

24 MAY 2001



Supply

REQUEST FOR INDIVIDUAL EQUIPMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 944 LSS/LGLS (SMSgt P. Valverde)

Certified by: 944 LG/CC (Col W. Gardner, Jr.)

Pages: 2

Distribution: F

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.

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 two copies 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 two copies of 944 FW Form 7 authorizing purchase.

2.3.3. Keep one copy of form for records and 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, Colonel, USAFR
Commander