

**Logistics**

# **Issue and Sale of Personal Clothing**

**Headquarters  
Department of the Army  
Washington, DC  
18 November 2004**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 700-84

Issue and Sale of Personal Clothing

Specifically, this major revision, dated 18 November 2004--

- o Renames Weapon Systems Manager for Clothing and Services to Clothing and Services Office. Also changes address from Fort Lee, VA, to Natick, MA, throughout the regulation.
- o Changes the name of the Director of Transportation and Troop Support to the Director of Sustainment, Office of the Deputy Chief of Staff, G-4 throughout the regulation.
- o Establishes the Clothing and Service Office as a part of the new command called U.S. Army Soldier and Biological Chemical Command throughout the regulation.
- o Renames the Army Clothing and Equipment Board to the Army Uniform Board throughout the regulation.
- o Delegates to the Chief, National Guard Bureau the responsibilities to establish and disseminate procedural guidance for operation of central clothing distribution systems (para 1-4d).
- o Changes the duffel bag marking to the last four numbers of the social security number (para 1-8d).
- o Provides guidance on how to submit Quality Deficiency Reports electronically (para 2-6).
- o Adds requirement that requests for approval to place organizational clothing and individual equipment in clothing sales stores must contain the estimated dollar value of initial stockage (para 2-7b).
- o Gives commanders authorization to use the Government-wide purchase card for Department of the Army civilians to purchase selected items in Army military clothing sale stores (para 3-1m).
- o Adds Army Reserve Officers Training Corps contract cadets and faculty members of institutions hosting corps of Army cadets as authorized patrons (para 3-1n).
- o Adds veterans who served honorably in time of war or conflict as authorized patrons and provides guidance for veterans purchasing specific uniform items authorized for active duty from the Army military clothing sale stores (paras 3-1p and 3-3k).
- o Covers pricing for contract operations performing alterations (para 3-4b).

- Establishes new exchange policy for defective Defense Supply Center Philadelphia items at Army military clothing sale stores (para 3-5c(1)(a)).
- Eliminates the use of SF 1034 (Public Voucher for Purchases and Services Other than Personal) by civilians for purchasing camouflage uniforms (para 3-7).
- Establishes mail order procedures for persons authorized to buy from Army military clothing sale stores (para 3-12).
- Eliminates the use of cash payments (SF 1034) for maternity uniforms (para 4-9).
- Provides new instructions for the preparation and filing of DA Form 3078 (Personal Clothing Request) (para 3-1).
- Clarifies the issue and attachment of insignias (para 5-5).
- Imposes requirement that Army National Guard of the United States/Army National Guard soldiers attend initial active duty for training report with all previously issued uniforms. This replaces the previous requirement to turn uniforms in for storage to Army National Guard unit supply personnel before reporting to initial active duty for training (paras 5-6c and d).
- Clarifies Defense Logistics Agency ownership of clothing initial issue point inventory and United States Army Training Doctrine Command's overall management for clothing initial issue point inventory operations (para 6-2).
- Authorizes Army National Guard of the United States/Army National Guard units to use automated procedures to order special measurement clothing (para 7-2).
- Updates policy for a civilian clothing allowance request to be submitted by losing or gaining major Army commands (paras 8-1 to 8-6).
- Changes address for authorized points of contact at major Army command level (table 8-1).
- Changes purchase limitations on maternity uniforms for Army Senior Reserve Officers Training corps female (SROTC/F) cadets (para 9-1d).
- Changes address for special measurement shoe requisitions (para 9-6d).
- Clarifies property book accounting on clothing for Reserve Officers Training Corps activities (para 9-11).
- Adds Army Cadet Command responsibilities (para 10-8d).
- Clarifies Professor of Military Science responsibilities for cadets authorized to be paid commutation (para 10-8f).
- Revises procedures for obtaining uniform commutation funds (para 10-10).
- Adds guidance on the transfer of basic and advance course enrolled members (para 10-12).

- Specifies requirement for certification of fair, wear, and tear status for unserviceable Army National Guard of the United States/Army National Guard turn-ins (para 12-1).
- Adds policy for soldiers of the Reserve Components who transfer to Active Army (para 12-6).
- Changes the destination of turn-ins by Army National Guard of the United States/Army National Guard soldiers from the United States Property and Fiscal Office to "as prescribed by the Central Clothing Distribution User Handbook" (para 12-12b).
- Makes major changes in the personal clothing items retained by the Army National Guard of the United States/Army National Guard soldiers who are separated from the Army National Guard (table 12-2).
- Authorizes local alterations for United States Army Reserve and National Guard Bureau enlisted soldiers in remote sites (para 13-4).
- Clarifies instructions on posting of inventories/inspections of clothing for Reserve Components (fig 14-1).
- Requires that commander maintain files on DA Form 3078 (Personal Clothing Request) in unit file or local file. These files were previously maintained in the soldier's Military Personnel Record Jacket (para 14-4).
- Initiates a requirement for Army National Guard of the United States/Army National Guard units to note exchanges on DA Form 4886 (Issue-in-Kind Personal Clothing Record) (fig 14-1).
- Authorizes local alterations and reimbursement for United States Army Reserve and Army National Guard of the United States/Army National Guard enlisted soldiers in remote sites (para 14-17c(2)).
- Changes the form used to request issue by Army National Guard of the United States/Army National Guard requestors supported by a central clothing distribution facility from DA Form 3078 to electronic or printed forms specified by the Central Clothing Distribution User Handbook (chap 15).
- Removes all references to and authority for operation of Army National Guard of the United States/Army National Guard clothing initial issue points, which have been replaced by a single central clothing distribution facility (chap 15).
- Describes the prerequisites to obtaining support from the Army National Guard of the United States/Army National Guard central clothing distribution facility (para 15-2).
- Describes the mission of the central clothing distribution facility (para 15-2).
- Specifies ownership of central clothing distribution facility inventories (para 15-3).

- Specifies that the central clothing distribution facility does not provide cash or credit sale of personal clothing (para 15-4).
- Describes the new central clothing distribution system that provides issue-in-kind clothing to the Army National Guard of the United States/Army National Guard customers (para 15-5).
- Specifies new criteria for the processing of turn-ins. Turn-ins that are not cost effectively recyclable are generally marked to prevent reintroduction into the supply system and returned to the soldier (para 15-10).
- Specifies that unserviceable turn-ins will be inspected by an Army National Guard of the United States/Army National Guard or Active Army officer to determine fair, wear, and tear, as opposed to the previous requirement for inspection by an active duty guard/reserve or Active Army officer (para 15-10).
- Specifies that recycling of items that can be cost effectively recycled by the central clothing distribution facility will be centrally funded by the National Guard Bureau and reissue made to units on a "free issue" basis (para 15-10).
- Added improved physical fitness uniforms and components as nonrecoverable items (glossary).

## Logistics

### Issue and Sale of Personal Clothing

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By Order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:



SANDRA R. RILEY  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation covers the issue and sale of personal clothing in the Army.

**Applicability.** This regulation applies to officers, select former soldiers, retired personnel, enlisted soldiers of the Active Army, the Army National Guard of the United States (ARNGUS)/Army National Guard (ARNG), the U.S. Army Reserves, cadets and institutions of the Army Reserve Officer's Training Corps and to Department of the Army civilians. During mobilization, chapters and policies contained in this regulation may be modified with prior approval from the Secretary of the Army.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–4 (DCS, G–4). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without the prior approval from HQDA (DALO–SMT), Washington, DC 20310–0500.

**Suggested improvements.** Users are invited to submit comments and suggested improvements to this regulation. Internet

users can submit their comments and suggested improvements through the electronic DA Form 2028 (Recommended Changes to Publications and Blank Forms) found within the individual Deputy Chief of Staff, G–4, regulation and pamphlet. Anyone without internet access should submit their comments and suggested improvements on a DA Form 2028 directly to HQDA, ODCS, G–4, ATTN: DALO–SMT, 500 Army Pentagon, Washington, DC 20310–5000. For the Army National Guard, requests for change will be submitted through Chief, National Guard Bureau, ATTN: NGB–ARL–P, 111 S. George Mason Drive, Bldg. T–420, Arlington Hall Station, Arlington, VA 22204–1382.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States, the U.S. Army Reserve, and the Army military clothing sales stores (AMCSS) worldwide.

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\*This regulation supersedes AR 700–84, 28 February 1984.

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### **Glossary**

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation prescribes the policies, procedures, and responsibilities for the issue and sale of personal clothing to members of Army activities and to Department of the Army civilians (DAC). It also describes systems for the maintenance, replacement, and disposition of such clothing and gives conditions under which these systems apply. Policies and procedures in this regulation are designed specifically for enlisted soldiers (Active Army, Army National Guard, U.S. Army Reserve), although limited policies or procedures may apply to officers, warrant officers, Reserve Officers, Training Corps, Army Senior Reserve Officer Training Corps (ASROTC), Junior Reserve Officer Training Corps (JROTC), Department of the Army Civilian (DAC), and Reserve Officer Training Corps (ROTC) contracted employees. Additionally, it applies to other personnel or organizations supported under the clothing replacement allowance or issue-in-kind systems, or Army and Air Force Exchange Service (AAFES) operated Army military clothing sales stores (AMCSS).

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

Program responsibilities regarding commutation of uniforms appear in paragraph 10-8.

a. The Deputy Chief of Staff, G-4 (DCS, G-4) will supervise AMCSSs and clothing initial issue points (CIIPs). Supervision includes but is not limited to—

- (1) Developing and approving policies and procedures for the Army clothing program.
- (2) Monitoring the overall operation of the clothing monetary allowance system.
- (3) Coordinating with Headquarters (HQ), Army and Air Force Exchange Service (AAFES) regarding the operation of AMCSSs.
- (4) Supporting the DCS, G-4 on the Army uniform board (AUB) and making presentations to the AUB as required.
- (5) Participating in or representing the Army at Office of the Secretary of Defense (OSD), Defense Logistics Agency (DLA), or joint Service meetings involving clothing matters.
- (6) Participating in periodic reviews of materiel obligations with Defense Supply Center Philadelphia (DSCP) inventory managers (IMs).

b. The Commander of the AAFES will—

(1) Operate AMCSS according to memorandum of agreement (MOA) and policies established in Army regulations. Direct contact will be maintained between HQ AAFES, Headquarters, Department of the Army (HQDA), U.S. Army Soldier and Biological Chemical Command (SBCCOM), Clothing and Services Office (CSO), and major Army commands (MACOMs).

(2) Report on a monthly basis, the dollar value of DSCP inventory on loan to the Clothing and Service Office, ATTN: AMSSB-RIM-R, 5027 Blackhawk Road, Aberdeen Proving Ground, MD 21010.

(3) Submit monthly billings for operating cost incurred in the operation of AMCSSs to CSO, ATTN: AMSSB-RIM-R, 5027 Blackhawk Road, Aberdeen Proving Ground, MD 21010. Billings will be broken out by installation and cover the period being billed.

c. The Chief, Clothing and Services Office will—

(1) Assist MACOMs, AAFES, and the Superintendent, U.S. Military Academy by making periodic management assistance visits (MAVs) to AMCSSs and CIIPs to ensure that they comply with established policies and procedures.

(2) Recommend corrective action when needed to improve the services provided, stockage of items, or appearance of the physical facilities.

(3) Function as the Army focal point for AAFES inquiries on policies, concepts, interpretations, methods, and systems concerning the Army uniform clothing program.

(4) Participate in periodic reviews of materiel obligations with DSCP inventory managers.

(5) Process suggestions concerning the Army clothing and textile program.

(6) Maintain records, obtain data, and develop reports, studies, and projects when requested by HQDA.

(7) Budget for and reimburse AAFES for operating costs incurred in the operation of AMCSSs.

(8) Program, budget, and manage AMC Army Working Capital Fund (AWCF) requirements for DSPC clothing items in AMCSSs.

(9) Budget, Army (OMA) funds for subsequent facility upgrade for B account items and operation maintenance.

d. The Chief, National Guard Bureau will—

- (1) Establish procedural guidance for operation of an Army National Guard (ARNG) Central Clothing Distribution (CCD) System.
- (2) Disseminate CCD policy and procedural guidance in the form of a Central Clothing Distribution Management Plan and a Central Clothing Distribution User Handbook.
  - e. The major Army commander will—
    - (1) Designate appropriate staff elements for communication with HQ, AAFES, and CSO.
    - (2) Recommend policy or procedure changes to improve AMCSS operations.
    - (3) Budget and fund for the upgrade of a facility required by the relocation of an existing AMCSS.
    - (4) Conduct spot checks of AMCSSs and secure technical assistance from CSO or chief of the applicable exchange region when necessary.
    - (5) Provide CSO with information and recommended solutions to any problems, which cannot be resolved at installation or MACOM levels.
    - (6) Ensure compliance with AR 210–20.
  - f. Installation commanders in the Active Army will—
    - (1) Evaluate the responsiveness of AMCSS service to customer needs and command requirements.
    - (2) Provide suitable buildings for operating the AMCSS in accordance with the installation master plan. Ensure that additional facilities requirements comply with the installation master plan, in that existing assets are being effectively and efficiently used, thereby justifying the need prior to initiating a new project.
    - (3) Together with the installation exchange manager, determine the requirements for the establishment and disestablishment of stores and annexes, and the hours of operation for maximum customer service and economy of operation.
    - (4) Ensure compliance with this regulation by all personnel and unit commanders under his or her jurisdiction.
    - (5) Conduct spot checks of AMCSS when considered necessary. Secure technical assistance from CSO, MACOM, or chief of the applicable AAFES Exchange region when necessary.
    - (6) Designate in writing an officer-in-charge or civilian-in-charge of the CIIP if this activity is operated at the installation.
    - (7) Take corrective action on inspections and reports of inspections pertaining to his or her area of responsibility.
    - (8) Ensure that persons are properly processed on transfer, so far as allowances, serviceability, appearance, and fit of clothing are concerned.
    - (9) Budget and fund for the upgrade of a facility required by relocation of an existing AMCSS.
    - (10) Together with the AMCSS manager, and with written approval of the AAFES commander and CSO, select merchandise designated as organizational clothing and individual equipment (OCIE) for stockage in the store.
    - (11) Ensure that the supporting Defense Accounting Officer pays AAFES for all properly documented non-cash transactions made by the AMCSS.
    - (12) Advise the AMCSS manager of any planned field training exercises, increases or decreases of student loans, which would increase or decrease demands.
    - (13) Ensure that test uniforms, footwear, and related items shipped to the installation are delivered and tested within the rules established by the Army activity conducting the test program. Ensure that evaluation reports are submitted by testing individuals to the designated addressee.
    - (14) Staff the CIIP with sufficient personnel to perform functions efficiently.
  - g. United States Army Reserve Command Major Subordinate Command (USARC MSC) commanders will—
    - (1) Obtain a copy of supporting installation AMCSS instructions regarding requisitioning and due-out procedures for U.S. Army Reserve (USAR). USARC MSC commanders will also ensure that units conducting business with AMCSS are provided a copy of these instructions.
    - (2) Coordinate with supporting installation Director of Logistics (DOL) to determine the appropriate turn-in procedures to be used by USAR units for turning in personal clothing not issued due to personnel transfers and/or soldiers dropped from the rolls for unsatisfactory participation. A copy of the procedures will be provided to all subordinate units that conduct business with supporting installation.
  - h. Personnel officers will start the necessary action for payment of authorized monetary allowance, stoppage of such payment, and collections against pay for individual charge sales.
  - i. Unit commanders will—
    - (1) Exercise caution to assure only personal clothing items listed in common table of allowance (CTA) 50–900 (Clothing and Individual Equipment) are entered on Department of the Army (DA) Form 3078 (Personal Clothing Request).
    - (2) Maintains control on individual charge sales and keeps the approval of such sales to a minimum per paragraph 3–10.
    - (3) Ensure the duffel bag is properly marked as paragraph 1–8.
    - (4) Direct clothing inspections or inventories as indicated in paragraphs (a) through (f) below, at least annually. A

record of inspections or inventories will be recorded on DA Form 3078 or DA Form 4886 (Issue-In-Kind Personal Clothing Record). However, commanders may permit sergeants through sergeants major to furnish a statement stating they have all their clothing and all items are serviceable. Commanders may conduct inspections or inventories more frequently if they wish. Records, however, will be kept only for the most recent inspection or inventory. Clothing inspections or inventories will be conducted—

- (a) On completion of 6 months of active duty service per paragraph 5–2c(4)(b).
- (b) On arrival of newly assigned personnel per paragraph 11–2.
- (c) At duty station on return from overseas areas.
- (d) Prior to departure of personnel for overseas movement or other permanent change of stations per paragraph 11–1.
- (e) Prior to departure and immediately upon return of personnel from attendance at Service schools.
- (f) At the discretion of the unit commander, except as stated in paragraphs (a) through (e) above.
- j. Commanders at all levels will ensure that—
  - (1) Enlisted soldiers under their command obtain the following allowances:
    - (a) Initial allowances of personal clothing items during initial processing. Only DSCP-procured clothing items will be issued to new recruits.
    - (b) Required supplementary allowances of personal clothing, if applicable, as approved by HQDA (see paras 4–6 and 4–7).
  - (2) Authorized items of personal clothing are in the possession of individuals and that clothing is kept in a serviceable condition at all times.
  - (3) Initial allowance of personal clothing items sold in AMCSS is properly fitted and, if required, is altered at the time of issue or sale.
  - (4) Sales, issue, and alteration facilities are provided as required.
  - (5) Uniforms are properly fitted in accordance with technical manual (TM) 10–227 and AR 670–1.
  - (6) Clothing is worn as prescribed.
  - (7) Individuals are not required to purchase prescribed items in excess of authorized allowances.
  - (8) Personnel are aware that the sale, gift, loan, barter, or pledge of clothing to unauthorized persons is prohibited. Further, it is unauthorized to obtain any clothing from Defense Reutilization and Marketing Office (DRMO) to exchange for serviceable items.
- k. Enlisted soldiers will—
  - (1) Have in their possession, in a serviceable condition at all times, the items and quantities of personal uniform clothing issued to them. This includes requirements for new and supplemental allowances per paragraphs 4–5 and 4–6.
  - (2) Maintain a smart military appearance at all times. Make sure their uniforms fit properly and are worn in a military manner.
  - (3) Use the clothing replacement allowance (CRA) the Government pays them to replace clothing items. The soldier is responsible for accumulating the allowance for cash purchase of clothing items. This allowance is not applicable to Army National Guard of the United States (ARNGUS) or U.S. Army Reserve (USAR) soldiers on active duty less than 179 days.
  - (4) Safeguard their uniforms and equipment at all times. This means during all movements, unless military authority directs movement of baggage on a unit basis or on a Government bill of lading (GBL).
  - (5) Assure that distinctive or common items of the uniform purchased from commercial sources meet the specification for the like design, shade, clothe, and fit of the military item.

## **1–5. Scope**

See paragraph 1–1 for guidance on the scope of this regulation.

## **1–6. Authority**

### *a. Statutory authority.*

- (1) Section 4562, Title 10, United States Code (10 USC 4562) authorizes the President to prescribe the quantity and kind of clothing furnished to Service members.
- (2) Section 418, Title 37, United States Code (37 USC 418) also authorizes the President to prescribe the amount of cash allowance to be paid to enlisted soldiers when clothing is not furnished.
- (3) Section 4621, Title 10, United States Code (10 USC 4621) authorizes the sale of clothing.
- (4) Section 5901, Title 5, United States Code (5 USC 5901) authorizes amount of cash to be provided civilians for purchase of the Army camouflage uniforms and footwear, when required for wear during field exercises conducted by the military.
- (5) Section 772, Title 10, United States Code (10 USC 772) authorizes the wear of the uniform by retirees, select former soldiers, and select civilians.

*b. Delegation of authority.* The functions vested in the President by 37 USC 418 have been delegated to the Secretary of Defense by Executive Order 10113, 27 February 1950.

## **1-7. General provisions**

*a.* Regardless of the system or method used to furnish enlisted soldiers with individual clothing, nothing in this regulation will prohibit the recovery of clothing when it is in the best interest of the Government to do so when directed by HQDA. This regulation will not restrict the Army from exercising control over personal clothing.

*b.* Any departure from provisions of the clothing allowance system will require prior approval from the Secretary of the Army.

*c.* The mission of AMCSS is to issue DSCP clothing and make cash and individual charge sales.

*d.* Clothing and footwear items will be fitted by trained fitters in accordance with TM 10-227. At the time of issue or sale, outer garments and footwear must be tried on while wearing the proper subgarments. The fit of clothing items must be inspected by trained fitters. Individuals will not be advised or permitted to accept a poorly fitted garment or footwear without the understanding that it can be exchanged at a later date or at the next duty station. Users of the ARNG CCD system will employ their best efforts to ensure that clothing is ordered in correct sizes.

*e.* Articles of outer personal clothing (Army service uniform items, battledress uniforms (BDUs), coat/trousers, and all weather coat) issued as part of the initial allowance or purchased by enlisted soldiers from AMCSS will be altered, if required, to fit the individual at time of issue or purchase.

(1) During the first 6 months (180 days) of active duty service.

*(a)* Alterations to outer clothing made during the first 6 months of service or through completion of initial entry training (IET), whichever occurs last, will be at Government expense. Replacement is authorized when physical profile changes during the first 6 months (180 days) of service are such that the cost of alterations to items of outer individual clothing would exceed the cost of replacement issues; this is cost of replacement less reissue or resale value of replaced items. First priority of issue will be made from stocks of serviceable condition code "B" used clothing. The clothing activity manager will decide whether replacement is more economical than alteration.

*(b)* Exchange of misfit footwear is authorized within the first 90 days of service. Exchange of clothing and footwear will be made by processing enlisted soldiers through the AMCSS or CIIP (see chap 5).

(2) After the first 6 months (180 days) of service. Except at the time of issue or sale, alteration to personal clothing will be at the expense of the soldier.

*f.* Repairs to individual clothing after the first 6 months (180 days) of service, or footwear after 90 days of service, will be at the expense of the soldier.

*g.* The Secretary of the Army may exempt certain areas from providing a clothing allowance system. In exempted areas, personal clothing worn out through fair wear and tear will be replaced through the issue-in-kind system. Under such a system, except in combat areas, costs for dry-cleaning, pressing, or laundering will be at the expense of the enlisted soldier. Government or contractual laundry and dry-cleaning facilities will be made available for this purpose, except in the ARNGUS and USAR. In combat areas (field laundry only) dry-cleaning, pressing, or laundering will be at Government expense. These services will be either through necessary processing of items and return to wearer or through exchange of soiled for clean items. Personal clothing and individual equipment of enlisted soldiers on the clothing issue-in-kind system will be repaired or altered at Government expense.

