



Financial Management

AFROTC UNIFORM COMMUTATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction prescribes procedures and responsibilities of AFROTC units (detachments) in the management of financial operations of the commutation program. It applies to all AFROTC senior units participating in the uniform commutation program.

SUMMARY OF REVISIONS

All references to HQ AFOATS/FMP are changed to AFROTC/CCR; revises para 1.1.3 in its entirety; adds students to attend ROTC (STAR) may be claimed for commutation before they are contracted (para 1.1.6.); adds Non-US citizens legally in the country who are accepted and enrolled by the university may be claimed (para 1.1.7.); changes last sentence concerning computer instructions for military uniform commutation (MUC) (para 1.2.1.); first sentence in para 1.3 was changed to "The unit commander will certify the list of students to be paid prior to..."; deletes last portion of sentence regarding MUC report (para 1.5); changes AFROTCR 400-1 to AFOATSI 23-1001 (para 1.6.); changes Table of Allowance (TA) to Allowance Standard (AS) and add unit commanders may approve retention of uniforms during the summer for special events (para 4.1.5.); adds battle dress uniforms (BDUs) should be issued to AS 100s the second semester and to AS 200s the first semester (para 4.2.2.); deletes a portion of the last sentence pertaining to GMC members attending PDT (para 5.1); deletes "For participants in the PDT..." in its entirety (para 5.2.4.); adds STAR cadets may be claimed for commutation before they are contracted (para 5.3.2.); adds Non-US citizens legally in the country who are accepted and enrolled by the university may be claimed (para 5.3.3.); change to institution furnishing the FT uniform articles will submit the claim (para 6.2.); deletes last sentence pertaining to not including PDT payment request with field training payment request (para 7.2.2.); add guidance on securing aircrew style patches (para 8.3.); deletes para 7.3 since BDUs are issued to GMC cadets; adds if a cadet wants to custom tailor his or her uniform, the uniform may be purchased before commissioning (para 9.1.); adds items to attachments 1, 2, 3, and 4, and adds new attachment 5.

1. Authority - Military Schools. Policy and procedures in paragraphs 1 and 2 apply to uniform commutation operations and payments to cadets at military schools as prescribed by DoD Directive 1215.8, *Senior Reserve Officers Training Corps (ROTC) Program*.

1.1. Commutation Payment Entitlement:

1.1.1. Cadets are entitled to earn annual commutation payments as members of the General Military Course (GMC) and Professional Officer Course (POC) if all eligibility requirements are met. Members claimed must be enrolled and in attendance in AFROTC for a minimum of 60 consecutive days. Cadets who become members after the beginning of the term may be claimed after a minimum of 60 consecutive days of enrollment and attendance even though they may not have been a member during an initial portion of the 60 days.

1.1.2. Total entitlement earned may not exceed the maximum uniform commutation rates approved by the Department of Defense. A copy of university policy (student handbook, catalog, etc.) showing cadet uniform cost and allowances for all students must be furnished to AFROTC/CCR each year not later than 1 October.

★1.1.3. For GMC members, the applicable rate of commutation is earned annually for each member after initial entry into Aerospace Studies (AS) 100 and AS 200. (If a cadet is concurrently enrolled in AS 100 and AS 200, only one annual payment is authorized.) At military schools with mandatory ROTC attendance, the unit commander may establish additional requirements.

1.1.4. For POC members, the applicable rate of commutation is earned annually for each member after initial entry into AS 300 and AS 400. (If a cadet is concurrently enrolled in AS 300 and AS 400, only one annual payment is authorized.) POC members must meet eligibility requirements in AFOATSI 36-2011, *Administration of AFROTC Cadets*.

1.1.5. Conditional students are considered members and may be claimed.

★1.1.6. Students to attend ROTC (STAR) may be claimed for commutation before they are contracted.

★1.1.7. Non-US citizens legally in the country who are accepted and enrolled by the university may be claimed.

1.1.8. Pursuing and special students are not members and commutation may not be claimed for these individuals.

1.1.9. Completed cadets may not be claimed.

1.2. Pay Procedures:

★1.2.1. Payments are processed from transactions transmitted through the Department of Defense (DoD) ROTC Cadet Payment System MUC screen in the AFOATS Pilot Project (APP). Payments will be made through the Defense Finance and Accounting Service (DFAS) by direct deposit. Reference paragraph 2 for instructions on administration of the direct deposit program. Computer instructions for MUC are furnished with APP guidance.

1.2.2. There will be two pay cycles each academic year--a fall pay cycle and a spring pay cycle. AFROTC/CCR will notify units of the exact date to process payment.

★1.3. Payment Certification. The unit commander will certify the list of students to be paid prior to transmitting payments to headquarters AFROTC. The unit commander will sign the final printed copy of the ROTC Uniform Commutation Payment Report when received from AFROTC/CCR to certify the payments were correct.

