

OFFICER'S UNIFORM AND EQUIPMENT ALLOWANCES

1.0 REFERENCES

The provisions for the Officer's Clothing Allowance are found in A.R.S. U26-157, AR 670-1, and AFR 35-10.

2.0 PURPOSE

The purpose of this regulation is to prescribe the policies and procedures for the administration of Air and Army National Guard Officer's Uniform and Equipment Allowances.

3.0 GENERAL

All officers and warrant officers federally recognized in the National Guard of the United States and Arizona are entitled to Officer's Equipment and Uniform Allowances.

4.0 ENTITLEMENT

4.1 Initial Allowance

Upon Initial Appointment when awarded federal recognition, Officers and Warrant Officers are entitled to \$75 for purchase of uniforms and equipment required by The Adjutant General of Arizona. There are no dual entitlements of an initial allowance.

4.2 Yearly Allowance

All officers and warrant officers shall be uniformed and equipped in a manner approved by The Adjutant General of Arizona. While holding a commission in the active National Guard of Arizona, they shall be entitled to a maximum reimbursement of \$60 on each anniversary of federal recognition. No officer or warrant officer shall receive more money than he/she expended during the preceding year. When an officer or warrant officer expends more than the initial \$75 allowed and \$60 thereafter in any one year, the excess may be included in the vouchers for the succeeding year.

4.3 Discontinuation of Allowance

The allowance for National Guard officers and warrant officers shall cease if the National Guard is called into service of the United States.

4.4 Shortage of Funds

In the event funds should not be available, only the initial appointment allowances will be available.

5.0 CLAIM PROCEDURE

5.1 Notice of Eligibility

The Adjutant General will notify each officer and warrant officer in advance of their federal recognition anniversary date to submit to the Comptroller's Office (DEMA-RMD) the itemized invoices to claim the annual clothing and equipment allowance. Claims must be made within 45 days of notification.

5.2 Application

Upon receipt of notice of application date, the officer will submit the claim completing the information on the notice of eligibility (Appendix 1) and attaching all applicable itemized receipts. This will be sent to DEMA-RMD.

5.3 Excess Expenditures

Expenditures in excess of the annual allowance must be claimed within the year in which they occur. The Comptroller's Office will maintain a record to account for all carry-over balances from the previous year.

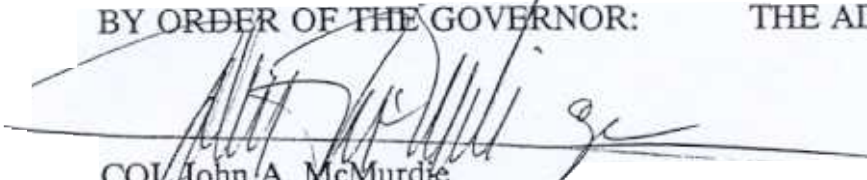
6.0 AUTHORIZED EXPENDITURES

Reimbursements are authorized only for uniform items authorized to the officer according to duty assignment for the personal use of the officer.

Special items, such as field gear, are authorized only when required by the commander, in writing, and when not available through the supply system.

BY ORDER OF THE GOVERNOR:

THE ADJUTANT GENERAL



COL John A. McMurdie
Resource Manager

SUBJECT: Officers' Initial Uniform Allowance

1. You have received federal recognition, effective _____ from the National Guard Bureau, which entitles you to an **INITIAL** uniform allowance of \$75 from the State of Arizona.
2. In order to receive this allowance, you must make purchases of authorized uniform items. (See list below for example items that are not reimbursable) You will be reimbursed for the amount you have spent up to the \$75 allowed.
3. Please follow these instructions to submit a request for reimbursement.
 - a. Check your address shown above and correct if necessary.
 - b. All receipts must be **ITEMIZED** (meaning each amount must be accompanied by a description) or they will be returned. Receipts must be signed by claimant. **RECEIPTS NOT ITEMIZED WILL BE REJECTED.**
 - c. The following types of items are not reimbursable:

cleaning	luggage	watches	
polish	jewelry	knives	
shaving kits	phone calls	flashlights	
sunglasses	hat cheaters	alterations	
shipping/handling	desk name plates	eye glasses	repair
combs and brushes	laundry bags	attache cases	
 - d. Sign and date the following certification: I CERTIFY that the uniform items for which reimbursement is being requested are for my use and that I am currently a commissioned officer and active member of the Arizona National Guard.

Signature

Date

4. Return this letter and all itemized receipts to:

Arizona Division of Military Affairs
Attention: DEMA-RMD
5636 East McDowell Road
Phoenix, AZ 85008-3495
(602) 267-2760