*h.* When a person cannot be fitted properly from stock sizes (Tariff) or by alterations, a requisition for special measurement clothing will be submitted per paragraph 7-2.

*i.* Special measurement footwear will be requisitioned when required per paragraph 7-3.

*j.* Clothing and footwear for personnel allergic to fabric, dye, or metal will be submitted, when required per paragraph 4-10.

*k.* Orthopedic footwear will be provided as a medical appliance under the following conditions:

(1) The normal criteria for furnishing medical appliances to military soldiers must be met per paragraph 7-5.

(2) Footwear must be manufactured using a special orthopedic last.

(3) The enlisted soldier requesting orthopedic alterations to standard footwear at Government expense must furnish the footwear.

*l.* Policy for the issue or sale of personal clothing to ROTC cadets and institutions is in chapters 9 and 10.

*m.* Basic policies covering the condition, appearance, and serviceability standards of clothing are in TM 10-8400-201-23. Priority for issue and sale of new and used service and utility uniforms at CIIP and through AMCSS is as follows:

(1) Issue priority is as follows:

*(a)* First. Limited or substitute standard condition code "B" (used) 75 percent remaining wear, fully serviceable and meets the standards of appearance.

*(b)* Second. Limited or substitute standard condition code "A" (new).

*(c)* Third. Standard condition code "B" (used) 75 percent remaining wear, fully serviceable, and meets standards of appearance (color variance is authorized).

- (d) Fourth. Standard condition code "A" (new).
- (2) Sale priority is as follows:
  - (a) First. Condition code "A" (new).
  - (b) Second. Condition code "B" (used) 75 percent remaining wear.
- (3) Condition code "A" and "B" items are authorized for issue or sale in AMCSSs.
- (4) Only new leather footwear is authorized for issue or sale in AMCSSs and at CIIPs.

n. AMCSSs will maintain DA Form 7000 (Delegation of Authority-Army Military Clothing Sales Stores) for all personnel authorized to approve or sign requests for non-cash transactions on DA Form 3078. For DA Form 7000, see figure 5-1. CIIPs will maintain DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies). For guidance on preparation of DA Form 1687, see DA Pam 710-2-1, paragraph 2-32 and figure 2-14.

## **1-8. Marking instructions**

- a. The initial issue duffel bag is given an identification marking. All other items are not marked.
- b. Markings usually are applied at the soldier's assigned unit. If issue is made at a reception center, the commander makes certain that markings are properly applied before the soldier is transferred to another unit. The mark "US" is applied at the time an item is procured. The unit commander is not concerned with this marking except to renew a faded or blurred mark.
- c. The size of letters and numerals used are not less than 1 inch or more than 2 inches high. Letters are stenciled on the duffel bag with black ink (8010-00-292-7686, 1 quart; 8010-00-285-4911, 1 gallon; or 7510-00-196-1062, 8 ounces tube) using a stencil brush and stencil board.
- d. The duffel bag is marked in black with the soldier's last name, first name, and middle initial (or last name, first initial, middle name) and the last four numbers of the social security number (SSN).
- e. The bag is prepared in a flattened position. The bottom is at the right and the handle is at the top. The name is stenciled parallel to the handle. The top of the letters is 2 inches below the rectangular-stitched web patches securing the handle. The last letter of the name ends even with the top of the "US" mark. The SSN is parallel to and 1 inch directly below the first letter of the person's name.
- f. Overseas shipment marks are applied only when the soldier is under overseas movement orders.

## **Chapter 2**

### **Army Military Clothing Sales Store**

#### **2-1. Introduction**

This chapter provides policies and procedures for establishing an AMCSS. Procedures may be modified, if necessary, to adapt to automation. This includes the use of other forms more suitable to the automated system. However, the automated system must meet the requirements to establish effective internal accounting controls.

#### **2-2. Establishment and disestablishment of Army military clothing sales store**

- a. Clothing stores may be established at installations where 300 or more Active Army personnel are assigned throughout the year. Request for establishment of new stores should be submitted by the installation commander, after coordination with the installation exchange manager, through the MACOM to the Clothing and Service Office (CSO), ATTN: AMSSB-RIM-R, 5027 Blackhawk Road, Aberdeen Proving Ground MD 21010 for approval by the CSO and HQ AAFES. MACOMs must provide funds for initial upgrade movement and estimated annual sales of DSCP garments.
- b. When circumstances dictate, the installation commander may request disestablishment of an AMCSS. Such requests should be submitted as indicated in paragraph a above.
- c. Clothing stores will not be established in the ARNGUS.

#### **2-3. Display of clothing items in Army military clothing sales store**

- a. Displays that are neat and attractive create a modern store atmosphere. Types of displays vary from one store to another; however, all should be designed with the customer in mind. Information and display signs should be in good taste and be professional in appearance and workmanship. Prices of clothing items stocked in AMCSS must be prominently displayed.
- b. Large mirrors should be installed in selected locations to enable the clerk-cashier to observe any part of the store which otherwise might be obscured by clothing display cases. The store will contain readily accessible dressing rooms and mirrors for patron's use. This will permit the try-on method of fitting.
- c. Displayed merchandise should be readily accessible and have sizes and prices visible. Shirts, drawers, and socks will be displayed by size. Lighting should be adjusted to give the best effect on displayed items.



- d.* AG coats and trousers, for sale or issue that are not free of wrinkles will be steamed or pressed before placing them on display racks.
- e.* Garments displayed on mannequins will be properly fitted.
- f.* Shopworn garments will be cleaned, steamed or pressed, and reclassified if necessary. Items displayed on open shelves and open racks will be protected to prevent deterioration.
- g.* Condition code “B” 75% wear items (used) will be separated from new items. These items will be properly tagged for ready identification as serviceable clothing. All rank insignia will be removed from serviceable used clothing items offered for sale or issue. If obvious discoloration is noticeable after the insignia has been removed, the item will be reclassified and transferred to DRMO. For medical reasons, no dirty or soiled serviceable used items will be accepted at the AMCSS.
- h.* Clothing items should be unpacked and hung on racks in a standby area or warehouse to allow wrinkles to diminish before hanging them in the store.
- i.* Sizes of uniform items should be attached to the sleeve of the coat or on trousers or skirts by clips or other methods. This will aid the customer in finding the correct size, minimize handling, and maintain stocks in the proper place.
- j.* Use of wooden hangers improves the appearance of military uniform items.

#### **2-4. Army military clothing sales store customer service**

- a.* Customer service requires the cooperation of all personnel. Complaints of unsatisfactory merchandise should be evaluated with the intent of improving customer satisfaction.
- b.* The success or failure of the AMCSS lies with the personnel assigned. The very latest equipment installed in a new store located in the center of community activity, with an adequate inventory, can function properly only if responsible personnel are assigned. Clothing store personnel must always present a neat appearance. They must have a friendly attitude toward all customers.
- c.* The AMCSS operating hours should provide optimum shopping time for supported personnel. Operating hours similar to other personal service activities are most advantageous. Store hours will be prominently posted outside the AMCSS building and a “sign” indicating there is an AMCSS located there. Customers should be informed well in advance of any change to operating hours. This is particularly important if stores are to close at times such as holidays or inventories. The post daily bulletin is a good source to announce this information. The store should always be opened at the published time and patrons welcomed to enter the store up to the published closing time. Clothing store personnel and managers should strive to provide maximum customer service.
- d.* Information on item shortages will be furnished to the patrons as a courtesy. The use of appropriately worded signs within the AMCSS denoting shortages and soliciting customer understanding should be considered.
- e.* When alterations to clothing at Government expense are authorized, expeditious processing will prevent inconvenience to the customer. Free alteration is authorized to enlisted soldiers for DSCP items. Alterations slips will reflect that officers are not permitted free alterations on DSCP items. Desired service time will be 1 to 4 days. When alterations at Government expense are completed, coats and trousers not wrinkle free must be pressed. The alteration facility should be located close to the AMCSS for customer convenience. Commercial sources with alteration contracts should establish pickup and delivery schedules convenient to the store and customer.

#### **2-5. Fitting uniforms**

- a.* The U.S. Army requires a high standard of dress and appearance for all personnel. To maintain this high standard, AMCSSs must ensure that garments are free of defects, are available, and are properly fitted to the soldier at the time of the sale or issue. A properly fitted uniform gives the soldier the feeling of being well dressed, creates high morale, and presents a smart military appearance. Except for mail order purchases, uniforms should not be sold or issued until they have been tried on and checked by trained clothing fitters for the best fit from regular tariff sizes. This is very important since garments of a given size may vary and all persons have different physical features. Only by actually trying on each outer garment can it be determined that the approved fit has been achieved.
- b.* Individuals who purchase or are issued sized Army service uniforms outer items should be informed of DA policy for fitting uniforms and footwear. This will prevent complaints from soldiers who claim they were misfitted at some other installation.
- c.* Commanders will not require and will discourage all persons from making unauthorized alterations. This includes unit commanders and commanders or commandants of service schools, officer candidate schools (OCS), noncommissioned officer (NCO) schools, and academies. Garments that have undergone unauthorized alterations, such as form fitting, pegging, or tapering, are not accepted for turn-in, exchange, or reissue. Replacement of these garments will be at the expense of the individual.

#### **2-6. Quality control**

DA is constantly striving to improve the comfort, wearability, appearance, and the quality of Army’s uniform items. To ensure that a high standard of quality is maintained, managers must report all deficiencies found in clothing items

during inspection. Standard Form (SF) 368 (Product Quality Deficiency Report (QDR) (Category II)) will be submitted or electronically transmitted to the Commander, U.S. Army Soldier and Biological Chemical Command, Integrated Materiel Management Center, ATTN: AMSSB-RIM-E(N), Kansas Street, Natick, MA 01760-5052. A copy of each SF 368 will be furnished to Soldier and Biological Chemical Command, Project Manager-Soldier, 10125 Kingman Road, Building 317, Fort Belvoir, VA 22060-5820.

## **2-7. Stockage of personal and organizational clothing**

*a.* A reasonable availability will be maintained for the sale or issue of those clothing items and accouterments designated as personal clothing for both male and female personnel. Those items not warranting stockage due to exceptionably low demands will be requisitioned from DSCP on a special order basis (excluding organizational clothing and individual equipment (OCIE)). Items not meeting Army specifications (commercially procured) will not be stocked unless authorized by HQDA (DALO-SMT).

*b.* A selection of merchandise designated as OCIE may be stocked in AMCSS (see CTA 50-900). If the installation or community commander desires to stock OCIE in AMCSS, the selection of items will be a joint effort of the commander and the AMCSS manager. Only items stocked by the installation central issue facility (CIF) will be considered for stockage. The selection of items for stockage will be coordinated with the installation CIF. The selected item list must be approved by the AAFES commander and the CSO. If there is not a CIF on the installation, approval to stock OCIE items will be made by HQDA (DALO-SMT). Request for approval must contain items and the estimated dollar value of initial stockage of OCIE. A copy of the approved list must be maintained in AMCSS. The sale of OCIE is to permit replacement of lost, damaged, or destroyed property for which the individual is financially liable. OCIE purchased at AMCSSs, regardless of who pays for it, always remains U.S. Government property (included are educational institutions hosting the ROTC programs for Government property, which was issued to them in support of the ROTC program in accordance with AR 710-2, paragraph 2-24). OCIE items available for sale are not intended to be used to duplicate sets of OCIE for displays, inspections, or to be used for other than Government related missions. Reserve Component soldiers are authorized to purchase OCIE, but the same limitations apply. Stockage of OCIE in AMCSS is not intended for personal use such as camping or scout activities. Expendable OCIE items will not be stocked in AMCSS.

*c.* OCIE is not for sale to local nationals. Foreign students may purchase only if authorized by unit commander to which individual is attached/assigned, provided item is for replacement of item lost, damaged or destroyed for which individual is liable.

*d.* Personal clothing and OCIE items sold in the AMCSS are procured from the DSCP based on a memorandum of understanding between DSCP and AAFES. These items are included in Federal stock classes (FSC) 7210 and 8305 through 8475. Military occupational specialty (MOS) specific items will not be stocked in AMCSSs.

## **2-8. Cross-Service agreements**

Initiation or termination of cross-Service agreements for AMCSS support for requiring activities will be coordinated with local AAFES or AMCSS management and the installation commander. To stock non-Army DSCP items a cross-service agreement will be established.

# **Chapter 3**

## **Sales Procedures**

### **3-1. Authorized patrons**

Individuals listed below may purchase clothing and individual equipment items authorized for wear and use by the individual purchaser, subject to limitations in this regulation.

*a.* Officers, warrant officers, and enlisted soldiers of the regular Army, Navy, Air Force, Marine Corps, and Coast Guard on active and retired lists.

*b.* Officers, warrant officers, and enlisted soldiers of the Reserve Components of the Armed Forces on active duty, retired, or granted retirement pay because of physical disability.

*c.* Officers, warrant officers, and enlisted soldiers of the Reserve Components of the Armed Forces who—

(1) Are not on active duty while in a Reserve pay status.

(2) Are not in a Reserve pay status; however, they are required to wear the uniform while employed by the ARNGUS, participating in training assemblies, or have orders for active duty training.

*d.* Persons on the Emergency Officers Retired List of the Army, Navy, Air Force, and Marine Corps.

*e.* Red Cross uniformed personnel (see AR 930-5).

*f.* Civilians assigned to overseas commands and contract surgeons of the Armed Forces who are authorized or required to wear the uniform.

*g.* Cadets of the United States Military Academy.

*h.* Foreign military personnel receiving training in the United States (see AR 12–15, paras 10–13b through 10–13e). A letter/statement from the allied training officer showing student's name, items, and quantities authorized will be presented to AMCSS at the time of purchase.

*i.* Commissioned officers of the Public Health Service on active duty, retired, or granted retirement pay because of physical disability.

*j.* Uniformed personnel of the Environmental Science Services Administration on active duty or who are carried on official retired lists and are retired with pay.

*k.* Retired officers (only) and crewmembers of vessels of the Lighthouse Service and retired lighthouse keepers and depot keepers of the Lighthouse Service.

*l.* Foreign military personnel assigned to accredited military attaches and missions.

*m.* DA and AAFES civilians required to wear the Army camouflage uniform and footwear during field exercises conducted by the military are authorized to purchase such items from the AMCSS at Government expense. Commanders are authorized to use the Government-wide purchase card. Proper identification, along with Commander's statement listing clothing items required and quantities requested, will be presented to AMCSS at time of sale. (See para 3–7 for procedures.) "Insignia, for civilians," as shown in AR 670–1, will be attached and worn on the camouflage uniform. Insignia will be obtained through normal supply channels.

*n.* Army ROTC contracted cadets and faculty members of institutions hosting corps of Army cadets (see para 9–1c). Authority to purchase will be a memorandum from the professor of military science (PMS) to the AMCSS manager. The names of the faculty members and cadets will be used. All sales will be at no cost to the Government and transacted in cash only.

*o.* Department of Defense (DOD) contractors from the Armed Forces Radio and Television Service are authorized to purchase uniform items from AMCSS for the purpose of producing television spot announcements.

*p.* Select former soldiers who served honorably in time of war (declared or undeclared), whose most recent discharge from the Army was under honorable conditions. (See para 3–3k for procedures.)

*q.* A family member, acting as the agent for a military member on active duty for more than 30 days may purchase items from the AMCSS. The purchase, however, must be for use by the military member. The designated family member must present DD Form 1173 (Uniformed Services Identification and Privilege Card) and attest (with a letter or verbal statement) that the purchased items are for use of the military member.

### **3–2. Identification of patrons**

*a.* Persons purchasing or receiving issues of clothing and equipage from AMCSS must establish their identity as authorized customers. Identification will be made by presenting a valid Armed Forces identification card or Department of the Army civilian identification card as appropriate.

*b.* Identification on mail order sales is required for the following:

(1) Officers and warrant officers on active duty and retired personnel will submit a statement that they are on active duty or retired.

(2) Officers, warrant officers, and enlisted soldiers in Reserve status, not on active duty, will submit requests through their reserve unit headquarters for endorsement. In the absence of a unit commander, the unit advisor or the custodian of records may sign the endorsement. Information required in the endorsement is as follows:

(a) Status of the person submitting the request.

(b) A statement that the person is serving in a reserve pay status.

(3) Enlisted soldiers of Reserve Components on active duty must present a copy of their orders, which placed them in an active duty status.

(4) If purchase is a consolidated order for several purchasers, a statement to this effect must be submitted with the order, as well as the names of all the purchasers.

### **3–3. General limitations on sales**

*a.* Sales to prospective enlisted graduates of officer candidate schools will be made as follows:

(1) Before making the sale, the officer candidate must present to the clothing store manager a statement of qualification. The statement must be signed by the school commandant or an authorized representative. It must indicate that the officer candidate is qualified and is expected to graduate and to be commissioned.

(2) Items of officer clothing and insignia prescribed for graduation exercises and additional items required for wear after graduation and commissioning may be fitted, altered, and sold for cash, or they may be set aside 1 to 4 weeks before graduation for sale after graduation and commissioning.

(3) If uniforms set aside for sale after commissioning are not purchased because a candidate failed to graduate, the following actions will be taken:

(a) Unaltered garments will be returned to stock.

(b) Altered garments will be sold to other authorized purchasers if possible.

(c) Candidates who fail to graduate do not have to pay for alterations or for garments that have been set aside.

- (4) Candidates successfully completing the course are required to purchase any uniforms set aside for sale after graduation.
- b.* Distinctive items of the Army uniform will not be sold to officers or enlisted members of other military departments or to foreign military personnel. (See AR 670-1 for clothing listed as distinctive.)
  - c.* Distinctive officer uniform and identification devices will be sold to enlisted soldiers only if they are Reserve officers on inactive duty or are officer candidates.
  - d.* Sales may be made to Red Cross personnel, civilians assigned to overseas commands, civilian faculty members of ROTC institutions hosting Army Senior Reserve Officers' Training Corps (SROTC) cadets, and civilians required to wear the camouflage uniform during military exercises.
  - e.* Sales to officers, warrant officers, and enlisted soldiers of the Reserve Components of the armed forces on active duty will be limited to items of the uniform authorized for wear in performing their military duty.
  - f.* Sales to officers and warrant officers of the Reserve Component not on active duty will be limited to items of uniform necessary for wear in performing their military duty. Enlisted soldiers not on active duty will be permitted to buy only nonrecoverable items not exceeding authorized allowances.
  - g.* HQDA and major Army commanders, as delegated, may restrict or suspend sales of certain items to ensure supply support to persons on active duty.
  - h.* Sales to retired members of the armed forces are limited to service, dress, and mess uniforms (including accessories), footwear, and undergarments. See AR 670-1, chapter 30, for policy on wear of Army service uniforms and accessories by retired personnel.
  - i.* U.S. Army retired personnel serving as JROTC instructors are authorized to purchase required clothing items including accessories for themselves. Purchases will be at no expense to the Government, transacted in cash only. Authority to purchase will be based upon a memorandum from the brigade or region headquarters (Active/Reserve Components) to the military AMCSS manager.
  - j.* Disabled American veterans (DAVs) honorably discharged from the Army on 100 percent disability, who can provide proof of that disability, are entitled to purchase class "A" uniforms (including accessories) footwear and undergarments. See AR 670-1 for policy on wear of Army service uniforms and accessories.
  - k.* Select former soldiers who served honorably in time of war (declared or undeclared), whose most recent discharge from the Army was under honorable conditions, can purchase specific uniform items authorized for active duty personnel from the AMCSS.
- (1) Periods of war, declared and undeclared, are defined in AR 600-8-22, table B-1:
    - (a) World War I: 20 Nov 1917 - 4 Nov 1918.
    - (b) World War II: 7 Dec 1941 - 2 Sep 1945.
    - (c) Korean War: 27 Jun 1950 - 27 Jul 1953.
    - (d) Vietnam Campaigns: 15 Mar 1962 - 28 Jan 1973.
    - (e) Dominican Republican Intervention: 28 Apr 1965 - 21 Sep 1966.
    - (f) Grenada Campaign: 23 Oct 1983 - 21 Nov 1983.
    - (g) Panama Campaign: 20 Dec 1989 - 31 Jan 1990.
    - (h) Persian Gulf War: 2 Aug 1990 - 30 Nov 1995.
  - (2) This authorization is restricted to purchase of specific uniform items (Service, mess uniforms, optional dress uniforms) and accessory items (headgear, insignia, medals, and ribbons) required for wear during specific occasions in accordance with 10 USC 772 and AR 670-1.
  - (3) All other select former soldiers who have an honorable discharge or have been discharged from the Army under honorable conditions may purchase insignia, medals, and ribbons for display purposes only from the AMCSS. Additional medals may be purchased for wear with civilian clothing as permitted by AR 670-1, paragraph 30-6.
  - (4) This policy is void in areas where international agreements prohibits the use of AMCSS by retirees and select former soldiers.
  - (5) This authorization does not include utility uniforms, accessories items (battledress uniforms, boots) and items commonly available from commercial sources, such as black socks, white underwear, handkerchiefs, black dress shoes, and so on.
  - (6) Purchaser must first obtain permission from the installation commander or his/her representative to gain access to the installation, if necessary, and to the AMCSS for the purpose of purchasing uniforms or accessory items.
  - (7) The commander or his/her representative will determine the purchaser's intended use of the items, and will advise the purchaser of the current wear policy in accordance with AR 670-1.
  - (8) At the time of purchase, the purchaser must present to the AMCSS representative proof of honorable discharge or discharge under honorable conditions and any other identification that may be required by the installation commander. For convenience, the DD Form 214 (copy number 4) Certification of Release or Discharge from Active Duty may be xeroxed, reduced, and laminated at the purchaser's expense.
  - (9) All sales will be transacted in cash or with personal credit card.

### **3-4. Army Master Data File**

a. Clothing and footwear prices are contained in the Army Master Data File (AMDF) contained on Federal Logistics (FEDLOG). Condition code "B" 75% wear clothing is priced at 50 percent of the AMDF price contained in FEDLOG. Special measurement clothing items will be sold at the current price for tariff sizes of like items.

b. Prices for contract operations performing alterations will be set and approved each year by the installation commander. Prices will be at the amount best representing the total cost of the service. Collections for services will be credited as appropriation reimbursement.

### **3-5. Exchange on sales**

a. The exchange of an AMCSS item is permitted, if the item is in the same condition as it was at the time of sale. Proof of purchase must be presented.

b. An item sold to and worn by an individual will not be exchanged because of improper fit regardless of date of sale.

c. AMCSS items that have defects in workmanship or material will be handled as follows:

(1) There is no time limit for returning defective DSCP items to a store so long as the defect is validated by the AMCSS manager.

(a) All defective DSCP items returned without a receipt must have a valid DLA contract number in the inside tag. Items without the tag or DLA contract number will not be accepted for return.