1.4. Distribution of Commutation Leave and Earning Statements (LES).

1.4.1. LESs will be mailed to the unit and the military member appointed by the unit commander will distribute the LESs to the cadets ensuring LESs are distributed to designated payees.

1.4.2. If checks are received due to incorrect bank information, call AFROTC/RRFPF for guidance.

★1.5. Documentation Requirements. Units must file the certified ROTC Uniform Commutation Payment Report for inspection purposes.

★1.6. Cadet FT Uniforms. The unit will obtain FT uniforms using the issue-in-kind (IIK) uniform system (reference AFOATSI 23-1001, *AFROTC Logistics Procedures*).

2. Administration of the Direct-Deposit-of-Pay Program. Under DoD policy, ROTC cadets are required to participate in the Direct-Deposit-of-Pay Program. *Cadets not presently enrolled must enroll immediately.*

★3. **Authority - Nonmilitary Schools.** Procedures in paragraphs 3 through 13 apply to those institutions and units which elect to receive commutation payments for cadet uniforms in lieu of Air Force-issued clothing. Guidance is for nonmilitary schools and does not pertain to military schools where special uniforms are worn during the academic year. (Reference paragraphs 1 and 2 for information on uniform commutation operations and payments at military schools. Procedures for units using the IIK uniform system are contained in AFROTCI 23-1001.) Commutation is a payment made by the Air Force to an institution for the purpose of acquiring and maintaining authorized uniform articles for cadets enrolled in the AFROTC program. Institutions may spend these funds only for the purpose specified in paragraphs 8 and 12.

4. Responsibilities:

4.1. Institution Responsibilities:

4.1.1. Institutions will assume responsibility for the procurement, receipt, storage, maintenance, issue, and disposition of uniform items through the appointment of a civilian institutional official empowered to perform these functions. Hiring off-duty AFROTC military personnel as assistant uniform custodians is permissible. Such personnel must perform all institution work in off-duty status; however, such employment may not interfere with military duty. AFROTC military personnel employed as assistant uniform custodians may not receive, disburse, or account for uniform commutation funds. Cadets may assume responsibilities of primary uniform custodian.

4.1.2. The institutional custodian initiates all claims for commutation payments according to procedures in paragraph 7.

4.1.3. The institutional official will complete and sign AFROTC Form 1, **Report of Uniform Commutation Fund, RCS: ROT-FMF(A)7101**, as of 30 June each year. Report instructions are contained in paragraph 12. **NOTE:** AFROTC military members assisting institutional custodians are not authorized to sign the AFROTC Form 1.

4.1.4. The institution must maintain records pertaining to the receipt and expenditure (invoices and purchase requisitions, etc.) of all commutation funds to include a copy of the roster of members for whom payment is requested. These records are subject to Air Force audit and inspection.

★4.1.5. Uniforms are issued to AFROTC members according to Allowance Standard (AS) 016, Special Purpose Clothing and Personal Equipment, part D, and other applicable Air Force publications as specified by the unit commander. See AFOATSI 23-1001 to determine the climatic and commutation zones. GMC members may not retain uniforms during summer months unless attending an AFROTC-approved summer program. Unit commanders may approve exceptions to this requirement for recruiting, CAP flying, honor guard and drill team performances or similar activities.

4.2. Unit Commander Responsibilities. Unit commanders must not assume or accept the management responsibility for the commutation system or for any funds derived from the disposition of such uniforms because there exists a serious potential conflict of interest. Unit commanders will not participate in the contractual negotiations for procurement of uniforms, either as an Air Force or an institutional representative. Nevertheless, unit commanders must monitor the institution's commutation program to ensure the institution complies with the formal agreement between the university and AFROTC. Furthermore, unit commanders must assist the institutional official named to manage the commutation program in every way possible short of managing the total program. As a minimum, commanders must:

4.2.1. Ensure the civilian institutional official has been provided a copy of all applicable guidance concerning the commutation program and provide technical guidance to the institution regarding the interpretation of applicable directives and uniform procurement.

★4.2.2. Advise the institutional uniform custodian of the required cadet uniforms. Purchases must not exceed authorizations in attachments 2, 3, and 4. BDUs should be issued to AS 100s the second semester and to AS 200s the first semester.

4.2.3. Review and approve the AFROTC Form 1 prepared by the institution. Review section A, Income and Reconciliation, and section B, Reconciliation of Fund Balance, and compare with university financial statements for mathematical accuracy. Ensure the appropriate institutional official (not a unit member) signs in the block for institutional official and the **unit commander** (not another unit member) **signs** in the block for the unit commander.

