, damaged, or destroyed uniforms follow guidance below.

4.14.3. As a minimum, the UPC should contact the cadet verbally or send a certified letter (return receipt requested) to the cadet requesting the uniform items be returned or voluntary payment made to custodian for value of lost items. If the cadet does not reply within 30 days, another certified letter (return receipt requested) must be sent to the cadet.

4.14.4. If the cadet fails to respond to the second letter within 15 days, refer the problem to the appropriate school official who should use available administrative measures, such as withholding grades or transcripts, to obtain the uniform items.

4.14.5. If the school official is unable to obtain the uniform within 30 days, the uniform items are considered unrecoverable and must be annotated to reflect the inventory adjustment by doing a "Write Off" using the WINGS Uniform Tracking System.

4.15. Purchase of Uniforms by Cadets. One complete service dress uniform and one complete set of ABUs may be sold to commissioning cadets by making a payment with a money order, cashier's check, or certified check for 50 percent of the current replacement price of each returnable item. Commissioning cadets must have worn the uniform for at least two full academic years before it can be purchased at 50 percent of the standard price. If a cadet has worn the uniform for less than two full academic years, it must be purchased at full price. Non-returnable items are dropped from the records at time of issue and are not chargeable. These include shoes, boots, socks, t-shirts, PTU, and headgear. Fleece jackets, parkas/APECS, flight suits and duffel bags may not be sold to cadets. Money orders and checks must be made payable to DFAS-LI or US Treasury and submitted to the support base Accounting & Finance office. Use the DD Form 1131, *Cash Collection Voucher* (prescribed by DOD 7000.14-R, Vol 5, *Disbursing Policy and Procedures*), for this purpose. Annotate "Cash payment for Class B clothing, per AFMAN 23-122" on the form for processing. The responsible AFROTC unit commander or UPC gives the commissioning cadet a signed copy of the DD Form 1131 as a receipt and

deposits the amount indicated on the DD Form 1131 with the host base FSO. Submit the original and three copies of the DD Form 1131 to the FSO who returns one signed copy as receipt of the payment to the AFROTC unit. The accounting classification is: 57X3500 32X 48 P781.03 525725. Replace the 'X' in the fund citation with the last digit of the fiscal year (e.g., in FY 10, replace the 'X' with a 0). If a POC cadet does not desire to purchase his/her uniform upon graduation and it is serviceable, return it to the uniform inventory. Cadets who are about to commission may purchase their uniform items 30 days in advance of their commissioning date if it is reasonable to expect them to be commissioned as scheduled. **NOTE:** Money orders and checks must be turned into the FSO within 30 days.

4.16. Turn-In of Unserviceable Uniforms. Detachment cadre may make the determination as to what uniforms are unserviceable. In determining what to dispose of, use the following rule of thumb: If you would not wear the uniform or would not want to receive this item from another unit, it should be disposed of in the following manner:

4.16.1. Uniforms must be de-militarized before discarding (e.g. remove all patches, buttons, or any other item depicting the Air Force symbol). The item may then be thrown in the trash or donated. Air Force Materiel Command has deemed it no longer necessary to turn in unserviceable uniform items to DLADS.

4.16.2. Accountable uniform items that are discarded should be written off through the WINGS Uniform Tracking System. Have the unit commander approve all write offs in the WINGS Uniform Tracking system.

4.17. Excess Uniforms. Units may report excess uniforms or request a waiver to maintain excess quantities at any time during the year by contacting HQ AFROTC/DOS. The steps for computing uniform requirements and excess are as follows:

4.17.1. Obtain the serviceable balance of each uniform item from the unit's WINGS Uniform System. Include in the count all issued uniforms as well as those in storage, which are considered serviceable.

4.17.2. Using historical data from previous years, estimate enrollment figures for the next school year. Calculate the quantities the unit will need for the total projected cadet population using Attachments 3 and 4. **NOTE:** An additional 20 percent of the forecasted enrollment is allowed for sizing and exchange.

4.17.3. Compare the uniform requirement for projected enrollment with present inventory and place orders based on sizes most frequently ordered.

4.17.4. If current inventory exceeds projected enrollment requirements plus 20 percent, the inventory is considered to be in excess.