(b) No defective item purchased from an Army surplus store or commercial enterprise other than AAFES will be accepted by the AMCSS.

(2) Repairs at Government expense are authorized if economical to repair by the DSCP item and if the repairs would not cause a visible defect.

(3) DSCP items returned that cannot be economically repaired will be accepted by the AMCSS manager for exchange. The AMCSS manager will submit a SF 368 (Product Quality Deficiency Report) (see DA Pam 738-750, para 11-2).

d. Exchanges of battledress uniforms (BDUs) because of color or shade variances between trousers and coats are not authorized. These variances should be expected after washing or cleaning.

### **3-6. Sales**

a. Payment may be made with cash, personal check, certified check, travelers check fund cite, or money order made payable to AAFES. Personal Credit cards may also be used. AMCSS managers will not—

(1) Accept checks from persons if there is doubt the check can be collected.

(2) Accept postdated checks.

(3) Cash checks as a matter of convenience.

(4) Accept personal checks for amounts exceeding the purchase price unless it falls within the check cashing policies of AAFES.

(5) Accept two-party checks needing an endorsement.

b. When a cash register is used, all cash sales will be registered at the time of sale. The clothing store manager or a representative other than the cashier will verify cash sales daily. Only these two people will have access to the cash register tape.

c. Cash refunds for returned merchandise are authorized. Cash refunds are made only if the item returned is in a new unused condition. The customer must show proof of purchase from AMCSS.

### **3-7. Civilian purchase of camouflage uniform**

a. Commanders may authorize OMA funds, through the use of the Government-wide purchase card, for the purchase of the Army BDU camouflage uniforms, undershirts and footwear, and other uniform related items. Nametapes, nameplates, and insignia will be furnished and attached at Government expense.

b. Procedure for obtaining BDU, footwear, and insignia:

(1) Responsible unit/activity personnel will complete DA Form 3078 in original and four copies. Blocks 1, 2, 8, 9, 13, and 15 will be left blank. In block 11, CATEGORY, type the words "DA Civilian." Mark block 12, TYPE OF TRANSACTION, as either "Initial" or "Replacement", as appropriate. In block 16, type "AR 700-84, para" (as appropriate).

(2) Unit commander or activity supervisor will indicate in blocks 19 and 24, request (REQ) column, the quantity of items authorized for issue or purchase. Enter the commander's or supervisor's name and signature in block 17. In block 18, enter the date signed.

(3) The unit commander or supervisor will indicate in block 30 of DA Form 3078 the account number and expiration date of the Government-wide purchase card being used to make the purchase. Individual requiring clothing items will hand carry DA Form 3078 to their resource manager who will annotate the proper OMA fund cite in block 30, REMARKS.

(4) Individual will receive from the AMCSS those authorized clothing items as indicated on DA Form 3078. AMCSS will complete applicable blocks. Upon completion of the transaction, individual will sign block 31 of the original and all copies.

(5) Distribution of the DA Form 3078 will be as follows:

(a) Original copy to the Government-wide purchase card cardholder for his/her files to reconcile Government-wide purchase card billing statements.

(b) One copy for the individual to retain in his or her personal record.

(c) Three copies to AMCSS (two copies for their records and one copy forward to CSO).

(6) Personnel who are emergency essential and on signed mobility agreements will retain clothing while assigned within the program.

(7) Upon termination of requirements, recoverable items will be turned in to their supporting activity.

### **3-8. Purchase of camouflage uniforms for members of other Services participating in joint command exercises**

a. MACOMs supporting joint command exercises may authorize the purchase of the BDU camouflage uniforms and footwear for members of other Services required to participate in field exercises.

b. Joint command agencies will provide OMA funds. A statement prepared by joint command agency commander or their representative will be presented to AMCSS manager verifying items requested.

c. Clothing will not be issued to any individual required to purchase the clothing or to have it in their possession; that is, Army officers are required to purchase the temperate weather battle dress uniform (TBDU).

d. Recoverable clothing will remain Government property and will be turned-in to the supporting unit by individuals upon reassignment.

e. The supporting unit will establish a clothing pool of recoverable camouflage uniforms to support the joint agency.

f. Camouflage uniforms will be hand receipted to the individuals on DA Form 3645-1 (Additional Organizational Clothing and Individual Equipment Record).

g. Nonrecoverable items will become the property of the individual to whom they are issued except for combat boots. Combat boots may be retained without reimbursement only when in the possession of the individual for two years. If the period is less than two years, the individual may elect to purchase the boots at 50 percent of the current sales price or turn them in to the supporting unit.

### **3-9. Uniform clothing deferred payment plan**

In accordance with procedures established by the Commander, AAFES, a uniform clothing deferred payment plan (UCDPP) for the sale of uniforms, uniform accessories, and footwear will be provided by AMCSS.

### **3-10. Individual charge sales (payroll deduction) to enlisted soldiers on active duty**

Unit commanders will initiate individual charge sales (payroll deduction) only for soldiers in a pay status and with no less than 60 active duty days before the soldier's scheduled discharge or separation date.

a. Individual charge sales (payroll deduction) are authorized to cover emergency needs of an enlisted soldier who is without funds to purchase essential clothing items needed for health and welfare. The requirement to make up shortages for an inspection is not considered an emergency, nor will individual charge sales be authorized if the soldier can wait until regular pay and allowance are received.

b. Valid emergency needs that could contribute to an individual being without funds are—

(1) Fire or theft of clothing.

(2) Return to military control from unauthorized absence.

(3) Release from confinement to duty.

(4) Undue delay in receipt of pay and allowances.

(5) Lost of personal funds.

(6) Qualified compassionate reasons.

c. Individual charge sales are not authorized for—

(1) Soldiers in a non-pay status or soldiers with 60 days or less of active duty before separation of discharge. Place in the remarks block of the DA Form 3078 the date of the soldier's separation or discharge. If the soldier is in an undetermined confinement status or has been ordered to a confinement or correctional facility, the date of departure from the installation must also be stated. If the soldier is not in a pay status or has less than 60 days before discharge or separation, the unit commander will apply, through supply channels, for a temporary issue of used serviceable recoverable items.

(2) Organizational clothing and individual equipment items.

(3) AAFES commercial items.

d. All individual charge sales will be charged to the enlisted soldier's military personnel, Army (MPA) appropriation for payment.

e. When an enlisted soldier, meeting the criteria for a charge sale, refuses to sign the DA Form 3078, the unit commander may certify on the DA Form 3078 that—

- (1) The individual received the clothing.
- (2) The issuance of the clothing was necessary.
- (3) The enlisted soldier refused to sign the DA Form 3078.

### **3–11. Processing individual charge sales (payroll deduction)**

DA Form 3078 will be used to make charge sales (payroll deductions). A sample of a completed DA Form 3078 and instructions for completing the form are at figure 3–1.

a. *Preparation.* The unit commander of the enlisted soldier's assigned unit will prepare DA Form 3078 in original and five copies. Copy five will be retained in the unit. The unit commander will place a check in the "Individual Charge Sale" block, enter the date of separation or discharge, and complete the form as instructed in figure 3–1. A statement will be placed in the remarks block giving reason for issue. This statement will also contain date of separation or discharge. In the event the individual is scheduled for confinement, the date of departure from the installation must also be stated. Indicate that payment for the individual charge sale will be deducted from the soldier's pay.

b. *Verification.* The enlisted soldier will present the original and four copies of DA Form 3078 to the servicing Defense Accounting Office (DAO) to verify the soldier's pay status.

(1) If the soldier is not assigned to the installation, DA Form 3078 will be presented to the installation finance office servicing the AMCSS.

(2) If the soldier's servicing (DAO) is not at the same installation as the DAO servicing the AMCSS and is not a Joint Uniform Military Pay System (JUMPS) input station, the DAO will contact the soldier's servicing finance office to verify the soldier's pay status. If the soldier's servicing finance office cannot be determined or contacted, then contact the Defense Finance and Accounting Service (Customer Service Division) by telephone (1–888–729–2769), or electronic mail (e-mail) at <http://www.dfas.mil/about/contacts/index.htm#ARMY> to verify the soldier's pay status.

(3) Verification and the disbursing station symbol number will be entered on DA Form 3078 and authenticated by the DAO or authorized representative. This applies whether the soldier is or is not on the Defense Joint Military Pay System (DJMS).

(4) Return all copies of DA Form 3078 to soldier.

c. *Processing and purchase.* The enlisted soldier will present original and four copies of DA Form 3078 to the AMCSS clerk for processing at the time the purchase is made.

(1) The sales associate will check DA Form 3078 to ensure that DAO has verified the soldier's pay status.

(2) The sales associate will prepare the original and four copies of DA Form 3078 as follows:

(a) Enter the quantities sold in "ISSUED" column.

(b) Show the condition if other than new.

(3) The cashier will verify the signature of the soldier and sales associate's entries and will compute the total value of the sale. The soldier will acknowledge receipt of the purchase by signing the original and four copies of DA Form 3078 in the space provided. The fourth copy will be given to the soldier.

(4) Individual charge sales will not be recorded on the cash register unless it is equipped to record the dollar amount on DA Form 3078.

(5) All copies of the DA Form 3078 will be annotated to show that funds collected in payment of individual charge sales will be credited to MPA.

(6) Two copies of DA Form 3078 will be retained at the AMCSS. Billing for individual charge sales will be by a credit or charge voucher. It will be plainly marked as an individual charge sale and accompanied by the original and one copy of the DA Form 3078. The DA Forms 3078 will be batched and expeditiously forwarded to the commercial accounts section of the servicing DAO. This will allow collection of charge sales from the soldier's account on a timely basis.

USAPPC V1.00

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## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**Authority:** Title 10, USC 3012.

**Principal Purpose:** The personal clothing request provides an accountable document for clothing received by enlisted personnel.

**Routine Uses:** The Social Security Number (SSN) is used as an additional/alternate means of identifying the individual so that the clothing request will be filed in the correct Military Personnel Record Jacket.

**Disclosure:** Voluntary.

Legend for Figure 3-1;

*Block 1. Document Number.* Enter document number. This block is to be used by USA/ARNG units only.

*Block 2. Voucher Number.* Local AMCSS use only.

*Block 3. Date.* Enter date prepared.

*Block 4. Name.* Enter name of the soldier clothing is requested for (last, first, middle initial).

*Block 5. SSN.* Enter social security number of individual in block 4.

*Block 6. Grade.* Enter soldier's rank/grade.

*Block 7. Organization.* Enter the unit/organization to which the individual is assigned. For IMAs or IRRs, the local unit to which individual is assigned/attached will be used in this block.

*Block 8. DODDAC.* Enter DODDAC (USAR and ARNG units only).

*Block 9. Priority.* Enter the appropriate priority code (USAR and ARNG units only).

*Block 10. Army military clothing sales store.* Enter the physical location of the AMCSS.

*Block 11. Category.* Check the appropriate category.

*Block 12. Type of transaction.* Check the appropriate transaction.

*Block 13. Inventory.* Enter date and initials of person performing inventory. Used by Active Army, USAR, and ARNG units as appropriate.

*Block 14. Phone number.* Enter unit telephone number.

*Block 15. Posted.* Enter the date inventory was posted and the initials of the individual conducting the inventory.

*Block 16. Authorized by.* Enter AR 700-84 and the appropriate paragraph and/or other applicable references.

*Block 17. Approved by.* Enter the name, rank, and branch of the unit commander. Must be signed by the unit commander or his/her designated representative (commissioned or warrant officer).

*Block 18. Date approved.* Enter date approved by unit commander.

*Block 19. Quantity.* Requesting unit will enter the quantity of required items in the required column. The issue column will be completed by the AMCSS to show the items issued and the quantity issued.

*Block 20. Articles (Common).* Articles required both male and female.

*Block 21. Size.* Enter the sizes required beside article requested.

*Block 22. Unit Price.* To be completed by AMCSS.

*Block 23. Total Cost.* To be completed by AMCSS.

*Block 24. Quantity.* Requesting unit will enter the quantity of required items in the required column. The issue column will be completed by the AMCSS to show the items issued and the quantity issued.

*Block 25. Articles (Male).* Articles for issue to males only.

*Block 26. Size.* Enter the sizes required beside article requested.

*Block 27. Unit Price.* To be completed by AMCSS.

*Block 28. Total Cost.* To be completed by AMCSS.

*Block 29. Articles (Female).* Articles for issue to females only.

*Block 30. Remarks.* To be used for required statements or other pertinent information.

*Block 31. Signature of Recipient.* To be signed by individual upon receipt of clothing items.

**Figure 3-1. Example of a completed DA Form 3078 (Back Side)**

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### **3-12. Mail order sales**

#### *a. Introduction.*

(1) Persons authorized to buy from AMCSS may make orders from the mechanized Army Military Clothing Catalog when sales facilities are not available. Orders may be placed by calling the toll free telephone numbers listed below:

(a) Order by phone: 1-800-527-2345.

(b) Order by FAX: 1-800-446-0163.

(c) DSN: 471-3794, 4656, 5111 or 3797.

(2) For customers located outside the United States, use the appropriate commercial number. No collect calls.

(a) Order by phone: 1-214-583-5000.

(b) Order by FAX: 1-214-583-5001.

(c) DSN: 471-3794, 4656, 5111 or 3797.

(3) Technical questions or requests for special measurement uniforms can be addressed to Fort Sam Houston, AMCSS telephone toll free 1-800-618-1508, FAX 1-210-271-7583, commercial 1-210-221-3794 or 4656, 5111, or 3797, or DSN 471-3794. Individual catalogs may be obtained by using these same numbers.

*b. Exchanges, except for size or material defects, and refunds, other than for overpayment, are prohibited. Items returned for exchange must be shipped in the same condition as when received.*

*c. Transportation charges for all mail order shipments will be prepaid. Items are normally shipped within two working days. Additional fees apply to upgrade the normal shipping priorities.*

#### *d. Mail orders.*

(1) Mail orders are limited to persons enrolled in the Defense Enrollment Eligibility Reporting System (DEERS).

(2) Mail orders may be submitted on a military exchange mail order form available from any Army military clothing catalog or the nearest AMCSS. They will be accompanied by a check or money order made payable to AAFES. Form must be filled in completely in accordance with the instructions on the reverse side. Customer eligibility will be verified via DEERS. Prices change periodically and should be verified from an e-mail (EMC-2) bulletin board maintained by HQ AAFES Military Clothing and Accessories prior to ordering. Price verification can be accomplished at any AAFES MCSS or by calling 1-800-618-1508.

(3) Funds received in excess of the cost of items will be refunded by AAFES. When funds received do not cover the cost of items, the manager will advise the person sending the mail order that the original remittance is being held and that the shipment of items is being suspended until a check or money order for additional funds is received.

(4) Handling of funds and shipment of merchandise will be accomplished by the Fort Sam Houston, AMCSS in accordance with established AAFES direct marketing procedures.

### **3-13. Sale of defective, soiled, or damaged DSCP merchandise**

*a. If item is received by AMCSS with defects or in a soiled or damaged condition, a quality deficiency report (QDR) will be processed. In these instances, the items should be retained until disposition instructions are received.*

*b. If item was damaged or soiled after receipt, or if the AMCSS is directed to dispose of an item that was reported on QDRs, the AMCSS manager will determine if the item can be economically repaired or cleaned and restored to at least "B" 75% wear condition. Code "B" condition garments will be marked "Code "B" 75% wear in an area that will not render the garment unserviceable.*

*c. The item should be returned to stock as either condition "A" or "B" if it can be economically repaired or cleaned (at a cost of no more than 25 percent of standard price). Costs incurred in restoring the item to salable condition will be paid for using operating costs.*

*d. If it cannot be restored to code "B" condition, the asking price will be reduced until it sells or until, in the judgment of the manager, there is no market for it.*

*e. The item should be turned-in to the Defense Reutilization and Marketing Office (DRMO) under locally established procedures if it cannot be sold. Accounting procedures will apply to 109-13 of the billing statement found in EOP 40-4 procedures (MCSS).*

### **3-14. Reporting shipping and packaging discrepancies**

*a. Shipping errors such as overages, shortages, lost shipments, wrong items received, missing documentation, expired shelf life, or duplicate shipments will be reported on Standard Form (SF) 364 (Report of Discrepancy (ROD)) (see AR 735-11-2). Transportation discrepancies will be reported on SF 361 (Transportation Discrepancy Report) (see DOD 4500.9-R).*

*b. AMCSS will follow procedures on how to prepare and distribute SF 364 in accordance with the Exchange Operating Procedures (EOP) 40-4, annex 4A.*

### 3-15. Price reductions

a. Price reductions (when approved by DALO-SMT) to stimulate sale of phase-out items in the AMCSS, are authorized only when there is a difference in utility or desirability of an item because of age, condition, or model. The purpose of such reductions in price is to recognize the relative value in use of the item concerned and to encourage supply economy through usage of such material. To be justified, price reductions should serve to reduce procurement requirements for a standard item or items. To be effective, price reduction determinations must be made early in the process of new item development.

(1) Price reductions will be offered as early as possible in the development process of new items.

(2) Coordination of phase-out or phase-in plans must be ongoing between HQDA, DLA, Army Materiel Command (AMC), Soldier and Biological Chemical Command (SBCCOM), Project Manager - Soldier, Integrated Materiel Management Center (IMMC), AAFES, CSO, DSCP, and the Training and Doctrine Command (TRADOC).

(a) CSO will consider AAFES worldwide assets and CIIP assets of phase-out items in developing the supply request package (SRP), which includes phase-out, or phase-in plans for new item introduction.

1. The phase-in or phase-out plans will include utilization of AAFES worldwide assets.

2. The estimated date of supply (EDOS) will be established to allow optimum use of AAFES stocks along with other assets of phase-out items.

3. Plans will include maximum utilization of AAFES assets of phase-out items by the CIIP where economically feasible.

(b) CSO will coordinate with TRADOC and AAFES to ensure assets are transferred to CIIP at current AMCSS prices. No operating costs will be charged for AAFES items transferred to CIIP.

(c) CSO will inform DSCP of quantities transferred from AMCSS assets to fill CIIP requirements.

(d) At least 18 months prior to EDOS of new items, the decision to implement price reduction will be made based on the following criteria:

1. After maximum use of AAFES stocks to fill CIIP requirements, a 25 percent price reduction will be offered, if AAFES worldwide assets are projected to be 3 months or less of stock on hand.

2. After maximum use of AAFES stocks to fill CIIP requirements, if AAFES worldwide assets are projected to be 3 or more months based on past sales of the item, a 50 percent price reduction will be offered.

3. Effective date of price reduction implementation will be 12 months prior to EDOS of the new item.

(e) After price reductions are initiated, HQ AAFES will ensure that AMCSS does not requisition additional phase-out items.

(f) After initial price reduction, decision will be made on length of time reduced prices will be in effect based on quantities of stock remaining.

1. Based on quantity of AMCSS stock on hand, reduction of 25 or 50 percent of original price (12th month through 6th month before EDOS).

2. Reduction of 75 percent of original sales price, if necessary, 6th month through EDOS or until stocks reach optimum economic point.

3. CSO or AAFES will advise DSCP of results and changes in assets after review.

4. Other reductions may be implemented after quarterly stockage review.

(g) Condition "B" 75% wear items will be sold at 50 percent of the price of condition code "A" items.

b. During the phase-out or phase-in of clothing items in the AMCSS, HQDA will provide funding to support stockage requirements for phase-in items. The proceeds to AAFES from the phase-out items will be used as an offset to fund the new requirement.

c. The price reduction will be offset by a decrease to the "inventory with agent" account so that the AAFES accountability to the Army is reduced by the amount of the price reduction. This will be accommodated during the year-end reconciliation of inventories. The Army "loss" will be confined to price reduction for those quantities currently on hand with AAFES.

### 3-16. Transfer of condition code B clothing

Clothing generated by the local installation supply division/forward distribution point and classified as condition code "B" may be transferred to the AMCSS, with reimbursement to the generating activity. A memorandum or other suitable document can be used to offer these items to the AMCSS. As a minimum, the document will contain the national stock number (NSN), nomenclature, size, unit of issue, price, and quantity. The AMCSS may, at their option, accept items offered. Local procedures will be developed for transfer of these items.

## Chapter 4

### Allowances Under the Clothing Monetary Allowance System

#### 4-1. Initial allowances of personal clothing

Initial and supplemental clothing allowances authorized for enlisted soldiers are listed in CTA 50-900. The initial allowance permitted those enlisted soldiers listed in paragraph 4-2 will not be considered as the "last authorization to an initial allowance" when determining entitlement to a clothing monetary allowance (CMA).

#### 4-2. Personnel entitled to initial allowances

Initial clothing allowances are authorized for the following:

- a. An individual on first enlistment or induction.
- b. An individual who reenlists after 90 days from the date of last discharge. The discharge date will be placed in the remarks block of the clothing request.
- c. A prisoner restored to duty after sentence to confinement or punitive discharge imposed by a court martial.
- d. Reserve Component soldiers enlisting in the Active Army from—
  - (1) *Active Army*. Enlisted soldiers of an ARNGUS or USAR unit are entitled to an issue of additional items to complete the "clothing bag" allowances of the Active Army. This applies to ARNGUS who attend individual duty training (IDT) and annual training (AT) and to USAR who are attending weekend or summer active duty for training (ADT). In addition, substandard items in their possession may be replaced if they do not meet Army standards of appearance. Length of separation from the Active Army has no bearing on replacement of substandard clothing.
  - (2) *Inactive Reserve*. Enlisted soldiers of an inactive reserve unit who do not attend weekend or AT or who are not authorized clothing allowances in accordance with CTA 50-900 are authorized a complete initial issue allowance. The enlisted soldier must have been separated 90 days or more from the Active Army. Enlisted soldiers with less than 90 days of separation time from the Active Army should have all clothing items in their possession when discharged. The date of separation must be indicated in the remarks block of the clothing request. In addition, substandard items in their possession may be replaced if they do not meet Army standards of appearance.
- e. Active or inactive ARNGUS soldiers who are ordered to active duty in excess of 179 days. They will be issued the additional clothing items from the ARNG Central Clothing Distribution Facility (CCDF) to complete the "clothing bag." Allowances are shown in the Active Army peacetime column in CTA 50-900. This includes personnel in the following status:
  - (1) Full-time support (FTS).
  - (2) Active guard/reserve (AGR).
  - (3) Full-time manning (FTM).
  - (4) Conversion to full-time manning (CFTM) or Active Guard/Reserve-Conversion (AGR-C).
  - (5) Full-time recruiting force (FTRF).
- f. An enlisted soldier who did not receive the complete initial allowance or was required to turn in clothing at time of discharge or release from active duty. The initial allowance authorized these soldiers will be reduced by the amount of clothing he or she retained on discharge or release from active duty. A copy of the discharge certificate and a copy of reenlistment orders will accompany the issue request.
- g. Retired enlisted soldiers recalled to active duty after 3 months from date of last release from active duty or date of retirement. Only one such entitlement will accrue during any 4 consecutive years.
- h. An enlisted soldier enlisting from another Service without regard to date of discharge from the previous Service.
- i. Officers or warrant officers separated from the Service who enlist or reenlist for other than retirement reasons. Only one entitlement will accrue during any 4 consecutive years.
- j. DA Form 3078, when submitted to AMCSS, will contain a statement explaining reasons for the initial issue. Orders will be attached to the DA Form 3078. This statement will identify the appropriate category of personnel shown in paragraphs a through i above. For ARNGUS or USAR personnel entering the Active Army, this statement will include—
  - (1) Date of discharge from the ARNGUS or USAR.
  - (2) Personal clothing items retained by the soldier at time of discharge.