4.2.4. Prepare cadet rosters and forward to the institutional custodian to support all vouchers for commutation payment initiated by the institution. Retain rosters at the unit with the file copy of the voucher for audit purposes. Suggested sources for verifying cadets' commutation eligibility status and enrollment in AFROTC are AFROTC Form 20, **Application for AFROTC Membership**, and the class roster.

4.2.5. Review and approve all Standard Forms (SF) 1034, **Public Voucher for Purchases and Services Other Than Personal**, initiated by the institution before forwarding to AFROTC/CCR. Verify payments made to institutions are accurate and reflect the proper amount due. Unit **commander** (not another unit member) **must** sign SFs 1034.

4.2.6. Establish a second level of review in the unit to check compliance with and accuracy of paragraphs 4.2.4. and 4.2.5., to ensure financial records contain only authorized charges, cadet rosters reflect only those cadets for which commutation payments are authorized, and AFROTC Forms 1 and vouchers initiated by the institution reflect accurate data.

4.2.7. Accomplish an annual review to ensure compliance in the areas listed below. Unit commanders must prepare and sign a report verifying the review was accomplished, including listing the procedures used to accomplish the review and the

date the review was completed. Send a copy of the report to the region commander's office not later than 10 September of each year for the previous academic year, and file verifying records in unit files. Unit commanders may not delegate this responsibility to another unit member. As part of the review procedures the unit commander should:

4.2.7.1. Confirm the university has appointed a civilian institutional official as the primary uniform custodian and the primary custodian is performing all required functions.

4.2.7.2. Ascertain military members employed as assistant custodians are not performing any duties involving receiving, disbursing, or accounting for uniform commutation funds and are performing all authorized commutation duties after normal duty hours.

4.2.7.3. Review commutation fund invoices to ensure only authorized items are purchased and commutation funds are used for authorized purposes.

4.2.7.4. Review inventory stock to determine the adequacy of available uniform items based on enrollment figures of the cadet corps to include determining if uniform items are understocked, overstocked, obsolete, or unauthorized. (Perform an annual inventory and document it.)

4.2.7.5. Identify personnel appointed as a second level of review in writing and confirm they have accomplished assigned duties, according to paragraph 4.2.6.

4.2.7.6. Ensure a continuity notebook is established for use by personnel to provide guidance or samples for areas such as: submission procedures for SFs 1034 and AFROTC Forms 1; how to obtain the financial data used to complete the forms; how to safeguard funds and uniforms (such as requirement to lock storage areas, maintain hand receipts, etc.); how to order and pick up uniforms; how to accomplish annual review; etc.

4.3. Region Commander Responsibilities. Region commanders must: monitor actions taken by unit commanders; review the effectiveness of the university commutation program; ensure unit commanders accomplish and record all required actions; determine whether the university is adequately taking responsibility for the uniform commutation program and is performing required duties; accomplish the annual region commander review; and report the results in writing to AFROTC/CCR by 30 September each year for the preceding academic year.

4.4. AFROTC Cadet Responsibilities. Clean uniforms are issued to cadets. ALL CADETS ARE RESPONSIBLE FOR CLEANING UNIFORMS **BEFORE TURN-IN**.

5. Commutation Entitlement - General:

★5.1. Entitlement. The institution earns annual commutation payments based on established rates for GMC and POC members. Questions relating to membership eligibility should be directed to AFROTC/RRFP. Members claimed must be enrolled and in attendance in AFROTC for a minimum of 60 consecutive days. Cadets who become members after the beginning of the term may be claimed after a minimum of 60 consecutive days of enrollment and attendance even though they may not have been a member during an initial portion of the 60 days. The institution also earns commutation payments for members and applicants attending FT sessions.

5.2. Uniform Commutation Rates. Separate letter has published rates currently in effect. The rates are earned as follows:

5.2.1. For GMC members, the applicable rate of commutation is earned annually for each member after initial entry into AS 100 and AS 200. (If a cadet is concurrently enrolled in AS 100 and AS 200, only one annual payment is authorized.)

5.2.2. For POC members, the applicable rate of commutation is earned annually for each member after initial entry into the AS 300 and AS 400. (If a cadet is concurrently enrolled in AS 300 and AS 400, only one annual payment is authorized.)

5.2.3. For FT participants, the applicable rate of commutation is earned for each member or applicant reporting to a 4-week or 5-week FT session whether or not they complete the session. Incompleted cadets who subsequently attend a make-up field-training session may not be claimed a second time.

5.3. Other Considerations:

5.3.1. Conditional students are considered members and may be claimed.

★5.3.2. STAR cadets may be claimed for commutation before they are contracted.

★5.3.3. Non-US citizens legally in the country who are accepted and enrolled by the university may be claimed.

5.3.4. Pursuing and special students are not members and commutation may *not* be claimed for these individuals.

5.3.5. Completed cadets may not be claimed.

5.3.6. Commutation is not earned for cadets attending PDT sessions. The institution may allow cadets to use uniforms in stock for these programs. Cadets must purchase items not provided by the institution.