4.17.5. Uniforms which are reported as excess are subject to redistribution to other ROTC units to help them meet their requirements.

4.18. AFROTC Annual Uniform Inventory Report.

4.18.1. All units must perform an annual uniform inventory in the WINGS Uniform Tracking System NLT 1 Oct each year. The inventory must be performed between the months of May and September.

4.18.2. The UPC will certify shortages of \$250 or less based on current replacement cost using an MFR detailing the circumstances contributing to the shortage. The unit commander is designated as the approving official.

4.18.3. Shortages over \$250 but less than \$2,500 based on current replacement cost must be certified by the unit commander and approved by the region commander. Both commanders should retain a copy of the MFR.

4.18.4. DD Form 1131, *Cash Collection Voucher*: When pecuniary liability is admitted and voluntary reimbursement is made for lost, damaged, or destroyed uniforms, process such payments received to the support base on the DD Form 1131. All payments must be made by a money order, cashier's check, personal check, or certified check. Do not accept cash. The current price of the item lost, damaged, or destroyed must be charged. After the payment is collected, prepare a single DD Form 1131 to reflect the total of these collections. The check should be written for the total cost of the items and made payable to DSSN 3801 or US Treasury at your support base. The reduced quantities must be posted in the WINGS Uniform Tracking System. The DD Form 1131 and check must be mailed or carried to the FSO within 60 days.

4.19. Clothing Suspense and Receipt Documents. Print out and maintain copies of each uniform order placed using the WINGS Uniform Tracking System. These are suspense copies for items on order. When items are received, there will be a DD Form 1348-1A or a Materiel Release Listing in the package. These documents must be maintained for 6 years IAW Federal Acquisition Regulation (FAR) Part 4 guidance.

Section C – General Instructions

4.20. Storage Facilities. The unit commander must ensure storage facilities provided by the institution are adequate. Such facilities must be well lighted, safe, dry, heated, ventilated, and must provide adequate office space, shelving, bins, clothing racks, and cabinets. Use racks, bins, shelves, pallets, cabinets, etc., to ensure items are stored off the floor and segregated by type and size. Storage areas for clothing, equipment, textbooks, administrative supplies, etc., should be large enough to store items without commingling. Windows must be locked or secured to prevent unauthorized entrance. Exterior doors must be fitted with a cylinder or heavy-duty lock for security. Facilities may not be used jointly with any other department of the institution or other government agency. Recommended specifications for a unit with 100 cadets are:

4.20.1. A room approximately 400 square feet (e.g., a room 20 by 20 feet). Racks should be used to hang uniform items.

4.20.2. About 100 square feet of floor space is required for issue and fitting purposes. This space may be within or adjacent to the storage room. When the facility standards listed in

this regulation are not met or the unit is not supported at the same level as other departments, unit commanders should request corrective action from the physical plant manager or other appropriate institutional official.

4.21. Unit Property Custodian (UPC) Transfer. The following actions are required when a change in UPC occurs.

4.21.1. A joint inventory, using WINGS Uniform Tracking System, must be accomplished immediately by the incoming and outgoing UPCs. The outgoing UPC will adjust discrepancies such as shortages and overages as outlined in paragraph 4.15 before transfer of property responsibility. A letter certifying accomplishment of the inventory must be sent to the unit commander (see attachment 7).

4.21.2. Once the inventory is complete, accomplish a property transfer certificate in three copies as shown in Attachment 7. Provide a copy of the transfer certificate to the region commander and the outgoing UPC. The incoming UPC retains the third copy.

4.21.3. Detachments are reminded that uniforms mentioned in Chapter 4 of this instruction are for cadet use only and not authorized for use by any cadre member at any time.

4.21.4. Detachments that are identified as having excess uniforms (paragraph 4.17) will be required to make those excess uniform items available to other detachments that have been determined to have a shortage. The excess uniform items spreadsheet should be sent to HQ AFROTC/DOS for advertisement on the restricted web site. HQ AFROTC/DOS will provide guidance on how to ship items between detachments.