#### 4-3. Clothing monetary allowances

a. *Monetary allowances*. In all areas where the CMA system is in effect, personal clothing initially provided at Government expense will be maintained up to the prescribed allowances by enlisted soldiers at their own expense. A monetary allowance for the cost of replacement and purchase of new items will be paid to enlisted soldiers annually on the anniversary month the soldier entered the service. This allowance will be paid along with and in addition to regular pay. Clothing replacement allowance (CRA) also may be used to buy additional quantities of personal clothing items. The intent of the CRA is not to cover the normal costs of cleaning, laundering, and pressing personal clothing. There

are two types of monetary allowances—basic and standard. The monetary values of these allowances will be published annually.

(1) *Basic monetary allowance.* Each enlisted soldier will be entitled to receive the basic monetary allowance. The allowance begins on the day after the soldier completes 6 months of active duty service. Time lost is not regarded. This is not authority for payment of the allowance when in a nonpay and allowance status. The 6-month period begins on the date of last issue to the initial clothing allowance. The basic monetary allowance will be paid for the remainder of the first 3 years of continuous active duty.

(2) *Standard monetary allowance.* Each enlisted soldier will be entitled to the standard monetary allowance. The allowance begins on the day after the soldier completes 36 months of active duty. Time lost is not regarded. This is not authority for payment of the allowance when in a nonpay and allowance status. The 36-month period begins on the date of the last issue of the initial clothing allowance. An enlisted soldier who reenlists within 3 months after the date previous enlistment terminates is not considered to have a break in service for the purpose of this entitlement. The standard monetary allowance will be paid for the remainder of a soldier's continuous active duty.

*b. Determining entitlement to monetary allowances.*

(1) An enlisted soldier is not entitled to the basic or standard monetary allowance if in a temporary commissioned or warrant officer status. This time cannot be counted in determining eligibility for basic or standard monetary allowances.

(2) Enlisted soldiers ordered to active duty from reserve status are entitled to a basic monetary allowance after completion of 6 months of active duty service.

(3) A monetary allowance will not be paid in a command where the clothing monetary allowance system is not in effect. Allowances will be discontinued as prescribed in paragraph *c* below. Time served in such a command will be counted in determining eligibility for the basic or standard monetary allowance when a soldier returns to an area where the monetary allowance is paid. ARNGUS personnel included in paragraphs 4–2e(1) through (5) will receive the clothing monetary allowance after 6 months active duty even though assigned to the ARNGUS.

(4) Prisoners in a nonpay and allowance status, including those in restoration training, will not be paid a monetary allowance. Rather, these persons will be supplied necessary clothing items at Government expense on an issue-in-kind basis. (See chapter 5 for other information on clothing for prisoners.)

(5) Prisoners in a pay and allowance status will continue to be paid the monetary allowance. Prisoners will replace at their own expense personal clothing that the installation correctional officer decides is needed to perform their duties while in confinement. Soldiers confined at other than their home stations also must pay for clothing items required for travel to home stations.

(6) Soldiers enlisting in the Active Army from the Reserve Components within 90 days of release from active duty with the Reserve Components are entitled to receive the basic clothing monetary allowance. This allowance commences on the day after the soldier completes 6 months of continuous active duty service.

*c. Discontinuance of clothing monetary allowance.* Action will be taken by the custodian of the soldier's pay record in the issue-in-kind area to discontinue the clothing monetary allowances. The pay order commencing foreign duty pay may be used for this purpose. The effective date of discontinuance will be at 2400 on the day before departure from the clothing monetary allowance area.

*d. Reinstatement under the clothing monetary allowance.* The custodian of a soldier's pay record reinstates payment of the clothing replacement allowance. Resumption of the allowance will be at 0001 on the day of departure from the issue-in-kind area.

*e. Casualties.* Enlisted soldiers entering a hospital as a casualty will not be reinstated under the clothing monetary allowance until after the hospital commander has authorized their return to a duty status.

#### **4–4. Increase in authorized allowances**

An increase in initial allowances will not be retroactive for enlisted soldiers on active duty tours before the effective date of the increase. However, an increase in the supplemental allowance may be retroactive when specifically authorized DA policy.

#### **4–5. Replacement of initial allowances with new items**

When new items, other than insignia, are adopted to replace initial allowances, enlisted soldiers on active duty tours before the effective date of the change must purchase the prescribed quantities of the new items within announced time periods. New items will be introduced with an optional phase-in period. This will give enlisted soldiers time to save the cost of the new item from their clothing replacement allowance. When initial clothing allowance items are superseded, a fair wear out period will be announced.

#### **4–6. Supplemental clothing allowance**

*a.* In addition to the initial allowance for personal clothing for enlisted soldiers, the authorized supplemental allowances in CTA 50–900 will be provided as an initial issue. Only one issue may be approved during any period of continuous service in the type of duty for which the supplemental allowance is authorized. DA Form 3078 will be prepared as shown in figure 3–1. The following statement will be placed in the remarks block: "Individual has not

received a full or partial supplemental issue while assigned in military occupational specialty (MOS)." If a supplemental issue was provided and there was a break of 3 years or more between MOS assignments requiring a supplemental issue, place the date the supplemental issue was made in the remarks block. Once the supplemental issue has been made, DA Form 3078 will be transferred with the soldier. Normal replacements thereafter will be at the expense of the soldier.

b. Supplemental allowance need not be maintained after completion of the duty for which the items were provided. However, the soldier will be required to possess the previous allowance furnished if the same items are required within 3 years after the duty is completed.

#### **4-7. Supplemental allowance authorization**

Supplemental allowances are published in CTA 50-900 and are approved as follows: Active Army—Deputy Chief of Staff, G-1 (DSC, G-1); USAR—Chief, Army Reserve (CAR); ARNGUS—Chief, National Guard Bureau. Requests to modify or establish supplemental allowances will be submitted through command channels as a CTA modification under CTA 50-900 to HQDA (DAPE-MPH-S), 300 Army Pentagon, Washington, DC 20310-0300, for referral to DCS, G-1, CAR, or Chief, National Guard Bureau (CNGB), as appropriate.

#### **4-8. Army blue uniform payment and accounting**

a. Recruiters and Medal of Honor recipients are authorized a cash allowance to purchase Army blue uniform components. The allowance will not exceed—

(1) The current AAFES price—when the authorized items are available from military sources. AMCSS stores are considered military sources.

(2) The current AAFES price—in cases where at least one uniform (coat, trousers, skirts, and necessary accessories) must be purchased from commercial or nonmilitary sources.

b. The cash allowance will be applied to the purchase of an Army blue uniform consisting of a cap, coat, and trousers for male soldiers, or a hat, coat, and skirt for female soldiers and the necessary accessories. The Army blue uniform will be purchased within 30 days of receipt of the cash allowance. When necessary, the commander will grant an additional 30-day extension.

c. An additional authorized allowance can be applied to the Army blue uniform for alterations. The amount must be documented on an alteration slip and can be obtained for the following accoutrements—

- (1) Shoulder epaulets.
- (2) Rank chevrons.
- (3) Service stripes.

*Note.* The Army will pay for these alterations, not exceed the current AAFES price for the total cost of the alterations.

d. On assignment as Sergeant Major of the Army, a supplemental clothing allowance is authorized for purchase of additional uniforms (see CTA 50-900).

e. The unit commander will authorize preparation of SF 1034 (Public Voucher for Purchases and Services Other than Personal) in the proper amount with a statement on the voucher as follows: "The supplemental allowance is authorized by CTA 50-900."

f. Collection action will be brought against the soldier if the prescribed items of clothing are not purchased within 30 days from the date of receipt of this allowance or approved extension (see para 4-8b, above).

g. The unit commander will sign the proper block before sending the SF 1034 to the finance and accounting office (FAO), or the U.S. Property and Fiscal Office (USPFO) for ARNGUS, for payment. SF 1034 in original and 3 copies, together with 2 copies of the order assigning the soldier to recruiting duty or awarding the Medal of Honor, will be forwarded to the servicing DAO for payment. The DAO forwards a paid copy to the unit, or USPFO for ARNGUS, for filing. Funds to be charged for payment of this allowance are MPA (P-1118), NGPA (P—), and reserve personnel, Army (RPA) (P—).

#### **4-9. Maternity uniform**

a. The maternity uniform (AG) shirt, skirt, slacks, and tunic listed in CTA 50-900 are authorized for wear when the enlisted soldier's condition becomes obvious in a regularly fitted uniform. The maternity uniform must be maintained by the enlisted soldier for 3 years. If at least 3 years have lapsed since an authorization for a supplemental issue of the maternity uniform items to an enlisted soldier has occurred, a new authorization may be approved. AG maternity uniform items are a supplemental issue, and are not in the supply system; therefore, soldiers should procure them from an AMCSS. Upon receipt of certification by a doctor that the enlisted soldier is pregnant, the Active Army, USAR, and ARNGUS unit commanders will verify the current uniform price with the AMCSS and then prepare an original and five copies of DA Form 3078 as shown in figure 3-1 for issue of the supplemental maternity uniform items with the following statement: "Issued as supplemental items as authorized by CTA 50-900, table 3" (see para 4-6 above). One copy will be retained in the unit suspense file and one copy will be transferred with the soldier.

b. The BDU camouflage and white maternity uniforms are OCIE items and should be requested in accordance with the procedures contained in DA Pam 710-2-1 from the local central issue facility. While the camouflage maternity

uniform remains principally an organizational issue item, soldiers may special order additional quantities, if desired from the AMCSS. The unit commander will determine if the soldier should be issued all or a partial maternity allowance, depending on the soldier's duty assignment.

#### **4-10. Clothing and footwear for soldiers allergic to fabric, dye, or metal**

Soldiers allergic to fabric, dye, or metal may obtain protective clothing as follows:

- a.* Obtain a doctor's certificate certifying the allergy and present it to the AMCSS or the CIIP, as appropriate.
- b.* Forward a DD Form 1348, DD Form 150, or a comparable form with a doctor's certificate for footwear to the Defense Orthopedic Footwear Clinic, Veterans Administration (VISN3), New York, NY. Ensure the form used contains the soldier's name, rank, social security number, and size and type of footwear for each foot with a problem (see AR 40-3).
- c.* Replacement of clothing items requires a doctor's certificate containing the reason or circumstances for the replacement. Local procedures may be adopted.

## **Chapter 5**

### **Personal Clothing Issue Procedures**

#### **5-1. Obtaining personal clothing items**

DA Form 3078 will be the only document used to obtain personal clothing items for Active Army enlisted soldiers and USAR enlisted soldiers. This form is available through normal publication supply channels and is on the Web at [www.apd.army.mil/](http://www.apd.army.mil/). ARNG requestors supported by the CCDF will use the electronic or printed forms prescribed in the Central Clothing Distribution (CCD) User Handbook.

- a.* DA Form 3078 is an auditable document. The form is subject to formal and informal auditing and is a receipt for the enlisted soldier. It is also a supporting document for the unit and FAO.
- b.* DA Form 3078, processed at the AMCSS for an ARNGUS soldier on initial active duty for training (IADT), must be accompanied by two copies of the soldier's orders. The accounting classification to be charged will be annotated on the orders and entered in block 30 of the DA Form 3078. The AMCSS will retain one copy of the orders and forward the second copy with the DA Form 3078 to the supporting DAO.
- c.* An improperly prepared form will not be accepted at the CIIP or AMCSS. DA Forms 3078, dated over 30 days prior to the processing date, will not be accepted at AMCSS.
- d.* Seasonal or deferred issues of specified clothing bag items at CIIPs will be accomplished as directed by the MACOMs.

#### **5-2. Issue of items to enlisted soldiers during initial processing**

*a. Preparing DA Form 3078.* The CIIPs normally prepare the DA Form 3078 using Automated Clothing Initial Issue Point System (ACIIPs) procedures. To prepare a manual DA Form 3078, use ink, indelible pencil, or typewriter. In the "approved by block" enter the name, rank, branch, and signature of the unit commander or his/her commissioned or warrant officer representative. Exceptions to this policy will be reviewed on an individual basis by DALO-SMT. The signature must agree with DA Form 1687 maintained at the CIIP or DA Form 7000 for AMCSS. See figure 5-1 for an example of a completed DA Form 7000. When a DA Form 3078 is forwarded to an AMCSS/CIIP, an original and four copies must be prepared. One copy will be held in suspense by the unit and the original and three copies are forwarded to AMCSS/CIIP.

DELEGATION OF AUTHORITY - ARMY MILITARY CLOTHING SALES STORE For use of this form, see AR 700-84; the proponent agency is ODCSLOG.					1. EXPIRATION DATE 20040915
2. UNIT/ACTIVITY Co t, 49th Inf			3. LOCATION Camp Swampy, VA		
Commissioned officer or warrant officer individual(s) listed below are authorized to approve DA Form 3078 (Block 17) submitted to Army Military Clothing Sales Store (AR 700-84 Fig 5-2 and para 14-2)					
4. LAST NAME	FIRST NAME	MIDDLE INITIAL (Typed)	5. RANK	6. SIGNATURE	
Smith, James A.			CPT	James A. Smith	
O'Rourke, Timothy T.			WO2	Timothy T. O'Rourke	
Nothing follows					
Individuals listed below are authorized to sign "Signature of Recipient" block (Block 31) of DA Form 3078					
7. LAST NAME	FIRST NAME	MIDDLE INITIAL (Typed)	8. RANK	9. SIGNATURE	
Temple, William D.			SSG	William D. Temple	
Brown, Charles A.			SGT	Charles A. Brown	
Nothing follows					
10. DODAAC W29ABC		11. UNIT/ACTIVITY TELEPHONE NUMBER DSN - 539-4592 COMMERCIAL ( 804 ) 756-4592		12. DATE 20031031	
13. LAST NAME	FIRST NAME	MIDDLE INITIAL (Typed)	14. RANK	15. SIGNATURE	
Lightfoot, Baran C.			MAJ	Baran C. Lightfoot	

DA FORM 7000, MAY 93

EDITION OF JUN 81 IS OBSOLETE.

USAPPC V2.00

Legend for Figure 5-1;

Block 1. Enter the expiration date of the card. The person making the delegation determines this date. Do not set a date later than the date the delegating authority expects to remain in the job. Enter the date as yyyy/mm/dd.

Block 2. Self-explanatory.

Block 3. Self-explanatory.

Block 4. Name of individual authorized to approve DA Form 3078. Individual must be a commissioned officer or warrant officer.

Block 5. List rank of individual in block 4.

Block 6. Signatures of individuals in block 4.

Block 7. Name of individual authorized to sign in block 31 (Signature of Recipient) of DA Form 3078. Individuals listed in this block will be authorized to pick up/receive clothing for soldiers whose name appears in block 4 of DA Form 3078.

Block 8. List rank of individual in block 7.

Block 9. Signatures of individuals in block 7.

Block 10. List DODAAC, if applicable.

Block 11. Enter the DSN and commercial telephone numbers.

Block 12. Enter the date form is initiated. Enter the date as yyyy/mm/dd.

Block 13. Enter the name of delegating authority.

Block 14. Enter the rank of delegating authority.

Block 15. The delegating authority enters his or her signature. Delegating authority may be the approving authority of DA Form 3078.

Figure 5-1. Example of a completed DA Form 7000



*b. Preparation of a DA Form 3078.* Preparation and instructions for DA Form 3078 are contained in figure 3–1.

(1) Responsible unit/activity personnel will complete DA Form 3078 in original and four copies. Blocks 1, 2, 9, 13, and 15, leave blank. Block 11, Category, add DA CIVILIAN. Mark block 2, TYPE OF TRANSACTION, Initial. In block 16, type AR 700–84, paragraph as appropriate. The resource manager will enter the funding appropriation in block 30.

(2) The unit commander or activity supervisor will indicate in blocks 19 and 24, REQ column, the quantity of items authorized for issue. The approving authority will type their name in block 17 and sign block 17. Enter date signed in block 18. Commanders will ensure the DA Form 3078 is properly completed before signing the form.

(3) Individual will receive from the AMCSS those authorized clothing items as indicated on DA Form 3078. AMCSS will complete applicable blocks. Unit is responsible for ensuring cost information is placed in block 30 of DA Form 3078. Upon completion of transaction, individual will sign block 31 of the original and all copies.

*c. Distribution of DA Form 3078.*

(1) The unit retains one copy as an accountable document for future reference.

(2) On completion of the issue, the CIIP/AMCSS forwards the original and one copy to servicing finance office for payment.

(3) One copy is provided to the individual to be retained in the individual's personal records.

(4) One completed copy is returned to the enlisted soldier's assigned unit and retained at the unit until the soldier has completed 6 months of service or has received all of his or her initial issue items, whichever comes first (see para (c) below). The completed DA Form 3078 will be transferred with the enlisted soldier.

(a) Upon transfer or permanent change of station during the first 6 months of active duty, a copy remains with the soldier's record and is taken to the new assigned unit.

(b) After 6 months of active duty are completed, an inventory and inspection of the enlisted soldier's clothing and footwear will be accomplished. If all required clothing and footwear are on hand and in a serviceable condition, the unit's copy of the DA Form 3078 will be destroyed. Upon destruction of the DA Form 3078, each enlisted soldier retains personal responsibility for the initial issue of clothing and is subject to charges of financial liability in the event any of the clothing items become lost, damaged, or destroyed. Enlisted soldiers have personal responsibility for clothing issued to them under a supplemental issue and are subject to charges of financial liability in the event of lost, damage to, or destruction of this clothing.

(c) DA Form 3078 for Active Army personnel will not be destroyed until all personal clothing issues are completed. DA Form 3078 may be retained longer than 6 months if all initial issues are not complete.

(5) A copy is given to the enlisted soldier for retention.

*d. Special measurement clothing.* The need for special measurement clothing and footwear as discussed in chapter 7 is determined during initial processing. Full allowances will be expeditiously obtained. All copies of DA Form 3078 will be stamped or marked "special measurement" at the time of processing.

*e. Alteration service.* Alterations to garments will be completed not later than 4 days after initial processing.

*f. Undergarments.* Female undergarments are a one-time cash purchase as part of the initial clothing allowance for females. Unit commanders must afford female soldiers the opportunity to purchase these items.

### **5–3. Issue of personal clothing items during other than initial processing**

*a.* Issue of clothing, at times other than initial processing, includes any of the following authorized transactions if DA Form 3078 is used:

- (1) Completion of initial allowances.
- (2) Completion of supplemental allowances.
- (3) Gratuitous issues.
- (4) Individual charge sales (payroll deduction).
- (5) Exchanges.
- (6) Temporary issues.

*b.* An original and five copies of DA Form 3078 must be prepared. The original and four copies will be sent to the AMCSS; the fifth copy will be held in suspense at the unit. Use ink, indelible pencil, or typewriter to prepare the form as indicated in figure 3–1. Exceptions are as follows:

(1) Completion of initial allowances. Enlisted soldiers must show proof of turn-in or nonreceipt. Their original DA Form 3078 with zeroed entries must be attached to the new request.

(a) For requests from new enlistees.

(b) For soldiers reenlisting, requests for replacement of items turned in.

(c) When initial issue allowances were not completed.

(2) Supplemental allowances. For guidance on supplemental allowances, see para 4–6.

- (3) Gratuitous issues. For guidance on gratuitous issues, see para 5-4.
- (4) Individual charge sales (payroll deduction). For guidance on individual charge sales, see para 3-10.
- (5) Exchanges. For guidance on exchanges, see para 5-11.
- (6) Temporary issues. For guidance on temporary issues, see para 5-8a.

#### **5-4. Gratuitous issue**

Applies to enlisted soldiers only, except as stated in paragraphs *a* through *f* below. Claims procedures in accordance with AR 27-20, apply to both offer and enlisted personnel for the replacement of clothing bag items lost, damaged, or destroyed while a soldier is in the Service. An example of claims procedures would be baggage lost during travel by military conveyance. Gratuitous issues should be received from the CIIP, rather than the AMCSS at basic training installations.

*a.* Authority for getting Army service uniforms and component items for burial of deceased active duty enlisted/officer soldiers is in accordance with DA Pam 608-4, paragraph 3-2c. The appropriate base operation accounting classification will be placed in the "REMARKS" block of the DA Form 3078.

*b.* Clothing may be replaced when authorized by Army medical departments.

(1) To prevent spread of contagious diseases, clothing will be destroyed under these circumstances. Gratuitous issue for both enlisted and officer personnel may replace clothing items.

(2) An enlisted soldier with a deformity or unable to wear certain items may exchange items of personal clothing, such as woolen clothing and combat boots, for cotton items or low quarter shoes, provided—

(*a*) The physical condition was not in whole or in part the fault or neglect of the enlisted soldier while in active Federal service.

(*b*) The medical department considers the enlisted soldier fit for continued military service.

(3) A gratuitous issue for an enlisted soldier and officers are authorized to replace items damaged when administering emergency first aid to another service member. The DA Form 3078 will be prepared in accordance with figure 3-1.

(4) A gratuitous issue for an enlisted soldier is authorized to replace items of clothing caused by excessive weight loss/gain after an enlisted soldier has had surgery. A medical statement stating reason for the weight loss/gain will be submitted along with the DA Form 3078.

(5) An enlisted soldier's or officer's clothing may be replaced because of contamination. When submitting DA Form 3078 to AMCSS, attach a statement of contamination provided by proper authorities along with a statement provided by unit commander. Contamination may be medically or organically related. Appropriate personnel must destroy contaminated clothing.

*c.* Clothing is replaced at no cost to the officer or enlisted soldier if the clothing is lost or damaged by an in-house operated Government laundry, or dry cleaning facility. The laundry facility manager will prepare and approve the DA Form 3078. The appropriate base operations accounting classification will be placed in the remarks block, charging the laundry and dry cleaning account. For contracted facilities, follow instructions contained in AR 210-130.

*d.* The enlisted/soldier or officer pays for replacing items of personal clothing lost, damaged, or destroyed while in a commercial business establishment.