6. Commutation Entitlement--Transferred or Discontinued Members:

6.1. Transfer of GMC Members. GMC members are not permitted to carry uniforms between institutions. In addition, the gaining institution may not claim commutation for a GMC member if commutation has been paid in that member's behalf to the losing institution.

★6.2. Transfer of Members in the Fall after Summer FT Attendance. The institution furnishing the FT uniform articles will submit a claim for the FT commutation payment.

6.3. Transfer of POC Members. POC members who transfer between institutions will normally transfer with a complete uniform. The losing unit will ensure the records of the transferring member contain a list of uniform items carried to gaining institution. If the uniform is not transferred with the member, the losing institution must furnish a statement to that effect. If both losing and gaining units operate a commutation program and custodians at both units agree, the uniform items of the transferred cadet may be returned to the losing unit or like uniform items may be sent to the losing unit. The annual commutation rate is claimed by the institution furnishing the uniform.

6.4. Discontinued Members. An additional uniform commutation allowance is authorized for members who are readmitted to the POC only if 12 months or more have elapsed since the member was discontinued from the POC.

7. Commutation Payments. Payments may be requested by submitting an SF 1034 to AFROTC/CCR.

7.1. GMC and POC Members:

7.1.1. Institutions may elect to file claims for commutation payments as frequently as desired. However, to minimize the administrative workload, two or three times annually is usually sufficient.

7.1.2. As required, the unit will provide the institution a roster of eligible members for which commutation has been earned. The institution will use this membership roster as the basis for claims.

7.1.3. To request GMC and POC commutation payments, the institution custodian will prepare an SF 1034. The unit commander will review and approve the SF 1034 and forward it to AFROTC/CCR for processing not later than 15 December for cadets who enter the program at the beginning of the academic year. For cadets who enter the program after the beginning of the academic year, submit a supplemental voucher upon completion of 60 consecutive days but no later than 15 May. **NEGATIVE REPLIES ARE REQUIRED.**

7.1.4. Institutions may expect payment approximately 30 days after the SF 1034 is received. Direct inquiries regarding payments to AFROTC/CCR.

7.2. Field Training - 4- and 5-Week Attendees:

7.2.1. The unit will provide the institution a current count, by male and female, of individuals attending a 4- and 5-week summer encampment.

★7.2.2. To request payment for FT commutation, the institutional custodian will prepare an SF 1034. The unit commander will verify and approve the SF 1034 and forward it to AFROTC/CCR for processing not later than 1 September. **NEGATIVE REPLIES ARE REQUIRED.**

7.2.3. Cadets who arrive at FT without all the required articles of clothing will be issued missing items at the FT encampment. When possible, cost of the issued items will be deducted from a subsequent commutation payment.

7.3. Advance Payments:

7.3.1. GMC and POC Advances:

7.3.1.1. After 1 July, institutions may request advance payments for the next academic year, not to exceed 90 percent of the prior year regular commutation entitlement (90 percent of fall and spring entitlements), by submitting an SF 1034 with the "Advance" block checked. Request advances prior to 1 September.

7.3.1.2. Submit a settlement voucher (SF 1034) not later than 15 December. First, compute total gross entitlement, then deduct the advance received to determine the net amount due. AFROTC/CCR will forward an additional payment if the net amount in the settlement voucher shows additional funds are due the institution. Should the settlement voucher indicate the advance payment exceeded the institution's entitlement, refund overpayments by a check made payable to DFAS-LI. **Forward the refund check WITH the settlement voucher (SF 1034) to AFROTC/CCR.**

7.3.2. Field Training - 4- and 5-Week Advances:

7.3.2.1. After 1 March each year, institutions may request advance payments for the coming summer FT, not to exceed the prior year's FT gross entitlement. Submit an SF 1034 with the "Advance" block checked. Request FT advances prior to 15 May.

7.3.2.2. Submit an SF 1034 settlement voucher as soon as the number of cadets "reporting to" FT is known, but no later than 1 September. First, compute total gross entitlement, then deduct the amount of the advance received to determine the net amount due. AFROTC/CCR will forward an additional payment if the net amount in the settlement voucher shows additional funds are due the institution. Should the settlement voucher indicate the advance payment exceeded the institution's entitlement, refund overpayments by check made payable to DFAS-LI. **Forward the refund check WITH the settlement voucher (SF 1034) to AFROTC/CCR.**

8. Commutation Expenditures:

8.1. General Policy. Commutation funds are exclusively for the purchase and maintenance of cadet uniform articles as authorized in attachments 2, 3, and 4. This purchasing authority extends to items required for honor guards, color guards, and drill teams if funds are available after primary cadet uniform requirements are satisfied. Items purchased for honor guard, color guard, or drill team must be approved in AFOATSI 36-2008, AFROTC *Senior Uniforms and Insignia* or AS 016, Part D, Special Purpose Clothing and Personal Equipment. Institutions may not purchase commissioned officer rank insignia or any other optional uniform items. **NOTE:** A list of male GMC and POC uniforms authorized for purchase is at attachment 2. A list of female GMC and POC uniforms authorized for purchase is at attachment 3. A list of male and female uniforms authorized for FT is at attachment 4. Uniforms authorized for GMC/PDT is at attachment 5.