TAMMY M. KNIERIM, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODI 5330.03, *Defense Logistics Agency (DLA) Document Services*, 8 February 2006

DOD 7000.14-R, Vol 5, *Disbursing Policy*, February 2016

DOD 7000.14-R, Vol 12, *Special Accounts, Funds and Programs*, June 2009

AFI 23-101, *Air Force Material Management*, 12 December 2016

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 29 October 2013

AFI 64-102, *Operational Contracting Program*, 9 October 2014

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 September 2011

AFI 23-101, *Air Force Materiel Management*, 5 May 2017

AFMAN 23-122, *Materiel Management Procedures*, 5 May 2017

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-2903_AFROTCSUP, *Dress and Personal Appearance of Air Force Personnel*, 15 May 2015

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 1297, *Temporary Issue Receipt*

AF Form 847, *Recommendation for Change of Publication*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 1131, *Cash Collection Voucher*

DD Form 1348-1A, *Issue Release/Receipt Document*

SF 1034, *Public Voucher for Purchases and Services other than Personal*

Acronyms

AFROTC—Air Force Reserve Officer Training Corps

APECS—All Purpose Environmental Clothing System

AS—Allowance Standard

ABU—Airman Battle Uniform

DAPS—Defense Automation and Production Service

DLADS— Defense Logistics Agency Disposition Services

EAID—Equipment Authorized Inventory Data

EEIC—Elements of Expense Investment Code

FSO—Financial Services Office

GPC—Government-Wide Purchase Card

GSA—General Services Administration

MCSS—Military Clothing Sales Store

MFR—Memo-For Record

PFMR—Project Funds Management Record

POC—Professional Officer Course

PTU—Physical Training Uniform

RDA—Regional Director of Admissions

RPA—Remote Piloted Aircraft

UPC—Unit Property Custodian

Attachment 2

HOST BASES AND THE DETACHMENTS THEY SUPPORT

Table A2.1. Host Bases and the Detachments They Support.

HOST BASE	UNITS SUPPORTED
Barksdale AFB, LA	305, 311
Joint Base Anacostia-Bolling, DC *	130, 330
Buckley ANGB, CO *	105
Cannon AFB, NM	820
Joint Base Charleston, SC	765, 772
Columbus AFB, MS	010, 425, 430
Davis-Monthan AFB, AZ	020
Dover AFB, DE *	128, 720
Joint Base Elmendorf-Richardson, AK *	001
Fairchild AFB, WA *	905
F.E. Warren AFB, WY *	090, 940
Goodfellow AFB, TX	847
Grand Forks AFB, ND *	400, 410, 415, 420, 610
Hanscom AFB, MA *	009, 115, 340, 345, 355, 365, 370, 475, 535, 536, 550, 867
Joint Base Pearl Harbor-Hickam, HI	175
Hill AFB, UT *	850, 855, 860
Holloman AFB, NM	505
Keesler AFB, MS	006, 014, 310, 320, 432
Kirkland AFB, NM *	510
Joint Base San Antonio, TX	842
Joint Base Langley-Eustis, VA *	875, 880, 890
Little Rock AFB, AR *	030, 785
Los Angeles AFB, CA	002, 040, 055, 060, 075
Luke AFB, AZ *	025, 027, 028

MacDill AFB, FL	158
Malmstrom AFB, MT *	450
Maxwell AFB, AL	SE Region, 005, 012, 015, 017, 019, 755, 756, 790*, 800
Joint Base Lewis-McChord, WA *	685, 695, 895, 910
McConnell AFB, KS *	270
Joint Base McGuire-Dix-Lakehurst, NJ *	485, 490, 520, 538, 560, 750, 752
Moody AFB, GA	150, 172
Nellis AFB, NV	004
Patrick AFB, FL	155, 157, 159
Offutt AFB, NE *	250, 255, 465, 470, 780
Pope AFB, NC	605, 607
Joint Base San Antonio, TX	SW Region, 003, 805, 810, 825, 840
Robins AFB, GA	160, 165*
Scott AFB, IL *	190, 195, 205, 207, 218, 442, 925, 930
Seymour Johnson AFB, NC *	585, 590, 595, 600
Shaw AFB, SC	592, 770, 775
Sheppard AFB, TX	835, 845
Tinker AFB, OK *	670, 675
Travis AFB, CA	035, 045, 085, 088
Tyndall AFB, FL	145
USAF Academy, CO	NW Region
Whiteman AFB, MO *	280, 440
Wright-Patterson AFB, OH *	NE Region, 215, 220, 225, 290, 295, 380, 390, 620, 630, 640, 643, 645, 650, 665, 730, 915
*Denotes base where cold weather gear is authorized. If authorized for support base, authorized for Detachments they support.	