*e.* Enlisted soldier and officer must use claims procedures for clothing lost, damaged, or destroyed in field laundry units during exercises.

*f.* If unusual circumstances exist that neither meet the criteria specified in paragraphs *a* through *e* above, nor qualify for claims procedures, a request for exception to policy may be submitted to the first general officer in the soldier's chain of command for approval. Each DA Form 3078 submitted for approval should be evaluated on a case-by-case basis prior to approval. A free issue of clothing bag items as replacements for clothing worn during a peacetime deployment is rarely warranted. If approval is granted, a copy of the approved correspondence should be attached to the DA Form 3078 so that the AMCSS or CIIP manager will honor the request. A form letter/blanket approval is not acceptable. Approval may only be for quantities of clothing bag items authorized in CTA 50-900.

*g.* An enlisted soldier or officer's loss of personal clothing due to off-post fire in nongovernmental quarters is not considered unusual circumstances. Losses incurred through these means should be covered with personal insurance.

*h.* Actions for recurrent loss or damage caused by the negligent act of soldiers may warrant action under the Uniform Code of Military Justice (UCMJ). ARNGUS soldiers receiving a clothing replacement allowance or using the issue-in-kind system and under the control of the State adjutant general may be subject to action under State Military Justice Codes when clothing is lost, damaged, or destroyed through negligence of the individual.

*i.* DA Form 3078 will contain a statement indicating specific reason for the gratuitous issue in block 30.

#### **5-5. Issue and attachment of insignia**

*a.* Standard color and subdued insignia are authorized for enlisted soldiers if wearing insignia is required because of—

(1) Grade.

(2) Years of active service.

- (3) Months overseas in designated areas.
- (4) Assignments.
  - b.* Insignia, to include nametapes and nameplates, are obtained through normal supply channels.
  - c.* Insignia, organizational, shoulder sleeve, and nametapes will be issued to enlisted soldiers at the Government's expense as initial issue when—
    - (1) Assigned to a unit.
    - (2) The command designation is changed.
    - (3) Reassigned to another command.
  - d.* Initial and replacement nametapes are provided at no cost to enlisted members (see AR 670–1, para 28–24b(3)).
  - e.* Insignia of rank, nametapes, and physical fitness badge will be issued, replaced and attached to enlisted soldier's Army class A uniforms and battledress uniforms at Government expense in the circumstances indicated below.
    - (1) Promotion to a higher grade.
    - (2) Reduction in grade.
    - (3) Conversion to comparable grade.
    - (4) Authorization and receipt of a supplemental Army Green Uniform.
    - (5) One Physical Fitness Badge award under provision of AR 670–1, paragraph 29–17a(6).
  - f.* Insignias purchased from AMCSS are attached at the soldier's expense.
  - g.* Allowances for combat and skill badges are discussed in AR 600–8–22, chapter 8.
  - h.* Attachment of one physical fitness badge to physical fitness clothing is authorized at Government expense for enlisted soldiers awarded the badge under AR 670–1.
  - i.* Replacement of insignia for enlisted soldiers will be at Government expense when garments are defective. Normal replacement of insignia and attachment will be at the soldier's expense.
  - j.* Attachment of insignia is an installation or unit responsibility. Suggested methods include but are not limited to the use of local maintenance facility or company, local off post contractor, or the AAFES concessionaire. Local procedures should be developed.

#### **5–6. Reserve Component soldiers ordered to initial active duty for training**

- a.* Enlisted soldiers ordered to IADT are provided all necessary clothing listed in CTA 50–900, table 1 or 2 as appropriate in the quantities shown in the “AA–P” column upon arrival at the training site.
- b.* Commanders of ARNGUS and USAR soldiers, who enlist more than 60 days before IADT, may elect to issue one camouflage uniform consisting of the following: one belt, one pair of boots, two pairs of socks, one black buckle, one camouflage cap, one camouflage uniform, one duffel bag, and two brown undershirts. One additional camouflage uniform may be issued when authorized by the State AG. When required by seasonal and weather conditions, the following additional items may be issued: One camouflage cold weather coat, one pair of gloves, and one pair of glove inserts. Combat boots are issued only in new condition, condition code A. Other items may be issued from serviceable stocks of the ARNGUS or USAR.
- c.* When ARNG or USAR soldiers are ordered to IADT, commanders will ensure soldiers have their personal clothing record and all previously issued clothing under provisions of paragraph *b* above in their possession when reporting to the training site. The commander will annotate the clothing record with one of the following as appropriate—
  - (1) “Soldier in possession of clothing records and has not been issued clothing.”
  - (2) “Soldier has not been issued clothing prior to IADT.”
  - (3) “Soldier in possession of clothing records has been issued a partial issue of clothing.”
- d.* The commander or designated representative (commissioned or noncommissioned officer E–5 to E–9) will inventory and withdraw all clothing previously issued under the provisions of paragraph *b* above, and secure and obtain a receipt for these items until the soldier returns from IADT training site.
- e.* Commanders of USAR or ARNGUS personnel participating in split-option training will ensure that a copy of their clothing record, DA Form 4886, and all clothing previously issued accompanies a soldier when returning to training site for subsequent training.
- f.* Upon completion of the initial training period under the split-option program, the soldier returns to the assigned Reserve Component unit for normal drills. Commanders will not withdraw those items issued in excess of Reserve Component allowances as discussed in paragraph 12–5.
- g.* USAR commanders will ensure that DA Forms 3078 for newly assigned enlisted non-prior service (NPS) soldiers ordered to IADT are prepared, processed, and forwarded to the AMCSS during the initial in-processing of the NPS soldier. DA Form 3078 will indicate ARNG/AR in block 11.
  - (1) If the DA Forms 3078 are submitted between drill assemblies, unit commanders will delegate approval authority on memorandum to an available officer or warrant officer. A copy of the memorandum and current copy of DA Form 7000 will be forwarded to AMCSS.

(2) DA Forms 3078 will contain only those personal items and quantities according to subparagraph *b* above, and will be stamped/annotated "NPS EXPEDITE" prior to forwarding to the AMCSS.

(3) AMCSS will process the DA Forms 3078 by priority.

#### **5-7. Reserve Component soldiers ordered to extended active duty**

ARNGUS and USAR enlisted soldiers ordered to active duty longer than 6 months are issued a clothing allowance as authorized in CTA 50-900, table 1 or 2 as appropriate, in the quantities shown in the "AA-P" column. Block 11 of the DA Form 3078 is annotated with AR/ANG.

*a.* Enlisted soldiers ordered to active duty within 3 months of previous release from active duty must report for duty with all clothing in their possession at the time of their release or discharge. These soldiers are processed according to paragraph 5-2 or 5-3. The basic or standard clothing replacement allowance begins on the date the person reports for active duty.

*b.* Enlisted soldiers ordered to extended active duty after 3 months from date of release from previous active duty, or those with no previous active duty, must report for duty with all items of clothing recorded on their personal clothing record. This record is sent from their reserve unit to the new active duty station. The use of the personal clothing record is discontinued during the extended active duty.

(1) If the personal clothing record is not available from the reserve unit, DA Form 3078 is prepared and the enlisted soldier is credited with clothing in his/her possession. Credit may not be in excess of appropriate reserve allowances in the enlisted soldier's possession when reporting for duty. The old clothing record is destroyed if it is later received from the reserve unit.

(2) Enlisted soldiers in this category are entitled to allowances prescribed in paragraph 4-2d.

(3) Clothing in the possession of the enlisted soldier is inspected to determine serviceability and shortages.

*(a)* Unserviceable but repairable items are repaired at Government expense.

*(b)* Unserviceable, uneconomically repairable items are replaced at Government expense.

*(c)* Shortages are replaced at the expense of the soldier if the shortages occurred through fault or neglect on the part of the enlisted soldier.

(4) USAR unit commanders will prepare and submit DA Form 3078 to obtain the additional clothing needed to bring enlisted soldiers ordered to extended duty up to authorized allowances. See figure 3-1 for an example of a completed DA Form 3078. ARNG unit commanders will request clothing from the CCDF, using the procedures specified in the CCD User Handbook.

(5) When on active duty, all enlisted soldiers begin to accrue basic clothing replacement allowance on completion of 6 months of active duty service in a pay status. Personnel officers or the custodian of the soldier's financial data record folder (FDRF) will process the necessary pay orders. Accrual of the basic allowance starts on the date after completing 6 months of active duty in a pay status.

#### **5-8. Clothing for prisoners in Army confinement facility**

*a. Temporary issues.* Prisoners who are in an undetermined status and confined with the minimum clothing prescribed by the confinement facility are given a temporary issue of clothing, if necessary. Prisoners traveling to a correctional facility may wear personal civilian clothing; however, a temporary issue of comfort clothing may be authorized if required. All military clothing will be inventoried for serviceability to determine if temporary issue will be required.

(1) The installation commander is authorized to maintain minimum quantities of used clothing items at the confinement facility. The service stock listing of Army green uniforms with components and camouflage uniforms must be approved by the MACOM or major Army subcommand (SUBMACOM) commander. Temporary issues may be withdrawn and clothing reissued whenever possible.

(2) The commander at the installation where the individual is being held will immediately determine the status of the prisoner. At the earliest possible date, clothing will be furnished to an Army prisoner as authorized in this regulation (see table 5-1).

**Table 5-1**  
**Clothing requirement for prisoners in Army correctional/confinement facilities**

Personal clothing items	Male	Female
Bag, duffel	—	-
Belt, trousers	1	1
Boot, combat	2	2
Buckle, black	1	1
Buckle, brass	1	—
Cap, camouflage	2	2
Cap, garrison	1	1
Coat, all weather	1	1
Coat, camouflage, EHW	2	2
Coat, camouflage, temp	2	2
Coat, camouflage, CW	1	1
Coat, poly/wool AG	1	1
Drawers, brown	7	—
Gloves, black, unisex	1	1
Gloves, inserts	2	2
Gloves, 1 shell	1	1
Handbag	—	1
Necktab, long/short sleeve	—	1 ea
Necktie	1	—
Skirt, log/short sleeve	1 ea	1 ea
Shoes, oxford	1	1
Skirt, poly/wool AG	—	1
Slacks, poly/wool	—	1
Socks, cotton/nylon	3	—
Socks, wool	7	7
Towel, bath	4	4
Trousers, camouflage, HW	2	2
Trousers, camouflage, temp	2	2
Trousers, poly/wool AG	1	—
Undershirt, brown	7	7
Undershirt, white	2	—

**Notes:**

1. Three sets of undergarments may be issued to EW as necessary. Sentenced prisoners will wear prisoner clothing prescribed by the facility in which they are confined. Appropriate attire other than the prisoner uniforms will be temporarily issued and worn for appearance at court-martial and other appropriate occasions.
2. Individual being transferred to a detainment or confinement facility without personal clothing will be issued clothing items, as necessary, at final destination.
3. Distinctive clothing for prisoners confined at the U.S. Disciplinary Barracks (USDB) will be furnished at the facility.
4. Members of other Services confined at the USDB will be issued required prisoner clothing.
5. Soldiers transferred to USDB will not be required to report with all initial issued items. Commanders may transfer the soldier in civilian clothing, if available. Otherwise a service uniform will be provided as a temporary issue.

(3) After the installation commander determines the status of the prisoner and clothing is issued, any part of the temporary issue that is recoverable is withdrawn, laundered, and retained by the facility officer for reissue. Footwear and other nonrecoverable items are retained by and charged against the Army enlisted soldier, per paragraph 4–3b(4) or (5). Footwear issued to other than Army prisoners is withdrawn and returned to supply channels for proper disposition.

(4) Footwear is issued to other than Army prisoners only when the prisoner has footwear to perform assigned duties.

(5) Clothing temporarily provided to prisoners, other than Army, is without reimbursement from the member or from his or her military Service. Army clothing is withdrawn as soon as clothing is obtained from the prisoner's Service.

*b. Responsibility for issue.* The commander of units where Army prisoners are assigned will ensure that the prisoner has at all times required clothing items (see table 5–1 or table 5–2). The correctional officer is responsible for prisoners of the other Services. Soldiers who are returned to military custody at other than home stations and who are detained in a confinement or nonconfinement status pending disposition are given a temporary issue of clothing if necessary (except nonrecoverable items). Soldiers without an Army Service Uniform may be given a temporary issue of these items, if they are to appear before courts or elimination boards.

**Table 5–2**  
**Clothing requirements for prisoners in Army correctional/confinement facilities, pretrial/casual confinement status (temp issue)**

Personal clothing items	Male	Female
Bag, Duffel	–	–
Belt, trousers	1	1
Boot, combat	1	1
Buckle, black	1	1
Buckle, brass	1	–
Cap, camouflage	1	1
Cap, garrison	1	1
Coat, all weather	–	–
Coat, CW	1	1
Coat, camouflage HW	1	1
Coat, camouflage temp	1	1
Coat, poly/wool AG	1	1
Drawers, brown	2	–
Gloves, black, unisex	1	1
Glovers, shell	1	1
Necktab	–	1
Necktie	1	–
Shirt, long/short sleeve	1 ea	1 ea
Shoes, oxford	1	1
Skirt, poly/wool	–	1
Socks, cotton/nylon	1	–
Socks, wool	3	3
Towel, bath	2	2
Trousers, camouflage HW	1	1
Trousers, camouflage, temp	1	1
Trousers, poly/wool	1	–
Undershirt, brown	3	3
Undershirt, white	2	–
Organizational items		
Bag, barracks	1	1

**Table 5-2****Clothing requirements for prisoners in Army correctional/confinement facilities, pretrial/casual confinement status (temp issue)—Continued**

Personal clothing items	Male	Female
Drawers, CW1	1	1
Undershirts, CW1	1	1

Note:

1. Seasonal.

*c. Regular issues.*

(1) *Army prisoners.* The commander of the correctional holding detachment, special processing detachment, or other units where prisoners are assigned ensures that during pre-trial or post-trial confinement, each Army prisoner has the items required by the facility. Prisoners receiving a basic or standard replacement allowance will obtain, if necessary, and maintain prescribed clothing items at their own expense. Prisoners who arrive at the confinement facility for incarceration are required to have all clothing authorizations in their possession (see table 5-2). Replacement of clothing shortages will be at the expense of the prisoner, if the prisoner is receiving pay and the clothing replacement allowance.

(2) *Other than Army prisoners.* Casual prisoners of other Services are provided temporary issues as required. After the status of the prisoner is determined, the prisoner's Service is notified to provide adequate clothing for the soldier's return trip to home station. Prisoners confined in Army confinement facilities pending court-martial or serving their sentence will be provided a complete allowance of clothing as authorized in appropriate regulations.

**5-9. Initial issue to prisoners restored to duty**

Prisoners restored to duty are issued initial allowances before departure for duty assignment per paragraph 4-2c. Excluded is the U.S. Disciplinary Barracks (USDB). Prisoners at the USDB are given a seasonal Army service uniform. Initial allowances are completed at the new duty station if the soldier does not elect to go on leave. This authorization does not apply to prisoners who have no punitive discharge and who continue to receive a clothing replacement allowance while in confinement.

**5-10. Clothing for prisoners detained in personnel control facilities**

*a.* A personnel control facility (PCF) is authorized to stock minimum quantities of clothing and footwear for temporary issues to detained personnel. (See table 5-2 for description of clothing items and the quantities.) Prisoners awaiting discharge will receive a temporary issue of clothing required for performing duty at the facility. This clothing will be withdrawn when the prisoner is discharged. Prisoners of the PCF awaiting reassignment will be issued clothing to complete their clothing bag authorization. This issue will be at the soldier's expense. PCF commanders should make every effort to obtain condition code B clothing prior to ordering new items through the installation supply division (ISD). Clothing ordered by the PCF will be charged to OMA fund. PCF will order clothing to be charged to OMA fund. The ISD should order on an as-required basis and should not accumulate demand data for the purpose of replenishing clothing to support the PCF. Authority should be obtained from local medical authorities for the sanitation and reissue of footwear and undergarments.

*b.* Personnel will be required to return all clothing when discharged from the Service. Those soldiers returned to military control in a pay status will be charged for all clothing retained. (See para 5-13 for those in a nonpay status.) Undergarments for female personnel are not stocked in the supply system; therefore, the purchases of these garments will be charged to OMA funds.

**5-11. Exchange or alteration of misfit clothing and footwear**

*a.* Exchanges or alteration of misfit clothing after initial issue must be made within 6 months of date of entitlement. By definition, exchanges are to replace one like item with another; therefore, AMCSS must accept another garment or footwear item when making exchange transactions.

*b.* Exchange of misfit footwear after initial issue must be made within 90 days of issue.

*c.* When the unit commander decides that clothing or footwear is actually a misfit, a DA Form 3078 will be properly prepared in original and five copies, as shown in figure 3-1. A statement will be placed in block 30 "Remarks" giving an explanation for exchange. Use of a single DA Form 3078 to permit exchange of clothing items for more than one soldier is authorized for basic trainees when exchange is accomplished at CIIP. A DA Form 3078 otherwise is required for each enlisted soldier. Place a check in the "Exchange" block of the form. The following information is required:

(1) A list of the items of clothing or footwear.

(2) A statement on the front of the form or in the remarks block that the enlisted soldier has been in the Service for less than 6 months (180 days) or 90 days, for the exchange of footwear, after the last authorization of an initial allowance. Give the day, month, and year of entry on duty.

(3) A statement that the enlisted soldier is entitled to alterations or exchange of misfit clothing or footwear at Government expense.

*d.* When forms are completed, the unit commander will have the enlisted soldier—

(1) Go to the AMCSS or CIIP. When a CIIP is located on an installation, the commander should use the CIIP.

(2) Present the proper number of copies, as directed by the AMCSS of DA Form 3078 to the AMCSS associate. The associate in turn has a qualified clothing or shoe fitter check the fit of the clothing or footwear.

*e.* If the garments can be fitted by alteration, the fitter marks the alterations. The garments are then sent to the alteration shop and upon completion are returned to the enlisted soldier. If some garments on the same DA Form 3078 cannot be fitted by alterations, these items should be exchanged for an appropriate size. If exchanged garments require alterations, mark the issue (ISS) column of the DA Form 3078 "ALTER" and return garments to the alteration facility for alterations. Follow procedures in paragraph *f* below for all other items. If all garments listed on the form can be altered, destroy DA Form 3078.

*f.* Misfit clothing that cannot be altered to achieve the proper fit and misfit footwear is turned in to the AMCSS or CIIP without additional documentation. The correct size clothing or footwear is issued and recorded on DA Form 3078. First issue priority for exchanges will be from available condition code "B" 75% wear (used) clothing. The duplicate copy is returned to the unit commander for destruction. The AMCSS or CIIP processes the original and one copy of the DA Form 3078 for financial accounting.

*g.* If the proper size garment is out of stock at the time requested, enter zero in the "ISSUE" column of DA Form 3078. Return a duplicate copy of DA Form 3078 to the unit commander for filing until the exchange for the proper size is made. Send a duplicate of DA Form 3078 to the new station if the enlisted soldier is transferred before the exchange is made. This copy is authority to exchange misfit items when the proper size is available, even though the initial (180 days) 6-month period of service has elapsed. Destroy this copy when the exchange is made. The misfit clothing is turned in when the proper size is available.

*h.* Items exchanged must be cleaned, pressed, and meet the condition code B standards; otherwise an exchange will not be made.

*i.* Those enlisted soldiers in the split training option program will be entitled to exchanges and alterations during the second phase of IADT.

*j.* For exchanges made at AMCSS, removal and reattachment of insignia will be accomplished through the alteration facility at no charge to the soldier.

## **5–12. Exchanges of clothing for reasons other than misfit**

*a.* During the first six months (180 days) of active duty, which includes basic and advanced individual training, exchanges may be made when items of personal clothing are damaged beyond repair incident to service or intensive training and not due to normal fair wear and tear (FWT). This is provided such damage was not caused by any fault or negligence on the part of the soldier. A mismatched BDU set, that is the trousers and coat do not match in color or shades, is not a legitimate reason for exchange.

*b.* The replacement of clothing and/or footwear damaged during participation in field training exercises (FTX), regardless of time in service, is not authorized. Soldiers should be issued protective clothing authorized by CTA 50–900 when working in areas such as welding or performing such tasks as handling batteries. Commanders should also consider the use of code X clothing (less than code B) in lieu of normal work uniforms when situations warrant.

*c.* A DA Form 3078 will be processed as outlined in paragraph 5–11. A statement will be placed in block 30 "Remarks" giving an explanation for the exchange. Items turned in for exchange under this paragraph will be in a clean condition and have no salable value. DD Form 1348–1A (DOD Single Line Item Release/Receipt Document) will be used. The AMCSS will not take these items into their accountability, but will turn them in to the local DRMO at no value. Authorized items, accepted for exchange that are not taken into AMCSS accountability will not be charged to AAFES account 109–13. The CIIP will follow normal turn-in procedures.

*d.* Items that have obvious defects in workmanship or material will be handled as follows:

(1) Repairs at Government expense are authorized if it is economical to repair the item, and if the repairs would not cause a visible defect.

(2) Items returned to the issue activity that cannot be economically repaired will be accepted for exchange. The CIIP or AMCSS manager will submit SF 368.

*e.* Items received under paragraph (2) above will be exchanged using DA Form 3078 as outlined in paragraph 5–11. For CIIP, the defective item will be turned in to the supporting ISD and will be processed under dollar value accountability. AMCSS will make turn-ins in accordance with EOP 40–4.

*f.* For exchanges made at AMCSS, removal and reattachment of insignia will be accomplished through the alteration facility at no charge to the soldier.

## **5–13. Initial and gratuitous issues to soldiers isolated from supporting installations**

When enlisted soldiers are isolated from the installation where they are based for support, the assigned installation commander will process initial and gratuitous issues as follows:



- a.* Initial issue. Personal clothing items, when required to complete initial allowances, are obtained from the AMCSS of the installation providing support.
- b.* Gratuitous issue. Gratuitous issues are processed as indicated in paragraph 5–4.
- c.* Submission of form. DA Form 3078 is submitted only to the supporting installation.

#### **5–14. Nonpay status**

- a.* When enlisted soldiers are in a nonpay status, an issue of clothing is authorized, if necessary. Individual charge sales will not be prepared for clothing issues for individuals in a nonpay status. Commanders should make every effort to obtain condition code “B” 75% wear clothing prior to ordering new items through the ISD. Clothing ordered will be chargeable to OMA funds and through normal supply channels.
- b.* Serviceable recoverable items will be withdrawn when the soldier no longer requires the issue of clothing. Commanders of units other than confinement or control facilities will turn in withdrawn serviceable clothing to the ISD.