★8.2. Uniform Purchasing Procedures. Institutions may purchase authorized uniform articles from either a military clothing sales store (MCSS) or any commercial source which sells Air Force-approved clothing and insignia. The commutation uniform custodian will maintain **detailed** records to support all commutation expenditures and disbursements. In all transactions, an institutional purchase order must be issued listing all items to be purchased. Institutions will not use the AF Form 656, Clothing Request and Receipt - Male/Female, to purchase uniform items from an MCSS. Uniform purchases should be for uniforms that will be issued during the current year. If you need an advance to purchase uniforms for the upcoming year, you may request it after 1 July. Uniform orders should not be placed in the late spring for the following year's issue except for current FT requirements.

★8.3. Issue of Nursing/Prehealth Badges and Aircrew Style Name Patches (Flight Suits). HQ AFOATS will issue nursing/prehealth badges to eligible cadets. To obtain the badges and patches, send a request letter to HQ AFOATS/SDL listing the names of the cadets that are to receive them. Institutions must purchase aircrew style name patches for the flight suits out of commutation funds.

8.4. Audits and Inspections. All institutional records pertaining to the receipt and expenditure of commutation funds are subject to Air Force audit and periodic inspection by Air Force personnel. Institutions must be responsive to any Inspector General or audit recommendations.

9. Excess Uniform Disposition:

★9.1. Individuals to Whom Items May be Sold. Uniform items may be sold to cadets upon graduation or commissioning, to anyone authorized to wear the United States Air Force uniform, or to persons unauthorized to wear the United States Air Force uniform if all Air Force distinguishing items (such as buttons) are removed. If a cadet wants to custom tailor his or her uniform, the uniform may be purchased before commissioning.

9.2. Items That May Be Sold:

9.2.1. New (phased out) and unused uniform items excess to institutional requirements may not be sold for less than the original purchase price unless a waiver is granted by AFROTC/CCR. The institution must return receipts derived from such sales to the unexpended uniform commutation fund.

9.2.2. Used uniform items (excluding parkas) may be sold to POC cadets upon graduation or commissioning. Recommend cadets not be charged for expendable items such as shoes, boots, socks, gloves, tee shirts, and caps. If uniforms are sold to graduating seniors, the institution will establish the sale price. Fifty percent (50%) of the proceeds will be deposited into the unexpended uniform commutation fund. The other 50 percent may be deposited into the uniform resale account. (See paragraph 10.) File documentation on the total amount sold to graduating cadets with uniform commutation records. Return serviceable POC uniform items, not purchased by POC cadets upon graduation or commissioning, back into uniform stock for reissue.

9.3. Cadet Uniform Deposits. If the university requires a cadet to make a uniform deposit and if for some reason this deposit is forfeited by the cadet, the institution must deposit these funds into the unexpended uniform commutation fund. The institution may not place funds from forfeited deposit money into the uniform resale fund.

10. Uniform Resale Fund. Fifty percent (50%) of the proceeds derived from the sale of used uniform items may be deposited in a separate account from uniform commutation funds. These proceeds are considered institutional funds and the accounts should be maintained entirely separate. These funds are not Air Force funds and are not subject to Air Force audit and inspection. When mutually agreed to by the institution and unit commander, the institution may use uniform resale funds to benefit a part of or the overall AFROTC program and cadet corps. If the institution does agree to such use of these funds, care must be taken by the unit commander to see that their use does not violate the intent of the DoD Joint Ethics Regulation. Do not use funds to buy gifts for unit personnel or to personally benefit unit personnel.

11. Conversion of the Uniform System. Institutions desiring to change from the IIK to the uniform commutation system (or vice versa) will submit a written request to the unit commander. The unit commander will forward the written request to HQ AFOATS/CX through the region commander with an information copy to AFROTC/CCR and HQ AFOATS/SDL. Effect conversions during the summer months between academic years.

11.1. When an institution reverts to the IIK system, uniform inventories on hand at the effective date of change revert to the government. All unexpended funds are returned to the government.

11.2. Upon conversion to the uniform commutation system, the institution may purchase serviceable used uniforms at 50 percent of the list price of each item. New items must be purchased at current list price. (Obtain current prices from HQ AFOATS/SDL.) Payment may be made at the time of purchase, or over a 3-year period, with the initial payment due 1 year from purchase date. If the 3-year installment method of payment is elected, a minimum of one-third is required for each payment. Forward a closing inventory to HQ AFOATS/SDL listing all new and used items separately, including insignia.

