

Enlisted Individual Reservists

Enlisted Individual Reservists are eligible for uniform replacements per AFI 23-101 section 11.14 under the Fair Wear and Tear (FWT) Replacement, once every 3 years, for issue items only. AFRC/FM processes Enlisted Uniform requests. After funds are allocated, ARPC/FM orders the uniform items from KYLOC. KYLOC mails uniforms to members address listed on AF Form 656. Submit the clothing request via the following process.

- Complete the required documentation
 - AF Form 656 (DO NOT SIGN YET)
 - Provide your DOD ID number instead of SSAN
 - Provide your ETS date in the ETS Block
 - Provide the size you require in the “Sold” column on the form for each item
 - Provide your physical mailing address on the form in the empty cells underneath “Maternity Shirt” in the bottom right
 - IR Uniform Replacement Agreement
 - Sign the “IR Uniform Clothing Agreement”
- Submit request and documents (e.g. incident) via myPers
 - Click on the “Contact Us” link on the left hand corner of the myPers homepage.
 - Click “E-mail the myPers – Total Force Service Center” link in the middle of the page.
 - In the Component dropdown menu, select “Air Reserve”
 - In the next cell, select select “Enlisted”
 - In the Category dropdown menu, select “Compensation”
 - In the Subject window, type “Uniform Replacement”
 - In the Question window, type “Request IMA Uniform Replacement”
 - Attach Documents
 - Completed AF Form 656
 - Signed IR Uniform Clothing Agreement

Once member receives the uniform items, they are responsible for signing and submitting original AF Form 656 back to ARPC/FM via the original MyPers incident. Past Incidents are located by clicking on “Incidents/Messages” located on the top right corner of the myPers home page.