#### **5–15. Reenlistments**

- a.* Enlisted soldiers who have 3 years or less of active duty service at the time of discharge or release and who reenlist within 3 months are entitled to an issue-in-kind of like items turned in at time of discharge per paragraph 12–3. Requests for items not required for turn-in are substantiated by valid proof of turn-in or are replaced at the soldier’s expense.
- b.* Persons who have more than 3 years of active duty service at the time of discharge or release and who reenlist within 3 months are not entitled to an issue-in-kind of any personal clothing items. The soldier retains such items per paragraph 12–2.

### **Chapter 6 Clothing Initial Issue Point**

#### **6–1. Introduction**

- a.* This chapter contains general policies for establishing a CIIP. Procedures may be modified, if necessary, to adapt to automation. This includes the use of other forms more suitable to the automated system. However, the automated system must meet these requirements to establish effective internal accounting control.
- b.* The CIIP is staffed and operated by the U.S. Army Training and Doctrine Command (TRADOC). The TRADOC goal is to clothe each soldier with 100 percent of his or her authorized clothing allowance as stated in CTA 50–900. Clothing and footwear will be fitted in accordance with TM 10–227. During periods in which clothing shortages may be prevalent, this goal may not be attainable. If 100 percent of the clothing bag items are not issued during the initial processing, commanders should make every possible effort to obtain needed clothing for the soldier. Only DSCP procured clothing items will be issued to new recruits. Requests for exception to this policy must be submitted to HQDA (DALO–SMT) for approval. Clothing forms (DA Form 3078) should not be destroyed until 100 percent of all authorized issues have been made and the soldier reaches his/her initial permanent duty station. DA Form 3078 will be retained for Reserve Component personnel per paragraph 12–9b(3) below.

#### **6–2. Concept of operations**

- a.* The inventory in the CIIPs is owned by DLA. TRADOC still has overall management for CIIP operations to include ownership and maintenance of all buildings, equipment, personnel, and procedures associated with the CIIP.
- b.* Actual operation of CIIPs is assigned to an individual designated as the manager or officer-in-charge of the activity.
- c.* The property control officer is normally accountable for the inventories in the CIIP.
- d.* DLA has designated the CIIPs as depots. Transfer of stock between CIIP sites will be as directed by DLA.
- e.* Adjustments to the CIIP account will be in accordance with DLA guidance and operating procedures. Adjustments include, but are not limited to, price changes and inventory adjustments.

#### **6–3. Establishment of clothing initial issue points**

- a.* Normally, CIIP facilities are established at installations operating reception stations designated for this mission.
- b.* CIIPs may also be established at overseas replacement centers and at Army personnel processing centers. The major Army commander concerned determines the need for such facilities.

#### **6–4. Funding**

Funds to operate CIIPs will be obtained through the responsible operating command.

## **6-5. Inventories**

- a. Formal inventories are taken twice a year with at least 4 months between inventories as follows:
  - (1) Procedures and times determined by DLA.
  - (2) When a new manager or officer-in-charge is appointed.
  - (3) Informal inventories are taken as required between formal scheduled inventories. These inventories are taken to determine the condition of the account and the losses, gains, errors, price changes, and replenishments.
- b. Facilities may be closed for a period not to exceed 3 workdays when formal inventories are made.

## **6-6. Clothing initial issue points stockage and operations**

- a. All CIIPs will maintain stocks of complete tariff sizes of clothing and footwear. (See supply bulletin (SB) 10-523.)
- b. Items of OCIE, which normally accompany the soldier on transfer, may be stocked and issued through the CIIP.
  - (1) Items of OCIE issued to soldiers may be temporarily recorded on DA Form 3078. A machine-produced equivalent, approved by the MACOM, may be used in lieu of the DA Form 3078. The DA Form 3078 will be retained until the soldier completes 6 months of service, has been issued a complete allowance of personal clothing items, or has in-processed at his or her initial permanent duty station, whichever date is later.
  - (2) When in-processing at initial permanent duty station, all OCIE issued during reception center processing (RCP) will be transferred to DA Form 3645 (Organizational Clothing and Individual Equipment Record) (see DA Pam 710-2-1, para 11-6c). All future issues and turn-ins of OCIE made to soldiers will be recorded on the soldier's DA Form 3645.
- c. Army green coats and trousers that are not free of wrinkles will be pressed prior to try-on and issue.
- d. All footwear and outer garments will be tried on and fitted while the individual is wearing proper subgarments. For proper fitting of uniforms and footwear, see TM 10-227.
- e. Required alterations will be made within 1 to 5 days.
- f. Only authorized alterations will be made.
- g. No alteration will be made that will change the approved concept of fit.
- h. Requirements for special measurement clothing or footwear are discussed in chapter 7 of this regulation.

## **6-7. Clothing initial issue point physical layout and processing**

- a. Efficiency in operation can best be obtained through a self-contained facility that has areas for—
  - (1) Adequate storage space.
  - (2) Orientation and disrobing.
  - (3) Recording physical measurements.
  - (4) Providing an orderly sequence of issuing initial allowances of clothing.
  - (5) Providing a final check of items issued, alterations made, and pressing performed.
- b. The CIIP should be attractive and provide individual services to favorably impress the new soldier.
- c. An orientation on the clothing issue procedures and the mechanics of the clothing monetary allowance system (see chap 4) will precede the recording of body measurements. Proper fitting and wearing of the uniform will be emphasized. Before arrival at the CIIP, soldiers to be processed will be freshly showered and provided haircuts.
- d. The proper fitting of uniforms and footwear must be stressed, rather than processing at a high rate. Showing training films on fitting Army uniforms and footwear is encouraged for maximum use of on-the-job training. Issue sequence will be established locally. The soldier must ensure he or she is in receipt of all items recorded on DA Form 3078 as being issued. After completion of issues, the individual will sign all copies of DA Form 3078.
- e. An issue may be provided at the time the soldier reports to the reception station. Issue normally should be limited to items that do not require fitting (towels, underwear, socks, and duffel bag).
- f. Processing time will provide for the following:
  - (1) Selecting initial try-on sizes from recorded physical measurements.
  - (2) Trying on additional sizes, if necessary, to ensure the best possible fit with the least alterations.
  - (3) Furnishing the soldier with a receipt for garments withdrawn for alterations.
  - (4) Recording the quantity issued.
  - (5) Soldiers will not sign DA Form 3078 until he/she has been issued clothing marked in ISS column.
- g. Exchanges for misfit garments (see para 5-11) and damaged items (see para 5-12a), will be accomplished within established time frames as can be scheduled and processed.
- h. If a soldier does not meet requirements of TM 10-227 prior to departure from IADT, misfit exchange will be accomplished.

## **6-8. Alteration facilities at clothing initial issue points**

Alteration facilities will be established at each CIIP. There must be enough equipment to ensure that all clothing issued to soldiers is altered to achieve proper fit. The facilities of present clothing and equipment repair shops or contractual

alteration vendors will be used to make alterations. DD Form 754 (Repair Tag) is authorized for use. Alteration of all clothing is charged to OMA funds.

#### **6–9. Fitting uniforms**

See para 2–5 for information on uniform fitting.

#### **6–10. Quality control**

See para 2–6 for guidance concerning quality control.

## **Chapter 7**

### **Special Measurement Clothing and Footwear**

#### **7–1. Special measurement clothing**

Special measurement clothing items are manufactured to the specific measurements of a person. These items are authorized only for soldiers who cannot be properly fitted with standard tariff sizes or by authorized alterations. Unless directed otherwise, soldiers take all special measurement clothing with them on permanent change of station (PCS) moves. Retired personnel are not provided special measurement clothing.

#### **7–2. Procedures for supply of special measurement clothing**

*a.* If a soldier cannot be fitted from tariff sizes or by authorized alterations at the time of initial issue or sale, he or she may be measured for special measurement clothing. The measurements are recorded on DD Form 358 (Armed Forces Measurement Blank (Special Sized Clothing for Men)) or on DD Form 1111 (Armed Forces Measurements Blank (Special Sized Clothing for Women)) (see AR 32–4). These forms are available through normal publications supply channels or Web site: <http://www.apd.army.mil> (Form Flow). ARNG requirements may be ordered using the automated process specified in the CCD User Handbook.

*b.* The CIIP prepares the clothing measurement forms in quadruplicate and sends them to the ISD. In turn, the ISD prepares DD Form 1348–1A (DOD Single Line Item Requisition System Document (Manual)). The name of the soldier for whom a special measurement form (para *a* above) is attached, and a description of item ordered is entered in the remarks column of the form.

(1) The originals of the requisition form and special measurement form are submitted to Commander, Defense Supply Center Philadelphia, ATTN: DSCP–FRC, 700 Robbins Avenue, Philadelphia, PA, 19111–5092. Telephone, Commercial: (215) 737–3012, DSN: 444–3012, FAX: X3163. Requisition priority 06 is used for requests for initial issue clothing for new soldiers per AR 725–50.

(2) The supply officer retains one copy of the requisition form and one copy of the special measurement form.

*c.* Two copies of the special measurement form are annotated to show the assigned requisition number. One copy is returned to the preparing activity. The supply officer sends the other copy to the commander of the soldier being fitted. This copy is filed by the soldier's assigned unit and is destroyed when the item is received. Followup action is maintained on the supply status until the transaction is completed and items are received.

*d.* ACSS personnel prepare special measurement forms per EOP 40–4.

*e.* When items are received, the AMCSS or CIIP notifies the soldier's commander that the items are available. When the items are to be issued, the unit commander prepares 5 copies of DA Form 3078.

*f.* If the soldier is transferred before the items requisitioned are received, the following actions are necessary:

(1) The soldier's commander furnishes a copy of the transfer orders to the AMCSS or CIIP.

(2) The AMCSS or CIIP immediately—

(*a*) Advises the Commander, DSCP of the new address of the soldier.

(*b*) Identifies the correct requisition number to the soldier's commander.

(*c*) Requests the clothing be forwarded to the soldier's new location.

(3) The Commander, DSCP immediately advises the AMCSS or CIIP whether or not the change can be made.

(4) If the clothing is received at the station after the soldier is transferred, the AMCSS or CIIP ships the items to the AMCSS of the new station by the most expeditious means. A copy of the order transferring the soldier is sent with the items.

(5) If information indicates nonreceipt of special measurement items, the soldier's commander immediately notifies the AMCSS or CIIP. By doing this, followup action can be started and resubmission of a special measurement requisition for the same item or items can be prevented.

*g.* If items are received after the soldier is honorably discharged or relieved from active duty, he or she is advised that the items are available and can be purchased within 60 days. If the soldier does not wish to buy the items within the 60 days, items are processed for turn-in.

### **7-3. Special measurement footwear**

*a.* Special measurement footwear consists of boots or shoes that must be manufactured for size only. These items are not included in regular sizes stocked in the depot system. Rather, they are manufactured to a soldier's specific measurement. Special measurement footwear is included under the clothing replacement system. Retired personnel are not provided special measurement footwear.

*b.* These items of footwear are authorized only for soldiers who cannot be properly fitted from standard tariff sizes. Unless directed otherwise, soldiers take all special measurement footwear with them on PCS moves.

*c.* SUBMACOM commanders may approve the issue or sale of authorized allowances of combat boots and shoes to active duty soldiers with mismatched feet. Sizes are those needed to ensure a proper fit of both feet. Soldiers who buy such footwear pay the current standard price of only one pair of the item purchased. The Army CIIP or AMCSS issuing or selling this special footwear is authorized to dispose of the remaining unused footwear through DRMO channels.

### **7-4. Procedures for supply of special measurement footwear**

*a.* Soldiers who cannot be fitted properly with regular tariff sizes of footwear are sent to the local medical facility. A member of the medical office prepares a DD Form 150 (Special Measurements Blank for Special Measurements/Orthopedic Boots and Shoes), in quadruplicate. This form is available through normal publication supply channels. The form is forwarded to the AMCSS, who prepares a DD Form 1348-6 (DOD Single Line Item Requisition System Document) in quadruplicate, for the soldier for a trial pair of special measurement footwear (see AR 32-4). When both low quarter shoes and combat boots are required, the combat boots are the trial pair. The name of the soldier and the type of footwear are annotated in the remarks column of the requisition.

(1) Original copies of DD Form 1348-6 and DD Form 150 are sent to the Veterans Administration, New York, via facsimile 212-951-3247, ATTN: VISN-3, or are mailed to: Veterans Integrated Service Network 3, Medical Center, 423 East 23d Street, New York, NY 10010.

(2) The AMCSS retains two copies of DD Form 150 and DD Form 1348-6.

(3) The assigned requisition number is annotated on two copies of DD Form 150. One copy is sent to the unit commander of the soldier special measurement footwear is being requested for.

*b.* On receipt of the trial pair of boots and fitting report from the Veterans Administration, the clothing store manager arranges an appointment between the soldier and the local medical facility. The fitting report must be kept with the footwear. The medical officer decides if the footwear fits properly and completes the fitting report as follows:

(1) If the footwear does not fit, the medical officer records all changes required on the fitting report. He or she returns the reports and footwear to the clothing store manager. The fitting report and the trial pair of footwear are returned to the Veterans Administration for correction and returned to AMCSS.

(2) If the trial pair fits properly, the medical officer completes the fitting report and forwards it to the clothing store manager. The AMCSS manager completes the issue or sale as prescribed in paragraphs 3-6 and 5-3.

*c.* After the trial pair is fitted properly, the AMCSS prepares a requisition for the balance of the footwear authorized for issue to or requested for purchase by the soldier. The requisition is sent with the fitting report to the Defense Orthopedic Footwear Clinic.

*d.* On receipt of the remaining footwear and later deliveries of replacement special measurement footwear, the procedures in paragraph *b* above apply. When the issue or sale is complete, the annotated DD Form 150 is forwarded to the unit for filing per AR 25-400-2.

*e.* When replacement footwear is needed, the soldier reports to the AMCSS with the copy of DD Form 150. The AMCSS refers the soldier to a medical facility to decide if the soldier's foot measurements have changed. If measurements have changed, a new DD Form 150 marked "revised" is prepared. This form is sent with the requisition. Otherwise, replacement footwear is requisitioned with a statement that the previously requisitioned measurements are satisfactory. The original DD Form 150 or a copy of the new revised form is annotated to show the requisition number. The form is sent to the soldier's unit for retention.

*f.* The AMCSS manager ensures the fitting forms are forwarded promptly to the Veterans Administration.

*g.* When a soldier is transferred before items requisitioned are received, or the soldier has been honorably discharged or relieved from active duty, the procedures in paragraph *d* above and paragraph 7-2f apply. The Veterans Administration is notified of the soldier's new address.

*h.* Pricing policy for special measurement clothing and footwear is contained in paragraph 3-4.

### **7-5. Prices of special measurement clothing and footwear**

Prices will be adjusted and issued or sold at the AMDF standard price contained in FEDLOG. Any increase cost above the standard price will be borne by the Army, and not paid by the soldiers.

## 7-6. Supply of orthopedic footwear

Orthopedic footwear is a medical appliance and is obtained through medical supply channels from the Veterans Administration (see AR 32-4 and AR 40-3).

## Chapter 8 Civilian Clothing

### 8-1. Introduction

a. This chapter implements Sections 418 and 419, Title 37, United States Code, and DOD Instruction 1338.18, paragraph 5.4.3. It provides the Army policy for the officer and enlisted civilian clothing allowance. Service members directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, are eligible to apply for a civilian clothing allowance. Officers can only apply if they are assigned active duty outside the United States, or who perform TDY outside the United States from an overseas assignment (see para 8-2b, below). Enlisted soldiers who are on extended active duty assigned within or outside the United States are eligible to apply for a civilian clothing allowance (see para 8-2a, below). This includes classified duties. However, this does not include enlisted or officer soldiers who are discharged from the service upon release from confinement and whose punitive sentences have been executed.

b. The officer and enlisted civilian clothing allowance program does apply to U.S. Army Reserve or Army National Guard of the United States personnel on orders to active duty over 179 days.

c. Further information may be obtained from Commander, U.S. Army Human Resources Command (AHRC), ATTN: AHRC-PDO, 200 Stovall Street, Alexandria, VA 22332-0474.

### 8-2. Who may receive allowances

a. *Enlisted soldiers.* When performing official duty more than half the time and when directed by their MACOM as a military requirement, enlisted soldiers may be authorized a civilian clothing allowance. Enlisted soldiers are eligible to receive a CCA when reporting on a permanent change of station to an overseas location. Enlisted soldiers may receive payment of that allowance 90 days prior to their report date as stated on their orders. See points of contact list in table 8-1, for enlisted soldiers to contact when assigned within or outside the United States, who are—

- (1) On duty at the White House. The military aide decides whether civilian clothing is necessary or suitable.
- (2) Performing congressional escort duties. The Chief, Legislative Liaison, decides whether civilian clothing is necessary or suitable.
- (3) Assigned to intelligence, security, or related activities clearly requiring civilian clothing be worn.
- (4) Assigned to permanent or temporary duty in a foreign country where the host-nation government prohibits U.S. military personnel from wearing their military uniform, as noted in the Department of Defense Foreign Clearance Guide, DOD 4500-54-G.
- (5) Assigned or attached to Army attaché offices. The Deputy Chief of Staff, G-2 (DCS, G-2) decides whether civilian clothing is necessary.
- (6) Assigned to Military Assistance Advisory Group (MAAG) activities. The Chief of MAAG decides whether civilian clothing is necessary (see AR 1-75).
- (7) Assigned to an explosive ordnance disposal (EOD) unit to protect the President and other high-ranking officials.
- (8) Assigned to duty in support of U.S. Secret Service (USSS) Protective Missions and explosive detector dog (EDD) handlers.
- (9) Assigned to a law enforcement activity, Military Police Investigations (MPI) office, or the United States Army Criminal Investigation Command (USACIDC).

b. *Officers.* By law, an officer is authorized a civilian clothing allowance only if the officer's permanent duty station is outside the United States. Officers who are eligible to receive a CCA and are reporting on a permanent change of station to an overseas location may receive payment of that allowance 90 days prior to their report date as stated on their orders. See the point of contact list in table 8-1, for officers to contact when assigned outside the United States, who are—

- (1) Assigned to permanent or temporary duty in a foreign country where the host-nation government prohibits U.S. military personnel from wearing their military uniform, as noted in the Department of Defense Foreign Clearance Guide, DOD 4500.54-G.
- (2) Assigned outside the United States to intelligence, security, or related activities clearly requiring civilian clothing be worn.
- (3) Assigned outside the United States or attached to Army attaché offices to include foreign area officer (FAO) in-country trainees. The DCS, G-2 decides whether civilian clothing is necessary.

(4) Assigned outside the United States to MAAG activities. The Chief of MAAG decides whether civilian clothing is necessary (see AR 1-75).

*c. Training with industry program (TWI).* Officer and enlisted soldiers in the TWI program do not qualify for civilian clothing allowance per Army policy.

**Table 8-1**  
**Authorized points of contacts at MACOM level**

MACOM	Address
AMC	Commander AMC Headquarters Building 9301, Chapek Rd. Fort Belvoir, VA
CENTCOM	Commander U.S. Central Command ATTN: CCJ1-MPAR MacDill AFB, FL 33608
CIDC	Commander U.S. Army Criminal Investigation Command ATTN: CISP-PE-AC Fort Belvoir, VA 22060-5506
USPACOM	Commander U.S. Pacific Command ATTN: J112 Box 64017 Camp H.M. Smith, HI 96861-4017
EUCOM	Commander United States European Command ATTN: ECJ1-PA Unit 30400 PO Box 1000 APO AE 09128-4209
FORSCOM	Commander U.S. Army Forces Command ATTN: AFLG-SMS 1777 Hardee Ave, SW Fort McPherson, GA30330-1062
MEDCOM	Commander U.S. Army Medical Command ATTN: MCOP-PM 2050 Worth Road Fort Sam Houston, TX 78234-6007
INSCOM	Commander U.S. Army Intelligence and Security Commander ATTN: IAPE-MP- Fort Belvoir, VA 22060-5370
MDW	Commander U.S. Army Military District of Washington ATTN: ANPE-BM Fort Lesley J. McNair Washington, DC 20319-5000
SDDC	Commander Surface Deployment and Distribution Command ATTN: MTPAL-HR-MP Hoffman Building II 200 Stovall Street Alexandria, VA 22332-5000
SOUTHCOM	Commander U.S. Southern Command ATTN: SCJI-A Miami, FL 33172-1217

**Table 8-1**  
**Authorized points of contacts at MACOM level—Continued**

MACOM	Address
USAE/SHAPE	Commander Headquarters, U.S. Army Element SHAPE ATTN: ACOP- CMR 450, Box 5100 APO AE 09705
TRADOC	Commander U.S. Army Training and Doctrine Command ATTN: ATBO-HS Fort Monroe, VA 23651-1048
USACE	Commander U.S. Army Corps of Engineers ATTN: CEHR-M Pulaski Building 20 Mass Ave NW Washington DC 20314-1000
USAISC	Commander U.S. Army Information Systems Command ATTN: ASLO-LOD-E Fort Huachuca, AZ 85613-5000
USAREUR	Commander U.S. Army, Europe and 7th Army ATTN: AEAGD-TS, Unit 29351 APO AE 09014-0100
USARPAC	Commander U.S. Army Pacific ATTN: APPE-SGM Fort Shafter, HI 96858-5100
USASOC	Commander U.S. Army Special Operations Command ATTN: AOPE-POD Fort Bragg, NC 28307-5200
EUSA	Commander Eight U.S. Army ATTN: EAGA-PP Unit #15236 APO AP 06205-0009
United States Delegation (USDEL) NATO MC	Commander PSC 80, Box 200 ATTN: Army Personnel Rep APO AE 09724

### 8-3. Who may approve allowances

Officer and enlisted soldiers who are required to wear civilian clothing more than half of the time when performing official duty and who are requesting a civilian clothing allowance will submit requests to their unit commander who will forward the request to the applicable losing or gaining MACOM POC for approval. Approval authority for civilian clothing allowance may not be delegated below the MACOM level. The following type of requests require special handling:

- a. Requests for officer and enlisted Criminal Investigation Command (CID) special agents are sent from the soldier's unit commander to Commander, U.S. Army Criminal Investigation Command, ATTN: CISP-PE-AC, Fort Belvoir, VA 22060-5506 for verification as the MACOM POC for approval authority.
- b. Requests for enlisted MPI soldiers are sent from the soldier's unit commander to the losing or gaining MACOM POC for approval. MPI requests must conform to procedures in AR 190-30.
- c. Requests for officer and enlisted Army attaché soldiers cannot be submitted until they have officially signed in to U.S. Army Intelligence and Security Command (INSCOM). Request should be sent from the soldier's unit commander to Commander, U.S. Army Field Support Center, INSCOM, ATTN: IASV-P, Fort George G. Meade, MD 20755-5905, for verification of attaché status prior to the MACOM POC for approval.
- d. Classified requests for civilian clothing allowance must be processed using secure means from the soldier's unit commander to the gaining MACOM for approval.

e. Requests for officer's performing foreign area officer (FAO) duties must be forwarded through the appropriate supporting personnel officer at either Fort George G. Meade, MD; Fort Shafter, HI; or USASAALA at Fort Buchanan, PR, prior to the MACOM POC approval.