12. Annual Report on Uniform Commutation Fund (RCS: ROT-FMF(A)7101). An analysis of uniform commutation funds is required as of 30 June each year from institutions receiving GMC, POC, and FT commutation funds. Institutions receiving standard rates will submit the AFROTC Form 1 along with a university financial statement as of 30 June, verifying the financial data reported on the AFROTC Form 1. After signature of the institutional official and approval by the unit commander, forward the original completed report to arrive at AFROTC/CCR not later than 31 August. Return unexpended funds in excess of limitations contained in section C of the report, by check, payable to DFAS-LI. **Forward the check to AFROTC/CCR with the annual report.** The following information on completing the report is in addition to instructions printed on the back of AFROTC Form 1.

12.1. Complete section A by making entries and performing computations per instructions included on the AFROTC Form 1. Additional instructions are:

12.1.1. Gross Entitlement (Section A, Income Reconciliation, Line 1). Include only payments for prior-year summer FT, GMC PDT, fall entitlement, and spring entitlement received before 30 June. Advances received for current-year FT are annotated in section B, Reconciliation of Fund Balance, line 5, on the AFROTC Form 1, and are for balancing purposes only. (Current-year FT advances and settlement entitlements will be reflected on the next annual report.)

12.1.2. Procurement of Uniforms and Related Items (Section A, Expense Reconciliation, Line 1). List cost expended for approved standard uniform items. Commitments or obligations relating to new academic year procurement may not be included. Include only items already paid for by 30 June.

12.1.3. Salary for Custodial Services (Section A, Expense Reconciliation, Line 2). The sum of 15 percent of GMC entitlement, POC entitlement, FT entitlement, and GMC PDT, (summer of 1999 last time to claim GMC PDT), is the maximum amount authorized to expend from the commutation fund for payment to institutional employees for custodial services. The university establishes the rate of pay for custodial services. If the total annual amount exceeds the formula, then the university is responsible for the difference. If the total annual amount paid is less than the formula, then only the lesser amount may be claimed.

12.1.4. Uniform Maintenance (Section A, Expense Reconciliation, Line 3). This expenditure is defined as renovation, sizing, alterations, laundry, and dry-cleaning. **NOTE:** Laundry and dry-cleaning expense for issued uniforms is the responsibility of cadets (reference paragraph 4.4.).

12.1.5. Other Expenses (Section A, Expense Reconciliation, Line 4). List miscellaneous allowable costs related to receipt, storage, and issue of uniforms (not listed elsewhere on the form) in the space provided under line 4. Some examples of allowable expenditures are: cost of long distance telephone calls, postage, storage bags, travel, hazard insurance, etc., related specifically to the uniform commutation program. (In order to claim cost of hazard insurance as a commutation expenditure, the coverage must be identifiable as specifically pertaining to uniform commutation. The cost of general hazard insurance coverage for the institution may not be prorated.) **NOTE:** Examples of expenditures not allowable for inclusion are monthly fixed charges for phones, procurement of office or other specialized equipment, custodial comfort items, renovation of storage facilities, and repair of institution-owned equipment.

12.2. Complete sections B and C by making entries and performing calculations per instructions included on the back of the AFROTC Form 1.

13. Close-out Procedures Upon Unit Disestablishment. When a unit is deactivated, a terminal report on the uniform commutation fund must be prepared. All unexpended funds must be returned to the Air Force in the amount reflected in section B, line 6, of the terminal report. All uniform items, new and used, may be disposed of by sale to authorized individuals, or by sale or donation to a commutation unit. (If a unit using the IIK system requests donated uniforms, call HQ AFROTC/CCR for guidance.) The requirement to sell new or unused uniforms at full price is waived. Total proceeds from the sale of all uniforms, new or used, will be deposited into the unexpended uniform commutation account. Upon unit closure, new or serviceable uniforms revert back to the Air Force.

ROBERT C. LEWIS, JR., Lt Col, USAF
Chief, Communications Branch

Attachments:

- ★1. Glossary of References and Supporting Information
- ★2. Male Uniforms Authorized for Purchase
- ★3. Female Uniforms Authorized for Purchase
- ★4. Uniforms Authorized for Field Training
- ★5. Uniforms Authorized for GMC-PDT

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 1215.8, *Senior Reserve Officers Training Corps (ROTC) Program*.