Attachment 3

INITIAL UNIFORM ITEMS ISSUE (MALE)

Table A3.1. Initial Uniform Items Issue (Male).

ITEM	QUANTITY ISSUED
AF PTU Jacket	1 (NOTE 5 and 6)
AF PTU Pants	1 (NOTE 5 and 6)
AF PTU Shorts	2 (NOTE 5)
AF PTU T-shirt	2 (NOTE 5)
Aircrew Style Name Patch (if flight suit is worn)	1 (NOTE 3)
Belt Buckle, Chrome	1
Belt, Web, Tan w/ black buckle	1
Belt, Web, Blue w/Chrome Tip	1
Boot, Combat (pair)	1 (NOTE 7)
Cap, Airman Battle Uniform, (ABU)	1 (NOTE 7 and 8)
Cap, Garrison, Officer (w/silver braid)	1
Coat, All Weather	1 (NOTE 1)
Coat, Cold Weather, (Utility Uniform Jacket)	1 (NOTE 2)
Coat, Airman Battle Uniform, (ABU Blouse)	3 (NOTE 7 and 8)
Coat, Service, Officer (w/epaulet)	1
Flight Suit	1 (NOTE 3)
Gloves, Leather, Dress, Black, Unisex (pair)	1
Insignia, ABU Rank (pair)	1 (NOTE 7)
Insignia, Cap, (Prop & Wings)	1
Jacket, Lightweight, Blue	1 (NOTE 1)
Name Tag, Blue, Plastic	2
Name Tag, Silver	1
Name Tape (ABU)	3 (NOTE 8 and 9)
Necktie	1
Parka/APECS	1 (NOTE 4)
Ribbons, Badges, and Cloth Insignias (set)	1
Scarf, Wool, Black	1
Shirt, Blue, Short Sleeve	2
Shirt, Blue, Long Sleeve	2
Shoes, Dress Oxford, Leather, Black (pair)	1
Socks, Cotton/Nylon, Black (pair)	3
Socks, Wool, Green (pair)	3
Trousers, Blue	2
Trousers, Airman Battle Uniform, (ABU Pants)	3 (NOTE 7 and 8)
Undershirt, Cotton, Tan	2 (NOTE 7 and 8)
US Air Force Tape (ABU)	3 (NOTE 7 and 8)

NOTE 1: Issue the all-weather coat OR the lightweight jacket to cadets – NOT BOTH. The unit commander must decide which one will be issued at his/her detachment.

NOTE 2: Where fleece jackets are worn, issue one to each cadet. This item must be turned back in to the uniform custodian before the cadet leaves the program or commissions.

NOTE 3: Issue only to cadets who are authorized. This item must be turned back in to the uniform custodian if the cadet is no longer authorized to wear it or before the cadet leaves the program or commissions. Flight suits are only authorized for cadets categorized as Pilots, Combat Systems Officers, Air Battle Managers, Space and Missile Officers, or Remote Piloted Aircraft Officers.

NOTE 4: The parka/APECS is authorized only for detachments listed in Attachment 6. Fleece jackets must be purchased as a liner for the APECS. Parka/APECS are accountable items and must be turned in prior to PCS/separation/retirement (cadre) or commissioning (cadets). Cadets can NOT purchase the parka/APECS as they can other uniform items.

NOTE 5: Issue to the cadet upon enrollment into ROTC.

NOTE 6: Not a mandatory issue. May be issued at the discretion of the detachment commander. NOTE 7: Issue to the cadet after one semester in ROTC.

NOTE 8: Issue one to the cadet upon enrollment into ROTC. Issue two more to cadets prior to field training. One set must be returned after field training completion.

NOTE 9: Commanders may issue hook and pile (Velcro) Air Force digitized tiger print background with dark blue block lettering in lieu of sewn on.

Attachment 4

INITIAL UNIFORM ITEMS ISSUE (FEMALE)

Table A4.1. Initial Uniform Items Issue (Female).