#### **8-4. Types and quantities of allowances**

The nature of assignments or conditions under which civilian clothing may be required can vary. The specific type and quantity of clothing, therefore, cannot be fixed. The clothing, however, will meet the requirements for business, dress, and work of an officer or enlisted soldier's assignment. The purchase of items or accessories in quantities that are not needed in performing official duties is not authorized. The rates for a civilian clothing allowance will change at the beginning of each fiscal year on 1 October and will be reflected in the DOD Pay Entitlement Manual. The category of allowance and the criteria for each allowance are listed below:

a. *Initial permanent duty civilian clothing allowances.* This allowance is authorized when the enlisted soldier is initially assigned to a normal tour of permanent duty requiring the full-time wear of civilian clothing or an officer is initially assigned outside the United States to a normal tour of permanent duty requiring the full-time wear of civilian clothing. An initial permanent duty civilian clothing allowance will not be paid more than one time in any 3-year period, or if the member has not been out of a qualifying permanent assignment for less than 12 months. If a member receives a follow-on permanent assignment, he or she may be eligible for another type of civilian clothing allowance (see para b, below). A member who has received a temporary duty civilian clothing allowance (see para c, below) within the 12 months of commencing an assignment authorizing a permanent duty civilian clothing allowance will have the permanent duty civilian clothing allowance offset by the applicable prevailing temporary duty civilian clothing allowance. As an exception to policy, the office of the ASD(FMP) may authorize a Service to pay the initial civilian clothing allowance and up to two replacement allowance payments in an up-front lump sum to members projected to continue to meet the eligibility criteria for a civilian clothing allowance on a career basis. Such a lump-sum payment will be made only one time in a member's career and that is when the member first becomes eligible for a civilian clothing allowance. On the first and second anniversaries of a lump-sum initial payment, if it is determined that the member will not actually be remaining in a qualifying civilian clothing allowance position for at least the next six months, the annual unearned portion for the years not served in a qualifying assignment will be recouped from the member. On the third and subsequent anniversaries of the member being eligible for the allowance, the member will be paid the permanent duty replacement civilian clothing allowance (see para b below).

b. *Permanent duty replacement civilian clothing allowance.* The permanent duty replacement allowance is equal to 1/3 of the initial permanent duty civilian clothing allowance. The permanent duty replacement civilian clothing allowance is authorized to enlisted soldiers or officers as indicated below.

(1) On the anniversary month of the member commencing the qualifying assignment, if the member is projected to serve at least 6 additional months in a qualifying permanent duty assignment, a permanent duty replacement civilian clothing allowance will be paid. If the member is projected to remain in the assignment less than 6 months beyond the anniversary month, the replacement civilian clothing allowance will not be authorized. However, if the member then actually serves 6 or more months in the assignment past the anniversary month, the replacement allowance will be paid.

(2) If the member receives a follow-on permanent assignment requiring the wear of civilian clothing within 3 years of receiving an initial permanent duty civilian clothing allowance, or within 12 months of occupying a qualifying permanent assignment, the member will continue to be paid the permanent duty replacement civilian clothing allowance on the original anniversary date.

c. *Temporary duty (TDY) civilian clothing allowance.* Generally, the TDY civilian clothing allowance is for use when the permanent allowance is not applicable. Officers are eligible to apply if assigned outside the United States. There is only one maximum TDY civilian clothing allowance authorized in a 3-year period. However, in exceptional circumstances, ASD (FMP) may make an exception to this 36-month rule and authorize an additional payment of TDY civilian clothing allowance. Payment of TDY allowance is not authorized to soldiers on intransit stopover at locations where civilian clothing must be worn. Neither is the TDY allowance authorized to persons transiting or visiting foreign countries, if TDY is less than 15 days or if for other than "official duty" reasons. Requests for TDY civilian clothing allowances must meet the provisions of paragraph 8-2 and need strict supervision. Authorizations must not be abused. TDY civilian clothing allowances are authorized when duty is performed for 15 consecutive or accumulative days or longer (see para 8-2). Reenlistment within 3 months after separation is considered as continuous active duty. In addition, the 15-day consecutive or accumulative qualification requirement does not apply to explosive ordnance disposal and explosive detector dog personnel; these personnel may be authorized up to the maximum TDY civilian clothing allowance for 30 days upon their initial temporary duty travel requirement.

(1) TDY allowance (15 consecutive or accumulative days or more but less than 30 days). This TDY allowance is authorized to an enlisted soldier who is required to wear civilian clothing for a TDY period of 15 consecutive or accumulative days or more but less than 30 days within a 30-day period and to an officer who is assigned outside the United States for 15 consecutive or accumulative days or more, but less than 30 days within a 30-day period. As indicated above, this 15 consecutive or accumulative day requirement does not apply to explosive ordnance disposal and explosive detector dog personnel on United States Secret Service Support duty, Defense Courier Service couriers,



and on-site Inspection Agency military personnel. The maximum payable for this allowance is 1/3 of the initial permanent duty civilian clothing allowance. Soldiers who receive this allowance due to the length of their TDY, and who later perform additional temporary duty within a three-year period that qualifies them for the maximum TDY payment, are authorized payment of the difference between the two amounts.

(2) TDY allowance (over 30 days). This maximum TDY allowance is authorized to enlisted soldiers who are required to wear civilian clothing for a TDY period of more than 30 consecutive or accumulative days in any 36-month period and to officers who are assigned outside the United States and perform a TDY period outside the United States of more than 30 consecutive or accumulative days in any 36-month period. The maximum amount payable will be equal to 2/3 of the initial permanent duty civilian clothing allowance, less any amount paid within the past 36-months for temporary duty under paragraph *c(1)* above.

## **8-5. Procedures for requesting allowances**

*a.* Officer and enlisted soldiers who must wear civilian clothing full-time in performing official duties, who are eligible for a civilian clothing allowance, should request it not later than (NLT) 30 days prior to departure or upon arrival at the new duty assignment or TDY station. However, officers and enlisted soldiers who are eligible to receive a civilian clothing allowance and are reporting on a permanent change of station to an overseas location may receive payment of that allowance 90 days prior to their report date as stated on their orders. This change has been made to eliminate undue hardship on the soldier because of the unavailability and cost of clothing at overseas locations. However, although an individual may be paid up to 3 months (90 days) in advance, this will in no way affect the soldier's "anniversary" date for subsequent payment at the end of the tour (PERSCOM Memorandum, dated 11 August 1999).

*b.* The request for a civilian clothing allowance will be submitted in memorandum format, one soldier per request, directly from the soldier's unit commander to the approving MACOM and will include all the information necessary as it pertains to the officer or the enlisted soldier. Failure to furnish the following will cause delays in processing and possible disapproval:

(1) Name, rank, social security number (SSN), and military occupational specialty (MOS/special skill identifier (SSI)).

(2) A written justification. This is extremely important in deciding approval for civilian clothing allowance. If the request for a civilian clothing allowance is submitted because the TDY or assignment orders indicate civilian clothing is required, a copy of the orders must be included. If the orders do not state a requirement for civilian clothing but the request for a civilian clothing allowance is submitted because of the host Government's requirement based upon the United States Air Force Foreign Clearance Guide; direction of the MACOM commander or the U.S. Ambassador, then the request must include this information, as well as a copy of the directive. If the request for a civilian clothing allowance is submitted because the soldier is required to wear civilian clothing full-time for official duty for reasons other than host Government, then a written justification must be included. This justification must be detailed enough so that the request can stand alone and describe details as it pertains to intelligence, security, or related activities.

(3) The date of expiration term of service (ETS), retirement, or release from active duty.

(4) The date the soldier physically arrived at his or her current assignment.

(5) The date the soldier is due to physically rotate from the assignment: DEROs date or PCS date.

(6) The new date of departure from the assignment due to an extension.

(7) The start and end dates of the CCA assignment.

(8) The date the wear of civilian clothing was mandatory. (Note: This date must be inclusive in paragraph (7) above).

(9) The date the soldier was last authorized a civilian clothing allowance and the amount. Any information that the soldier can provide regarding past allowances will be included in the request. If the soldier has never received a civilian clothing allowance, state "No previous CCA" in the request. Officers will indicate all previous allowances received as an enlisted soldier.

(10) The request should include the following statement that would be verified by the commander: "This soldier will be required to wear civilian clothing full-time for official duty for approximately (number) months."

## **8-6. Procedures for receiving clothing allowance**

*a.* A memorandum from the MACOM approving authority, authorizing payment of civilian clothing allowance will be sent to the local Defense military pay office (DMPO). A courtesy copy of the approval memorandum should be returned to the soldier's unit for the soldier's personnel file.

*b.* Commanders have direct supervision and responsibility for expenditures. They will ensure that—

(1) Full use is made of garments provided under the clothing allowance system.

(2) Only clothing items required in performing duties are purchased.

(3) The soldier must purchase clothing within 30 days of receipt of the allowance. Purchase will be verified by presenting the sales receipt to the soldier's supervisor or unit commander.

(4) Payment of allowances is to be recorded in the soldier's pay and allowances record.

(5) If a soldier does not use the funds for the purpose authorized, the unit commander, together with the local DAO, will prepare a DD Form 139 (Pay Adjustment Authorization) and start collection action against the soldier.

(6) If a soldier does not receive the funds because of a change in assignment or release from active duty, the unit commander will endorse the original memorandum back to the MACOM approving authority for accountability purposes.

(7) Civilian clothing items issued or purchased under this regulation are expendable property. They are dropped from military accountability. A soldier may permanently retain civilian garments issued to him or her. However, the civilian garments must be available for use in other assignments within the 3 years from the date of the approved authorization.

(8) Officer and enlisted soldiers who must wear civilian clothing are responsible for the upkeep of their military clothing during the time they wear civilian clothing.

## **Chapter 9**

### **Supply of Individual Clothing for Senior and Junior ROTC**

#### **9-1. Purchase limitations**

*a.* Uniform items, including footwear, clothing, and embellishments, such as insignia and devices, may be provided to educational institutions hosting ROTC programs. Acquisition is limited to those items authorized in CTA 50-900. ROTC units will submit requisitions to the proper support installation, or as otherwise prescribed by Headquarters, U.S. Army Cadet Command (USACC). Emergency requirements for ROTC units may be submitted to AMCSS per paragraph 9-5e below.

*b.* Purchases from AMCSS are limited to those items in paragraph *a* above. Individual ROTC cadets are not authorized to purchase items except as provided in paragraph 3-1n. When the installation commander determines the AMCSS is unable to provide clothing, the institutions will then submit requisitions to the correct supply source.

*c.* An institution may want ROTC Military Science (MS) IV cadets, scheduled to be commissioned, to wear the prescribed Army uniform at graduation or commissioning exercises. The institution may, prior to 90 days of anticipated date of commissioning, act as the agent for the cadet and purchase the uniforms or clothing for the cadets on a cash basis only. An ROTC cadet is not authorized a uniform allowance until he or she has been commissioned, reported for active duty, and passed a physical examination. A cadet; therefore, should not purchase a uniform for commissioning, nor should the student be asked to reimburse institutional funds. Purchases under this authority—

(1) May be made from AMCSS.

(2) Are limited to within 90 days before graduation.

*d.* On receipt of a certificate of pregnancy, the Professor of Military Science (PMS) may authorize the purchase of maternity AG dress and maternity camouflage utility uniforms for SROTC/female (F) cadets per CTA 50-900. Reserve Personnel Army (RPA) and Operations and Maintenance Reserve (OMAR), funds will be used as appropriated. Use closest AMCSS or online military catalog sales procedures to purchase AG dress uniforms. Use standard Army supply procedures to procure the camouflage utility uniforms. However, when in a remote location, the ROTC unit is authorized to purchase these items using a catalog or credit card. Purchases are limited to one AG dress, and one camouflage utility uniform per pregnant SROTC/F cadet. Stockage of maternity uniforms at the unit level is not authorized.

#### **9-2. Limitations of issue**

*a.* Uniforms and equipment are issued only to enrolled members of the ROTC program. The use of uniforms and equipment is limited to activities that best achieve Army objectives.

*b.* Foreign students who meet criteria established in AR 145-1, paragraph 3-29, are authorized uniforms to wear.

*c.* Conditional and auditing students are not authorized Government-purchased uniforms and equipment or commutation allowance (see AR 145-1, paras 3-27 and 3-28).

#### **9-3. Conservation of uniform clothing**

*a.* The PMS or senior Army instructor (SAI) at each ROTC unit ensures that serviceable uniforms on hand are applied against current and future needs based on firm enrollment data.

*b.* Cleaning and restoring issue-in-kind uniforms, making authorized alterations, such as sleeve and trouser lengths and minor changes in waist measurements and sewing on authorized embellishments are made before the issue or reissue to ROTC cadets. This is done under contract at the lowest rates, consistent with satisfactory workmanship. Cost is at Government expense, except as indicated in paragraphs (1) and (2) below.

(1) Purchases, restoring of uniforms and footwear will be funded using appropriated funds.

(2) The student pays for cleaning and normal maintenance of uniforms and footwear in his or her possession. The

student is not required to clean the uniform for turn-in. Also, the student is not required to pay for costs of repair and restoration caused by fair wear and tear.

*c.* Under the allowances prescribed in CTA 50–900, each enrolled ROTC cadet is authorized one pair of shoes. Male cadets are also authorized two pairs of cotton socks.

(1) Maintenance, repair, and replacement of shoes, combat boots, and socks, while in the possession of the cadet, are at the expense of the cadet, except under conditions in paragraph (2) below.

(2) At educational institutions, where uniforms are furnished on an issue-in-kind basis, replacement of shoes, combat boots, and socks lost or destroyed while in the possession of the cadet are at the expense of the Government only when the loss or destruction was not the fault or by neglect of the cadet and occurred during ROTC training.

#### **9–4. Requisitioning channels**

*a.* Supply of individual clothing and distinctive insignia normally comes from distribution depots. Supply from support installations may be made as provided in paragraph *c* below, under the following condition: When stock is available to meet ROTC requirements and an overall savings to the Government is realized. Support installation requisitioning objectives will not be increased to meet annual ROTC requirements.

*b.* All requisitions, including those for special measurement items, are submitted to the supply source through the support installation unless otherwise prescribed by HQ, USACC. The support installation provides the fund cite and sends the requisition to the proper supply source. The supply source sends the shipment directly to the ROTC unit.

*c.* Excess serviceable stocks of ROTC clothing will be turned in to the supporting installation supply division.

#### **9–5. Requisitioning procedures**

*a.* For requisitions placed on DLA activities or national inventory control points (NICPs), see AR 725–50, chapter 3.

*b.* DA Form 2765–1 (Request for Issue or Turn-In), or as prescribed by HQ, USACC, is used to request items of clothing. Assign and record a document number from the expendable/durable document register for ROTC unit's clothing requests.

*c.* ROTC units submit requisitions for uniform items for the following year after the close of the current school year. ROTC funds are cited on all requisitions. Requisitions are prepared as follows:

(1) Requisitions normally are based on the actual enrollment at the beginning of the previous school year, less quantities of serviceable items on hand. Quantities may be increased to provide likely increases in enrollment. Caution must be taken in the quantities approved to prevent excesses at ROTC units.

(2) Maximum stockage is authorized for emergency, replacement, and sizing. ROTC units may retain an amount not to exceed 20 percent of enrollment for sized uniform requirements.

(3) Additional uniforms may be requisitioned at later enrollment periods if stocks on hand are insufficient or cannot be used to fill the requirement. In these cases, the requisition is based on the actual measurements (nearest tariff size) of the cadets who cannot be furnished uniforms from present stocks. Requisitions of this nature will be held to the minimum.

*d.* For JROTC cadets, an amount not to exceed an excess of 20 percent of sized uniformed items based on JROTC enrollment may be requisitioned and stocked at all ROTC units for emergency replacement, sizing, and distribution.

*e.* To accommodate emergency requirements for ROTC units, the following procedures apply:

(1) When ROTC units determine that an emergency exists for items of clothing, which normal requisitioning time frames will not accommodate, a DA Form 3078 for each cadet will be prepared to acquire items from the AMCSS at the support installation. Bulk issues of clothing will not be processed. The DA Forms 3078 will be prepared in seven copies, with one copy being retained for the unit's suspense file and the remaining six copies forwarded to the support installation.

(2) Forward the DA Form 3078 to the installation budget analyst controlling funds for the ROTC unit's support.

(3) The budget analyst provides certification of fund availability and places applicable cost code data on the DA Form 3078 in block 30. The analyst retains one copy for fund control, and the remaining copies are forwarded to the AMCSS.

(4) The AMCSS will complete the transaction and return one copy to the individual or unit, retain two copies for AMCSS use, and forward the remaining copies, batched under ROTC, to the servicing installation. In the event the item is not available, the document will be returned through the support installation budget analyst to the institution.

*f.* The above procedures apply only to emergency requirements for ROTC units and are not intended to cover routine supply transactions. ROTC units should verify availability of items prior to submission to the AMCSS. Items not available from AMCSS will be requested through the support installation budget analyst supply division.

#### **9–6. Measuring instructions**

*a. Procedures.* HQ, USACC establishes and implements procedures for the management and control of non-recoverable items (see para 9–11a below).

*b. Uniform items.* Taking measurements of ROTC cadets to requisition sized uniform items is governed by the applicable fitting manuals.

*c. Special sizes.* ROTC cadets of unusual stature require clothing in sizes other than those listed in the size schedules.

(1) Instructions for measuring these cadets are on DD Form 358 and DD Form 1111.

(2) These forms are attached to requisitions for special size clothing items. Requisitions are sent to the Commander, Defense Supply Center Philadelphia, ATTN: DPSC-FRC(RM 310), 700 Robbins Avenue, Philadelphia, PA, 19111-5092. Telephone number is, commercial: (215) 737-3012 or DSN: 444-3012. The FAX number is extension 3163.

*d. Shoe measurement.* Applicable fitting manuals contain instructions for measuring shoes requisitioned from Government sources. Procedures for supply of special measurement footwear are contained in chapter 7. A DD Form 150 is completed for each student requiring special footwear. The form is attached to special measurement shoe requisitions. The requisitions are sent to the Veterans Administration, New York, NY via facsimile 212-951-3247, ATTN: VISN-3, or mail to: Veterans Integrated Service Network 3, Medical Center, 423 East 23d Street, New York, NY 10010.

## **9-7. Supply of individual clothing through commutation of uniform allowance**

See chapter 10 for guidance on commutation of uniforms.

## **9-8. Purchase of individual clothing items from Army stocks**

See paragraph 9-1 for guidance on purchase limitations.

## **9-9. Nonrecoverable items**

For cadets being commissioned, the procedure listed in the glossary under "Nonrecoverable items" will apply.

## **9-10. Issue and sale of footwear and purchase of personal clothing items**

*a.* Accountability for combat boots, low quarter shoes, woman's pumps, and nonrecoverable items will not be maintained by the military property custodian (MPC), Army ROTC property book officer (PBO) or primary hand receipt holder (PHRH) after issue to Army ROTC cadets. Issues to cadets will be recorded on hand receipts.

*b.* Army ROTC students will be responsible for leather footwear issued to them. SROTC students who fail to complete the first school year of either the basic or advanced course, and JROTC students who fail to complete the first year of the program will be given an opportunity to purchase leather footwear at 50 percent of the current sales price. Cadets not desiring to retain the shoes or boots on this basis will turn them in with all other clothing items. Disposition of items turned-in will be as prescribed by HQ USACC under property accountability exemption provision contained in AR 710-2, paragraph 2-5a (2)(a). Reimbursement or turn-in by ROTC cadets will not be required for such items that have been in their possession for one or more complete school years. Accountability will be reestablished for leather footwear by preparing DA Form 4949 (Administrative Adjustment Report (AAR)) as "Cadet Return," with an attached roster of students (see DA Pam 710-2-1, chap 4). The AAR will be recorded on the document register and posted to the property book. Used boots and shoes will be posted to a separate property book page with the word "UNSERVICEABLE" printed on the first and last transaction lines to allow accounting for used and new footwear. Bulk turn-in of unserviceable items will be conducted at least annually. Turn-in will be made to the supporting installation. Reimbursement or turn-in will not be required for such items that have been in the possession of the student for 1 or more complete school years.

*c.* CTA 50-900 prescribes the ROTC authorized allowances for issue of personal clothing to each SROTC cadet. SROTC cadets may purchase the ROTC authorized allowance of personal clothing items, less shoes, "and recoverable items," which have been used for 2 school years (also applicable to clothing issued as replacement due to fair wear and tear and for newly fielded clothing items issued) at 50 percent of the current sales price contained in AMDF contained FEDLOG. This provision also exists for cadets who are to be commissioned through the early commissioning program or those who have completed MS IV within 90 days of expected commissioning.

*d.* Collection and accounting procedures for footwear and uniform sales to ROTC cadets are as follows:

(1) At educational institutions where the Army has property accountability, payment will be made by postal or bank money order, cashiers or certified checks drawn payable to the DAO and name of the supporting installation. This precludes the need to handle coins and currency. The Army ROTC PBO/PHRH officer will transmit pay instruments to the DAO of the applicable support installation with a completed DD Form 362 (Statement of Charges/Cash Collection Voucher) or 1131 (Cash Collection Voucher) made in triplicate. The collection voucher will show that the amounts remitted represent payment for the applicable quantity and type items purchased. The ROTC unit representative will file a receipted copy from the DAO.

(2) Educational Institutions with property accountability will prescribe procedures for collecting from individual cadets. Such institutions will prepare and forward its check or money order for total sales to the DAO of the support educational installation. The institution remittance will be accompanied by a statement, which clearly shows the quantity and type of items sold to cadets. The total price will equal the remittance check or money order.

(3) The DAO of the support installation will prepare the collection vouchers for all remittances received from institutions. The DAO will return a receipted copy, along with the original, as the institutions statement reflecting

quantities and types of items for filing as a credit voucher. If payment instruments are made payable to the U.S. Treasury, these should be accepted and processed immediately notwithstanding the inscription.

(4) Collections will be credited as "appropriation refunds" identified to the specific fiscal station of the applicable support installation.

### **9-11. Accounting for clothing**

*a.* All individual clothing items, including insignia, are exempt from formal property accountability procedures contained in AR 710-2, paragraph 2-5a(2). HQ USACC is responsible for developing measures to control and safeguard clothing items against fraud, waste, and abuse.

