

MEMORANDUM FOR: **HQ RIO/IC**

FROM: Name/Rank/CAC DOD ID Number

SUBJECT: Request for Uniform Replacement Agreement

1. I am requesting uniform replacement and per AFRCI 23-101, Materiel Management of Uniforms, paragraph 11, I understand the following:
 - a. Initial issue uniform replacement is authorized for Fair Wear and Tear (FWT) every three years. All requests prior to three years will be at my own expense or require further justification and approval prior to submitting request. I will be responsible for reimbursement of all costs which do not meet these requirements
 - b. I understand I am not eligible for new uniform items within 180 days prior to separation without unit commander approval.
 - c. I understand I must sign confirming receipt of clothing items and return the AF Form 656 and shipping receipt to the HQ RIO IC within 30 days of receipt of clothing.
 - d. I agree I will not dispose of uniforms by sale, gift, loan, barter, or pledge to unauthorized personnel.
 - e. I understand cold weather gear, including the sage fleece jacket and any other uniforms which were not part of the initial issue are not authorized under the Uniform Replacement Program for Air Force Reserve Members.

2. I am requesting my clothing mailed to address below:

Address:

MEMBERS SIGNATURE