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFOATSI 36-2008, *AFROTC Senior Uniforms and Insignia*

AFOATSI 36-2011, *Administration of AFROTC Cadets*

★AFOATSI 23-1001, *AFROTC Logistics Procedures*

Forms

SF 1034, **Public Voucher for Purchases and Services Other Than Personal**

AFROTC Form 1, **Report of Uniform Commutation Fund**

AFROTC Form 20, **Application for AFROTC Membership**

Acronyms and Abbreviations

AFI – Air Force instruction

AFOATS – Air Force Officer Accession and Training Schools

AFOATSI – Air Force Officer Accession and Training Schools Instruction

AFOQT – Air Force Officer Qualifications Test

AFROTC – Air Force Reserve Officer Training Corps

AFROTCI – Air Force Reserve Officer Training Corps Instruction

AFROTCR – Air Force Reserve Officer Training Corps Regulation

★**APP** – AFOATS Pilot Project

AS – Aerospace Studies

★**BDUs** – Battle Dress Uniform

DFAS – Defense Finance and Accounting Service

DoD – Department of Defense

Etc. – Etcetera

Acronyms and Abbreviations (Continued):

FT – Field Training

GMC – General Military Course

IIK – Issue-in-Kind

LES – Leave and Earning Statement

MCSS – Military Clothing Sales Store

MUC – Military Uniform Commutation (Military Schools Only)

PDT – Professional Development Training

POC - Professional Officer Course

SF – Standard Form

***STAR** – Students to Attend ROTC

Attachment 2
*** MALE UNIFORMS AUTHORIZED FOR PURCHASE**
(Does Not Include Field Training Uniforms)

<i>ITEM</i>	<i>Quantity Authorized</i>	
	<i>GMC</i>	<i>POC</i>
Aircrew Style Name Patches – see paragraph 8.3.		
Belt, Web, Blue, Black Clip	1	1
Belt, Web, Blue, Chrome Clip	1	1
Boot, Combat	1	1
Buckle, Black	1	1
Buckle, Chrome	1	1
Cap, Camouflage (BDU)	1	1
Cap, Garrison, w/Braid, Shade 1620	1	1
* Coat, All Weather	1	1
Coat, Camouflage, Hot Weather (Blouse)	1	1
** Coat, Poly Wool Trop, AF Shade 1620, w/epaulet	1	1
Gloves, Leather, Dress, Black, Unisex	1	1
Insignia, BDU Rank, Set	1	1
Insignia, Cap, AFROTC Personnel (POC)	0	2
Insignia, Cap, Basic (GMC)	2	0
Insignia, Ribbon Set, GMC	1	0
Insignia, Ribbon Set, POC	0	1
* Jacket, Poly/wl, Gabardine, Blue, AF Shade 1605 with removable liner	1	1
Name Tag, Blue, Plastic	2	2
Name Tape (BDU)	1	1
Necktie, Shade 1622	1	1
*** Parka	1	1
Scarf, Wool, Gray	1	1
Shirt, Blue, Short SL, Shade 1550	2	2
Shirt, Blue, Long SL, Shade 1550		1 2
Shoes, Dress Oxford, Leather, Black	1	1
Socks, Ctn Nylon, Black	2	4
Socks, Wool, Black	2	2
Trousers, Camouflage, Hot Weather	1	1
Trousers, Poly Wool Trop, AF Shade 1620	2	2
Undershirt, Cotton, Brown	3	3
US Air Force Name Tape	1	1

* The all-weather coat **or** lightweight jacket may be issued to cadets, but not both. The unit commander must decide which one will be issued. The lightweight jacket may be phased in when all-weather coats are no longer wearable.

** Ensure stock number used is for 1620 service coat **with epaulet**. If stock number is unavailable, specify “Officer” as part of description when ordering.

*** Parka authorized only for Dets 225, 400, 410, 415, 420, 450, 535, 610, 780, 925, 925A, and 940.

NOTE 1: Unit commanders may use discretion when issuing authorized items. If authorized items are not issued, documentation must be on file to support the decision not to issue these items.

NOTE 2: Air Force shade 1608 uniforms may not be worn after 1 September 2000.

REMARKS: Units will not purchase higher priced commercial items when authorized items are available at MCSS.

Attachment 3
*** FEMALE UNIFORMS AUTHORIZED FOR PURCHASE**
(Does Not Include Field Training Uniforms)