ITEM	QUANTITY ISSUED
AF PTU Jacket	1 (NOTE 5 and 6)
AF PTU Pants	1 (NOTE 5 and 6)
AF PTU Shorts	2 (NOTE 5)
AF PTU T-shirt	2 (NOTE 5)
Aircrew Style Name Patch (if flight suit is worn)	1 (NOTE 3)
Belt Buckle, Chrome	1
Belt, Web, Tan w/ black buckle	1
Belt, Web, Blue w/Chrome Tip	1
Boot, Combat (pair)	1 (NOTE 7)
Cap, Airman Battle Uniform, (ABU)	1 (NOTE 7)
Cap, Garrison, Officer (w/silver braid)	1
Coat, All Weather	1 (NOTE 1)
Coat, Cold Weather, (Utility Uniform Jacket)	1 (NOTE 2)
Coat, Airman Battle Uniform, (ABU Blouse)	3 (NOTE 8)
Coat, Service, Officer (w/epaulet)	1
Flight Suit	1 (NOTE 3)
Gloves, Leather, Dress, Black, Unisex (pair)	1
Handbag, Vinyl, Black	1
Insignia, ABU Rank (pair)	1 (NOTE 7)
Insignia, Cap, (Prop & Wings)	1
Jacket, Lightweight, Blue	1 (NOTE 1)
Name Tag, Blue, Plastic	2
Name Tag, Silver	1
Name Tape (ABU)	3 (NOTE 8)
Neck Tab	1
Pantyhose	3
Parka/APECS	1 (NOTE 4)
Ribbons, Badges, and Cloth Insignias (set)	1
Scarf, Wool, Black	1
Shirt, Blue, Short Sleeve (Princess Cut or Tuck-in)	2
Shirt, Blue, Long Sleeve (Princess Cut or Tuck-in)	2
Shoes, Dress Oxford, Leather, Black (pair)	1
Shoes, Pump (pair)	1
Skirt, Blue	1
Slacks, Blue	2
Socks, Cotton/Nylon, Black (pair)	3
Socks, Wool, Green (pair)	3
Trousers, Airman Battle Uniform, (ABU Pants)	3 (NOTE 7 and 8)
Undershirt, Cotton, Tan	2 (NOTE 7 and 8)

US Air Force Tape (ABU)	3 (NOTE 7 and 8)
<p>NOTE 1: Issue the all-weather coat OR the lightweight jacket to cadets – NOT BOTH. The unit commander must decide which one will be issued at his/her detachment.</p> <p>NOTE 2: Where fleece jackets are worn, issue one to each cadet. This item must be turned back in to the uniform custodian before the cadet leaves the program or commissions.</p> <p>NOTE 3: Issue only to cadets who are authorized. This item must be turned back in to the uniform custodian if the cadet is no longer authorized to wear it or before the cadet leaves the program or commissions. Flight suits are only authorized for cadets categorized as Pilots, Combat Systems Officers, Air Battle Managers, Space and Missile Officers, or Remote Piloted Aircraft Officers.</p> <p>NOTE 4: The parka/APECS is authorized only for detachments listed in Attachment 6. Fleece jackets must be purchased as a liner for the APECS. Parka/APECS are accountable items and must be turned in prior to PCS/separation/retirement (cadre) or commissioning (cadets). Cadets can NOT purchase the parka/APECS as they can other uniform items.</p> <p>NOTE 5: Issue to the cadet upon enrollment into ROTC.</p> <p>NOTE 6: Not a mandatory issue. May be issued at the discretion of the detachment commander.</p> <p>NOTE 7: Issue to the cadet after one semester in ROTC.</p> <p>NOTE 8: Issue one to the cadet upon enrollment into ROTC. Issue two more to cadets prior to field training. One set must be returned after field training completion.</p> <p>NOTE 9: Unit may issue hook and pile (Velcro) Air Force digitized tiger print background with dark blue block lettering nametapes in lieu of sewn on.</p>	

Attachment 5**UNIFORM ITEMS NOT AVAILABLE FROM WINGS UNIFORM TRACKING SYSTEM**

A5.1. The following items can be purchased from several sources including, but not limited to: MCSS, Vanguard, Ira Green, INC., The Supply Room, Glendale Parade Store, etc.

