



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND



MEMORANDUM FOR COMMANDERS AND DIRECTORS

FROM: HQ AFRC/FM
555 Robins Pkwy, Suite 250
Robins AFB GA 31098-2005

SUBJECT: Air Force Policy Memorandum 23-003, *Air Force Reserve Funding Procedures for Mobilization Deployment Gear Procurement*

1. Procurement of funds for deployment gear through ACC/FM and AMC/FM for Contingency Operations gear has gone through an unpublished process change. This memorandum is set to mitigate delays in acquiring funds and deployment gear.
2. Overseas Operation Costs (OOC), formerly known as OCO, were funded via Title IX in the annual defense appropriation bill. FY2022 marked the transfer of all OOC costs to baseline dollars for the DoD.
3. Per AFI 10-402, *Mobilization Planning*, there are several key factors to consider before purchasing deployment gear for Reserve deployers.
 - a. Reserve appropriations (3700 and 3740) will never be used for purchasing equipment for contingency operations. Home station equipment can/will be used for deployments. i.e. B-bags, PPE.
 - b. All costs associated with Reserve involvement in any type of Active Duty mission, must be funded by Active Duty appropriations (3500 and 3400). These costs include, but are not limited to: Personnel Salaries, TDY travel/per diem, Supplies/Equipment, Uniforms, and Medical Services.
4. The Mobilization Deployment Procurement process for acquiring gear for deploying individual members will consist of the following:
 - a. OOC cardholders will verify with Materiel Management flight first to verify asset availability before purchasing anything from government approved vendors. Materiel Management flight may use project code 9GJ and order priority 02 in ILS-S system for short notice tasks.
 - b. OOC cardholders will not use OOC Funds for purchases not listed in Line Remarks and Reporting Instructions. Unit funds will be utilized for the purchase of these items.
 - c. Materiel Management flight will issue the available assets to the deployer at home station. If items are not available, the UDM will place unavailable assets on Deployment Clothing Request Form.
 - d. Funding requests will flow through the respective SharePoint for ACC/AMC.
 - e. Funding will only be requested for items listed in the Reporting Instructions (RI) and Line Remarks (LR) that are outside of Home Station (HS) UTC and AFSC PPE requirements.

- f. Commander's AO will audit, validate, sign, and submit all substantiating documents in accordance with established Tasking MAJCOM funding requirement guidance to AFRC Wing Financial Management (FM) for coordination of funds control.
 - g. FM will notify AO and OOC cardholder of approved/disapproved funding. If funds are disapproved, FM will provide rationale as to why.
 - h. UDMs and the Commander's AO will work together to correct Funding Document issues. Commander's AO will resubmit Funding Document to FM.
 - i. Once FM loads funding, OOC cardholder will purchase assets based on authorized items on the approved Funding Document.
 - j. Items listed on RI as optional that are not mandated can be purchased by the Wing but will not be reimbursed by AFRC nor ACC/AMC. Those items can only be purchased using 3740 for Organizational Supplies and Equipment. Organizational Clothing per optional RI, if required, Commander must put in writing the justification for the uniform or clothing necessitating the expenditure of the appropriated RPA funds 721.19 Officer and Enlisted, 722.19 Individual Mobilization Augmentee (IMA) members. (DAFMAN 65-605 V1, Para. 11.14).
 - k. Members will have four complete sets of uniforms and two sets of boots. Remaining 2 sets past initial issue (per AFI 36-3012) will process through the respective ACC/AMC process. Requests will only be made for mobilized members assigned to a ULN.
5. The AFRC points of contact for this matter are Mr. Jeremy Swisher, HQ AFR/FMAI and Ms. Stephanie J. Smith, HQ AFRC/A4RX.

SHANNON D. THOMPSON
Colonel, USAF
Director, Financial Management and Comptroller

1st Ind, HQ AFRC/A4

MEMORANDUM FOR HQ AFRC/FM

Concur / ~~Non-concur~~

STACEY L. SCARISBRICK
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