



**COLORADO AIR NATIONAL GUARD
140TH WING
BUCKLEY AIR FORCE BASE COLORADO**

11 September 2018

MEMORANDUM FOR 140 WG PERSONNEL

FROM: 140 LRS/CC

SUBJECT: 140 LRS Virtual Clothing Store plan for Ordering, Issuing and Receiving Turn-ins

1. All Clothing Order forms will be on the LRS Clothing SharePoint.
 - a. Customers can access the SharePoint and download the form
 - b. Fill out and get digital signatures
 - c. Email order form to the Clothing Mailbox: usaf.co.140-msg.mbx.lrs-clothing-and-mobility@mail.mil
 - d. (Work around) If the SharePoint is down the Clothing Section and the CSS enterprise will have a copy of each Clothing form that can be e-mailed to any customer.
2. What if customers need to be sized for Clothing? Clothing sizing will be a self-service area.
 - a. Clothing Store will be walled off and customers can come and go as they please Tuesday-Friday 0700-1600 and Drill Weekends 0800-1500. "Self-service area".
 - b. Customers will have access to try on items to capture their own sizes
3. Delivery of Clothing items when they come in
 - a. They will all be processed through LRS.
 - b. We will have an appointment letter template for each Squadron to assign 3 names as members authorized to sign for clothing for their respective squadron.
 - c. P & D will deliver to CSSM in 801 for customers daily.
 - d. All non-801 delivers will be delivered once a month Saturday of Drill by P&D utilizing the appointment letters provided by squadrons.
4. Turn-in Process
 - a. There will be bins for clothing returns in CSSM and the Self Service try on area in Building 841.
 - b. There will be instructions posted on wall so the members knows what to do when turning in Clothing items.
 - c. LRS will sort and ship turned in Clothing items to DRMO.
5. LRS will take Clothing Customers for emergency buys and last minute Deployments/Schools by appointment.

6. If you have any questions in reference to this memorandum, please make contact with TSgt Joel Hanson at 847-9778 or MSgt Darin Belair at 847-9775.

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