<i>ITEM</i>	<i>Quantity Authorized</i>	
	<i>GMC</i>	<i>POC</i>
Aircrew Style Name Patches – see paragraph 8-3		
Belt, Web, Blue, Black Clip	1	1
Belt, Web, Blue, Chrome	1	1
Boot, Combat	1	1
Buckle, Black	1	1
Buckle, Chrome	1	1
Cap, Camouflage (BDU)	1	1
Cap, Garrison, w/Braid, Shade 1620	1	1
* Coat, All Weather	1	1
Coat, Camouflage, Hot Weather	1	1
** Coat, Poly Wool Trop, AF Shade 1620, w/epaulet	1	1
Gloves, Leather, Dress, Black, Unisex	1	1
Handbag, Vinyl, Black	1	1
Hose, Panty	4	4
Insignia, BDU Rank, Set	1	1
Insignia, Cap, AFROTC Personnel (POC)	0	2
Insignia, Cap, Basic (GMC)	2	0
Insignia, Ribbon Set, GMC	1	0
Insignia, Ribbon Set, POC	0	1
* Jacket, Poly/wl, Gabardine, Blue, AF Shade 1605 w/removable liner	1	1
Name Tape (BDU)	1	1
Name Tag, Blue, Plastic	2	2
Neck Tab, Shade 1622	1	2
*** Parka	1	1
Scarf, Wool, Gray	1	1
Shirt, Overblouse (or tuck-in), Short SL, Shade 1550	2	2
Shirt, Overblouse (or tuck-in), Long SL, Shade	1	2
Shoes, Dress Oxford, Leather, Black	1	1
Shoes, Pump	1	1
Skirt, Poly Wool, Blue, Shade 1620	1	1
Slacks, Poly Wool, Blue, Shade 1620	2	2
Socks, Ctn, Nylon, Black	2	4
Socks, Wool, Black	2	2
Trousers, Camouflage, Hot Weather	1	1
Undershirt, Cotton, Brown	3	3
US Air Force Name Tape	1	1

* The all-weather coat *or* lightweight jacket may be issued to cadets, but not both. The unit commander must decide which one will be issued. The lightweight jacket will be phased in when all-weather coats are no longer wearable.

** Ensure stock number used is for 1620 service coat **with** epaulet. If stock number is unavailable, specify “Officer” as part of description when ordering.

*** Parka authorized only for Dets 225, 400, 410, 415, 420, 450, 535, 610, 780, 925, 925A, and 940.

NOTE 1: Unit commanders may use discretion when issuing authorized items. If authorized items are not issued, documentation must be on file to support the decision not to issue these items.

NOTE 2: Air Force shade 1608 uniforms may not be worn after 1 September 2000.

REMARKS: Units will not purchase higher priced commercial items when authorized items are available at MCSS.

Attachment 4
*** UNIFORMS AUTHORIZED FOR FIELD TRAINING**

<i>ITEM</i>	<i>Quantity Authorized</i>	
	<i>MALE</i>	<i>FEMALE</i>
Belt, Web, Blue, Black Clip	1	1
Belt, Web, Blue	1	1
Boot, Combat	1	1
Buckle, Black	1	1
Buckle, Chrome	1	1
Cap, Camouflage (BDU)	1	1
Cap, Garrison, w/Braid, Shade 1620	1	1
Coat, Camouflage, Hot Weather (Blouse)	2	2
Handbag, Vinyl, Black	0	1
Hose, Panty	0	3
Insignia, GMC	2	2
Insignia, POC	2	2
Name Tape (BDU)	2	2
Name Tag, Blue, Plastic	2	2
Neck Tab, Shade 1622	0	3
Necktie, Shade 1622	1	0
Shirt, Blue, Short SL, Shade 1550	3	0
Shirt, Overblouse (or tuck-in), Short SL, Shade 1550	0	3
Shoes, Dress Oxford, Leather, Black	1	1
Skirt, Poly Wool, Blue, Shade 1620		0 1
Slacks, Poly Wool, Blue, Shade 1620	0	3
Socks, Ctn Nylon, Black	3	3
Socks, Wool, Black	2	2
Trousers, Camouflage, Hot Weather	2	2
Trousers, Poly Wool Trop, AF Shade 1620	3	0
Undershirt, Cotton, Brown	3	3
US Air Force Name Tape	2	2

ISSUED AT FIELD TRAINING (See Note)

Cap, Baseball	1	1
Athletic T-Shirt	2	2
Athletic Shorts	2	2
Field Jacket	1	1
Gloves	1	1

NOTE: *Items* issued to cadets at FT are procured with issue-in-kind funds.

REMARKS: Units will not purchase higher priced commercial items when issue items are available at MCSS.

Attachment 5
*** UNIFORMS AUTHORIZED FOR GMC/PDT**

<i>ITEM</i>	<i>Quantity Authorized</i>	
	<i>MALE</i>	<i>FEMALE</i>
Belt, Web, Blue, Black Clip	1	1
Boot, Combat	1	1
Buckle, Black	1	1
Cap, Camouflage (BDU)	1	1
Coat, Camouflage, Hot Weather (Blouse)	2	2
Insignia, GMC	2	2
Name Tape, (BDU)	2	2
Socks, Wool, Black	2	2
Trousers, Camouflage, Hot Weather	2	2
Undershirt, Cotton, Brown	3	3
US Air Force Name Tape	2	2

NOTE: Uniform items should be turned in upon completion of the programs.

REMARKS: Units will not purchase higher priced commercial items when issue items are available at MCSS.