- A5.1.1. ASNP for Flight Suits
- A5.1.2. Badge, Combat Systems Officer, AFROTC
- A5.1.3. Badge, Nurse, AFROTC
- A5.1.4. Badge, Parachutist, AFROTC
- A5.1.5. Badge, Pilot, AFROTC
- A5.1.6. Badge, Pilot, Solo, AFROTC
- A5.1.7. Badge, Pre-Health, AFROTC
- A5.1.8. Badge, Space and Missile, AFROTC
- A5.1.9. Badge, Air Battle Manager, AFROTC
- A5.1.10. Badge, Cyber, AFROTC
- A5.1.11. Cleaning and alterations
- A5.1.12. Color/Honor Guard uniform items (if funds are available)
- A5.1.13. Garrison Cap, Officer
- A5.1.14. Insignia, Garrison Cap (Prop & Wings)
- A5.1.15. Ladies Pumps
- A5.1.16. Name Tag, Blue
- A5.1.17. Name Tag, Silver
- A5.1.18. Name Tape, ABU
- A5.1.19. Pantyhose
- A5.1.20. Rank Insignia, Metal, ABU

A5.1.21. Ribbons (Field Training DG/SP, Warrior Spirit, Physical Fitness, and Color/Honor Guard)

A5.1.22. Ribbon bars for four or more ribbons

A5.1.23. Service Coat, Officer

A5.1.24. U.S. Air Force Tape

A5.1.25. Beret, Navy Blue

Attachment 6

SAMPLE LETTER CERTIFYING JOINT UNIFORM INVENTORY

Figure A6.1. Sample Letter Certifying Joint Uniform Inventory.

(Letterhead)	(Date)
 MEMORANDUM FOR AFROTC DETACHMENT 123/CC FROM: (RELINQUISHING UPC) SUBJECT: Joint Uniform Inventory 1. We certify that we have personally inventoried all items recorded in WINGS Uniform Tracking System in the possession of AFROTC Detachment 123, and the balances recorded in WINGS Uniform Tracking System are maintained within the above unit and are correct. Attached is a copy of the adjustment documents necessary to correct discrepancies. <div style="text-align: right; margin-right: 100px;">[Signature of Relinquishing UPC] Typed name of Relinquishing UPC</div> <div style="text-align: right; margin-right: 100px;">[Signature of Receiving UPC] Typed name of Receiving UPC</div> 2. Responsible duties of inventory control have been relinquished as of the date of this memorandum. <div style="text-align: right; margin-right: 100px;">[Signature of Relinquishing UPC] Typed name of Relinquishing UPC</div> 1 st Ind., AFROTC Detachment 123/CC TO: (Relinquishing UPC) Approved/Disapproved <div style="text-align: right; margin-right: 100px;">[Signature of Unit Commander] Signature block of Unit Commander</div>	

NOTE: Include copies of Reports of Survey and Cash Collection Vouchers, as applicable.

Attachment 7

SAMPLE OF PROPERTY TRANSFER CERTIFICATE

Figure A7.1. Sample of Property Transfer Certificate.

(Letterhead)		(Date)
MEMORANDUM FOR AFROTC DETACHMENT 123/CC		
FROM: (RELINQUISHING UPC)		
SUBJECT: Property Transfer Certificate Control Number		
<p>1. I certify that the balances shown on the property records maintained with AFROTC Detachment 123, per Control Number (enter control number), dated (date), are correct to the best of my knowledge. The property has been relinquished to the custody of (typed name of receiving UPC), the new receiving UPC as of this date.</p>		
[Signature of Relinquishing UPC] Typed name of Relinquishing UPC		
<p>2. As of this date, I certify that I have received from (typed name of relinquishing UPC) all property pertaining to the above designated unit for which my predecessor was responsible. I now assume responsibility for the property records and the property as procedures prescribe.</p>		
[Signature of Receiving UPC] Typed name of Receiving UPC		
1st Ind., AFROTC Unit 123/CC		
TO: (Relinquishing UPC)		
Approved/Disapproved		
[Signature of Unit Commander] Signature block of Unit Commander		
cc: AFROTC Detachment 456/CC		