*b.* Individual clothing items will be issued to cadets on DA Form 3645-1 (Additional Organizational Clothing and Individual Equipment Record). This form is available on Form Flow and may be produced by an authorized standard automated system in-use. The individual receiving the property will sign and date the clothing record acknowledging property responsibility in the event of loss or damage to property (see para 9-13 below and AR 735-5).

*c.* In cases where one PBO/MPC is accountable for multiple ROTC units (several high schools with JROTC or extension centers or cross-enrolled schools with SROTC), separate jacket files will be maintained for receipts covering clothing items issued to each. The PBO/MPC may issue clothing items in bulk to each activity on DA Form 2062 (Hand Receipt/Annex Number). Issues to individual cadets will then be done by the hand receipt holder as specified in paragraph *b* above. In this instance, the hand receipt holder maintains the student clothing hand receipts on file at the ROTC unit. All JROTC and SROTC cadets are required to sign a statement stating, "I understand that, if I owe a debt to the United States Government related to the loss, damage, or destruction of individual clothing, I consent to the notification of the debt to my parent or guardian and notification of the debt, together with a request to my educational institution that my grades and transcript be withheld pending payment of the debt."

### **9-12. Storage of clothing at the end of the school year**

*a.* At the end of the school year all clothing issued to ROTC cadets will be turned in to the PBO/MPC or designated hand receipt holder.

*b.* The PMS may authorize enrolled SROTC cadets to retain non-recoverable items during the summer months. Also, the PMS may authorize cadets scheduled to attend SROTC advanced camp or ranger camp to retain additional items.

*c.* The MPC of JROTC units may authorize enrolled JROTC cadets to retain non-recoverable items only.

*d.* Enrolled ROTC cadets (Senior or Junior) are not required to have clothing items cleaned prior to turn-in.

*e.* The PBO/MPC (SROTC/JROTC units) will have clothing cleaned and renovated in accordance with existing instructions. Storage will be in such a manner as to simplify reissue to ROTC cadets the following school year.

### **9-13. Reports of Survey**

Lost, damaged, or destroyed individual clothing items by cadets will be accounted for in accordance with 735-5 (not applicable to footwear).

*a.* If the ROTC cadet admits negligence, allow him or her to reimburse the Government using cash collection procedures. Cadet payments will be processed as prescribed by the educational institution.

*b.* On a quarterly basis, the educational institution will forward to the support installation DAO a check or U.S. postal money order made payable to the DAO, and will be accompanied by a completed DD Form 1131 in triplicate copies. The DAO of the support installation will review the DD Form 1131 for sufficiency and deposit the funds. A receipted copy of the DD Form 1131 will be returned to the institution's ROTC unit for use as applicable.

*c.* If the ROTC cadet does not admit liability or drops out of the ROTC program without returning individual clothing items, initiate a report of survey in accordance with 735-5, chapter 13, paragraph 14-4, using DA Form 4697 (Department of the Army Report of Survey).

*d.* If after following all the procedures set out in AR 735-5, the approval authority determines that liability is appropriate, efforts to recoup the debt to the Government will be made, including:

(1) A letter to parent or guardian sent certified mail, return receipt requested, notifying them of debt.

(2) A letter to the educational institution requesting grades and transcripts will be withheld pending collection of the debt.

*e.* The initiator will ensure blocks 1 and 3 through 12 of DA Form 4697 are completed. Block 13 will be left blank. The report of survey will be assigned a document number and signed by the accountable officer prior to forwarding the report of survey to the approving authority. Blocks 17 through 36b will be left blank. The approving authority will check block 37c, enter statement in block 37, and complete blocks 38 through 40b in accordance with AR 735-5, paragraph 14-4. In no case will an approving authority relieve a cadet when there is evidence, prima facie or otherwise, of negligence.

## Chapter 10

### Commutation of Uniforms for ROTC Activities

#### 10–1. Introduction

Commutation is defined as monetary payments the Government makes to MS I, MS II, contracted MS III, and Senior ROTC cadets who are enrolled in ROTC activities as a replacement for providing them issue-in-kind uniforms. Institutions qualified and approved by the Office, Secretary of Defense (OSD) as of March 1996 for commutation funds in lieu of issued uniforms are listed in table 10–1.

**Table 10–1**  
**Institutions qualifying and approved for commutation**

Type	Names
Military Colleges (MC)	Virginia Military Institute Norwich University The Citadel North Georgia College
Military Junior Colleges (MJC)	Valley Forge Military Academy and Junior College Georgia Military College Kemper Military School and College Wentworth Military School and Junior College Marion Institute New Mexico Military Institute
Civilian Colleges with a Corps of Cadets (CC)	Virginia Polytechnic Institute and State University Texas A&M Mary Baldwin College/Virginia Women Institute for Leadership (MBC/VWIL)

#### 10–2. Requesting commutation funds

The authorized representative of the educational institution electing commutation of uniforms or reverting to issue-in-kind uniforms must request authority by 1 June of the year preceding the preferred effective school year. The request will show the total probable number of students in MS I, MS II, MS III, and MS IV. Requests will be forwarded to Commander, U.S. Army Cadet Command, ATTN: ATCC–R, Fort Monroe, VA 23651–5000.

#### 10–3. Restrictions on payments

Institutions identified in table 10–1 will draw issue-in-kind uniforms for cadets enrolled in a partnership school.

#### 10–4. Payments of funds

Commutation payments will be made directly to the cadet after initial probationary period of enrollment, not to exceed 60 days.

#### 10–5. Authorized activities

Commutation funds will be expended to support only the following activities:

- Uniform items, issue-in-kind, or issue to cadets on campus.
- Uniform items, cadet-type, worn similar to issue-in-kind uniform items. This includes traditional uniform items, such as capes, when worn with the cadet-type uniform and insignia and accessories (see AR 145–1, chap 4).

#### 10–6. Disposing of uniforms

Uniforms bought with commutation funds are not U.S. Government property. They need not be accounted for as prescribed in AR 710–2 and DA Pam 710–2–1. Uniforms bought with commutation funds become the personal property of the cadet.

#### 10–7. Uniform commutation rates

Commutation rates are provided annually by the OSD. This rate is to cover the cost of cadet uniform purchases. However, cadets may be required to pay out of pocket any cost in excess of the amount of commutation payments received from the Government to purchase uniforms. This includes—

- Basic course members of MS I and MS II enrolled at qualifying schools identified in table 10–1. Definition of enrolled basic course cadet is contained in AR 145–1, paragraphs 3–5 through 3–11. A payment is provided to cadets for the MS I and MS II school years. The MS I and MS II school year last 9 months each. Cadets may be required by the school to pay any costs in excess of the amount the cadet receives from the Government to purchase uniforms.

*b.* Contracted advanced course members of MS III and MS IV, enrolled at qualifying schools identified in table 10–1. A one-time payment to the cadet to cover uniform expenses for the MS III and MS IV school years (18 months is made at the beginning of the MS III year). Cadets may be required by the school to pay any costs in excess of the amount the cadet receives from the Government to purchase uniforms. However, if a cadet contracts during the MS IV year, only one-half of the established MS III rate will be paid.

*c.* Students not eligible for commutation funds—

- (1) Generally, those that are not fully enrolled (see AR 145–1, para 3–26).
- (2) Auditing students as described in AR 145–1, paragraph 3–27.
- (3) Conditional students per AR 145–1, paragraph 3–28. However, when conditional status is changed to enrolled, cadet is authorized commutation payment (see AR 145–1, para 3–30).
- (4) Foreign student. Not meeting criteria established in AR 145–1, paragraph 3–29.

#### **10–8. Program responsibilities**

*a.* The Deputy Chief of Staff, G–1 will—

- (1) Prescribe the standard uniform items (for basic and advanced students) in quantities authorized to be provided.
- (2) Develop the commutation rates, based on the standard military Army service uniform and established procedures for rate reviews on an annual basis.
- (3) Submit to the Assistant Secretary of Defense (Force Management and Personnel) an estimate of the rates of commutation based on the latest DSCP clothing rate, by sex and course, not later than 1 July of each year.

(4) Classify educational institutions as MC or MJC.

*b.* The Commanding General, USACC will—

- (1) Budget for commutation funds.
- (2) Provide funds to DFAS.
- (3) Submit pay transaction via the DJMS–RC/ROTC pay system for issuance of payment to those cadets determined eligible by the ROTC battalion for uniform commutation allowance. These payments will be made via the electronic funds transfer to the checking or saving account on file with the DJMS–RC/ROTC pay system. Those cadets without a checking or savings account will receive a hardcopy check made payable to the cadet at the host ROTC battalion address.

(4) Request internal review assistance, as required, from Headquarters, U.S. Army Training and Doctrine Command, ATTN: ATIR, Fort Monroe, VA 23651–5000.

*c.* The Director, DSCP will provide the military department, during December of each year, the current price list of uniform items to be used the following fiscal year.

*d.* The Director, Defense Finance and Accounting Service (DFAS), Indianapolis, will—

(1) Process cadet commutation payments via the Defense Joint Military Pay System-Reserve Components/Reserve Officer Training Corps (DJMS–RC/ROTC) for those submitted by the battalion, which are certified-eligible to receive commutation.

(2) Provide commutation obligation feedback to Cadet Command via the DJMS–RC/ROTC pay system monthly output report reflecting commutation payments by cadet by school. The 257 monthly pay report reflects the payment by cadet, which is sent to the host ROTC Battalion.

(3) Classify educational institutions as MC or MJC.

*e.* Directors, ROTC regions will—

(1) Provide assistance to institutions requesting to change from commutation funds to the issue-in-kind system and vice versa. Final approval must be obtained from the Command General, Cadet Command.

(2) Ensure cadet information is accurately entered into the Cadet Command database.

(3) During regularly scheduled inspections, validate school's eligibility to participate in commutation.

*f.* The PMS will—

(1) Prepare and pre-certify all pay transactions for uniform commutation for all eligible cadets via the cadet database.

(2) Ensure cadet eligibility to commutation payment.

(3) Commutation payment is included in the end-of-month check that may also include monthly subsistence and flat rate book payment, depending on the status of the cadet. The PMS must verify amounts for accuracy prior to transmission of the data to Headquarters, Cadet Command.

(4) If an underpayment or overpayment is identified, the administrative technician will immediately contact their respective pay point of contact at Headquarters, Cadet Command, Pay Operations Division for assistance.

(5) Return any hard-copy unclaimed checks to Headquarters, U.S. Army Cadet Command, ATTN: Pay Operations Division (POC), Ft Monroe, VA 23651–5000, within 10 days of receipt.

### **10-9. Eligibility for uniform commutation funds**

Commutation is payable to ROTC members enrolled in the basic and advanced courses for at least 45 consecutive days under the following conditions:

*a. Basic course.* The current rate of commutation funds are payable for each enrolled member 45 days after entry into MS I and MS II classes. A member compressing MS I and MS II will be authorized payment of commutation funds only once during the school year.

*b. Advanced course.* The rate of commutation funds in effect during the school year that the claim is made is payable only once for each contracted member. This is 45 days after enrollment in the advanced course and normally occurs at the MS III level. The rate is paid at the MS III and MS IV years and no further payments are authorized. However, if a cadet contracts in the MS IV year, then the rate of payment will be made at half the rate of that of the MS III rate.

*c. Conditional students.* Commutation funds are not payable for participating conditional students or non-contracted advanced course cadets; however, commutation may be paid to conditional students who have become eligible and have enrolled for at least 45 days.

### **10-10. How to obtain uniform commutation funds**

Guidance for proper documentation for commutation payments is included in the Cadet database, Battalion End Users Manual, and the DJMS-RC/ROTC Procedural Guidance Manual for School Year Operations, dated April 1995.

### **10-11. Inactivation or change in system**

Inactivation or change in system. If a unit changes from commutation to an issue-in-kind system, commutation payments to the cadets will cease the school year after the change in systems.

### **10-12. Transfer of basic and advanced course enrolled members**

*a.* Basic course cadets may not claim commutation for a MS school year if the cadet had received commutation payment while attending another school as listed at table 10-1.

*b.* Transfer of advanced course enrolled members. Advanced course cadets may not claim commutation funds if commutation funds had been paid to the cadet for participation in advanced course while attending another school as listed at table 10-1.

*c.* Discontinued programs at military schools. With the approval of the PMS at the gaining military school, an additional commutation is authorized for cadets who have been transferred due to discontinuance of the program at a previous school.

## **Chapter 11**

## **Transfer of Enlisted Soldiers on Active Duty**

### **11-1. Losing command**

*a.* Upon receipt of a soldier's assignment orders the unit commander directs a clothing inspection/inventory for each soldier; however, commanders may permit sergeants through sergeants major to furnish a statement that they have all their clothing and items are serviceable. For soldiers with 6 months or more of active service, a copy of DA Form 3078 will be retained until all initial issues have been completed and the soldier has reached his or her initial permanent duty station. Items of clothing in the soldiers' possession are inventoried against his or her personal clothing allowances. Each item is inspected for serviceability, fit, and appearance. Soldiers being reassigned for separation must sign a receipt or a turn-in (see fig 12-1 or 12-3). Shortages are made up by cash purchases.

*b.* Initial and supplemental allowance items that are unserviceable or are not in the possession of the soldier are repaired or replaced at the soldier's expense. Supplemental allowance items need not be maintained after duty is completed (see exception in para 4-6b).

*c.* Enlisted soldiers normally transfer with a complete initial allowance of clothing items. When a clothing item is not available to complete initial allowances, the enlisted soldier is transferred without complete allowances.

*d.* A copy of DA Form 3078 is retained with the soldier's unit file until all initial issues have been completed and the soldier reaches his/her initial permanent duty station.

*e.* Enlisted soldier's transfer with complete clothing bag allowances. Excluded are enlisted soldiers leaving an overseas area en route to the continental United States (CONUS) for immediate separation. Clothing shortages and replacements are obtained at the soldier's expense.

*f.* Transfer of OCIE items. See paragraphs 6-6b(1) and (2) for guidance on transfer of OCIE items.

### **11-2. Gaining command**

*a.* On arrival of soldiers reassigned to an activity for permanent duty, the unit commander directs a clothing



inspection/inventory for enlisted personnel. However, commanders may permit sergeants through sergeants major to furnish a statement that they have all their clothing and that items are serviceable.

*b.* Shortages of previously issued items, disclosed by inspections and/or inventories, are replaced at the soldier's expense. Unserviceable items are repaired or replaced at the soldier's expense.

*c.* Shortages in initial allowances must be obtained within 15 days after assignment.

### 11-3. Clearance from clothing repair, Army military clothing sales stores, and alteration facilities

*a.* When an enlisted soldier is transferred to another station, the unit commander has the enlisted soldier obtain clearance from the AMCSS installation clothing repair and alteration facilities before leaving the station. This does not apply on transfer to a hospital as a patient. The facility completes a DA Form 137-2 (Installation Clearance Record), in duplicate for each soldier. Instructions are printed on the form.

*b.* Unit commanders advise enlisted soldiers alerted for movement or placed on orders that they are responsible for clothing and footwear left in commercial establishments. This includes concessions in post exchanges.

*c.* When an enlisted soldier is transferred to a hospital as a patient, the unit commander is responsible for getting the clearance. If articles of personal clothing or footwear left for repairs or alterations in either Government or civilian facilities are not ready at the time the enlisted soldier transfers, arrangements will be made to ship the items to the soldier at the new station. These shipments are made at Government expense.

## Chapter 12 Retention and Disposition of Clothing

### 12-1. Introduction

*a.* Enlisted soldiers will retain all nonrecoverable items when discharged or separated from active or reserve duty service. ARNG soldiers will retain personal clothing per appendix C of the ARNG Central Clothing Distribution User Handbook. Enlisted soldiers being transferred to USAR Control Group will retain personal clothing per table 12-1.

**Table 12-1**  
**Retention of personal clothing items for soldiers transferred to USAR control groups**

Transferred From	Type of Transfer	MOS qualified	6 mos or less service	Clothing retained > 6 mos, & < 3 ys	Clothing retained > 4 years	DA Form 4886 required	Responsible for completion of DA Form 4886	Other requirements
Active Army	Normal REFRAD at expiration term of service (ETS) AR 635-200, chapter 4	Yes	All <sup>1</sup>	All	All	Yes	Cdr of last unit of assignment or attachment?	Member signs the statement as shown in figure 12-5.
1	Completion of IADT (IRR Direct enlistment) AR 601-210, chapter 9	No	N/A	N/A	N/A	N/A	N/A	NA
ARNGUS-USAR Unit	Completion of required service AR 135-91, chapter 3	Yes	All <sup>2</sup>	All <sup>2</sup>	All <sup>2</sup>	Yes	Same as #1	Same as #1
2	Unsatisfactory unit participation AR 135-91, chapter 4	No	N/A	N/A	N/A	No	N/A	None
	Released to active duty	N/A	N/A	N/A	N/A			
Active Army, ARNGUS or USAR unit	Did not meet medical procurement standards, sole surviving son or daughter or parenthood AR 635-200, chapter 5 AR 135-178, chapter 8							
	Dependency/Hardship/Parenthood AR 635-200, chapter 6 AR 135-178, chapter 6	Yes	All <sup>2,3</sup>	All <sup>2,3</sup>	All <sup>2,3</sup>	Yes	Same as #1	Same as #1

**Table 12–1**  
**Retention of personal clothing items for soldiers transferred to USAR control groups—Continued**

Transferred From	Type of Transfer	MOS qualified	6 mos or less service	Clothing retained > 6 mos, &< 3 ys	Clothing retained > 4 years	DA Form 4886 required	Responsible for completion of DA Form 4886	Other requirements
3	Pregnancy AR 635–200, chapter 8 AR 135–178, chapter 4							
	Entry level performance AR 635–200, chapter 11 AR 135–178, chapter 8	No	None <sup>4</sup>	None <sup>4</sup>	N/A	No	N/A	None
	Unsatisfactory Performance AR 635–200, chapter 13 AR 135–178, chapter 6							

**Notes:**

1. Individual Ready Reserve (IRR) direct enlistees will have their clothing adjusted to full allowances prior to transfer to IRR.
2. ARNGUS soldiers will retain clothing as determined by the appropriate State AG.
3. Retention of uniforms includes only those items already issued to the soldier prior to identification for reissue. No further adjustments are authorized.
4. Nonrecoverable items, such as underwear and footwear, may be retained by the soldier.
5. This includes those soldiers who immediately reenlist in the IRR or discharge from the Active Army.

*b.* Personal clothing allowances will not be brought up-to-date when a person is discharged or separated from the Service. This includes enlisted soldiers leaving an overseas area for CONUS for immediate separation.

*c.* When personnel do not have the items that are normally turned in, processing will be as follows:

(1) Enlisted soldiers will reimburse the Government for missing recoverable type clothing (see the glossary and AR 735–5).

(2) Enlisted soldiers are not required to pay for items never received or can provide proof items were previously turned-in.

*d.* Items are turned in at last duty station.

(1) USAR and active duty personnel: At time of turn-in, a DA Form 3078 is prepared, in triplicate, and properly annotated. The receiving facility retains the original copy. The individual retains a copy. One copy is placed in the enlisted soldier's military personnel records jacket (MPRJ).

(2) ARNG Personnel: At time of turn-in, a CCDF Form 3161 (Request for Turn-In) or 3161M (Request for Turn-In Manual) is prepared and properly annotated, to include commissioned officer certification of the fair wear and tear (FWT) status of unserviceable items. Two copies, in addition to any required to physically accompany the turn-in, are produced. The individual retains one copy and one copy is placed in the enlisted soldier's MPRJ.

*e.* Personnel transferring to ARNGUS or USAR will, in every instance, report to their unit with all personal clothing items. DA Form 4886 will be used to establish accountability.

*f.* Personnel transferring to USAR control groups will retain personal clothing per table 12–1.

## **12–2. Personnel with more than 3 years active duty**

*a.* Active Army personnel with more than 3 years active duty who are discharged under honorable conditions may retain all clothing items in their possession. Voluntary turn-in of all recoverable items is authorized per paragraph 12–10.

*b.* Personnel who are REFRAD and transferred to ARNGUS or USAR units will in every instance, retain all personal clothing in their possession. Voluntary turn-in of these items is not authorized. DA Form 4886 will be used to establish accountability (see para 12–9c and fig 12–1, and the Reserve Components personnel update).

*c.* Personnel who are REFRAD and transferred to USAR control groups will retain personal clothing per table 12–1. See the Reserve Components personnel update.

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I (fill in name) understand that I am required to maintain all personal clothing items in my possession, as indicated on the attached DA Form 4886 in a serviceable condition until the expiration of my reserve obligation on (fill in date). I further understand that if I am mobilized as a soldier of the reserves, I am required to bring all items listed on the attached form with me to my designated mobilization site. Failure to do this will result in me being required to reimburse the Government for all missing items.

(Signed)

Figure 12-1. Clothing statement for enlisted soldiers with a remaining reserve obligation

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### 12-3. Personnel with 3 years or less active duty

- a. Active Army personnel who are discharged under honorable conditions with 3 years or less active duty are permitted to retain all clothing items.
- b. Active Army personnel who are REFRAD and transferred to ARNGUS or USAR units will, in every instance, retain all clothing items in their possession. DA Form 4886 will be used to establish accountability (see para 12-9c and fig 12-1).
- c. Active Army personnel who are REFRAD and transferred to USAR control groups will retain personal clothing per table 12-1.

### 12-4. Personnel with 6 months or less active duty service

- a. Personnel with 6 months or less active duty service, who received an honorable, general, or other than honorable discharge, may retain one Army service uniform and component items. Soldiers who are processed under deferred issue procedures and who are separated or discharged before they receive a complete issue will not receive further issue, to include the Army green uniform. Processing persons discharged or separated from service for medical reasons is discussed in paragraph 12-6.
- b. Personnel with less than 6 months of duty who are REFRAD and transferred to USAR control groups will retain personal clothing per table 12-1.

### 12-5. Soldiers of the Reserve Components on initial active duty for training

- a. When training is completed, the Reserve Component soldier will return to home station with all personal clothing issued at the Army training center. Those items that are in need of repair or exchange will be repaired or exchanged by the supporting AMCSS. Accountability will be established using DA Form 4886, which will be completed by the training unit commander prior to the soldier's departure from training. The original is to be filed in the soldier's MPRJ. Personal clothing issued in excess of the Reserve Component allowances are kept by the soldier on return to home station. When this occurs, replacement under the issue-in-kind system is not made until USAR allowances specified in CTA 50-900, tables 1 and 2 are reached.
- b. All OCIE items are turned in unless the local installation commander directs otherwise.
- c. When an ARNGUS trainee fails to complete training and is released back to their home station, their clothing will be withdrawn. The following procedures apply:
  - (1) The training unit commander, or his or her designee, inventories the trainee's personal clothing, documenting the inventory on a DA Form 3078, by entering the unit, home station designation, and quantities of items inventoried.
  - (2) One copy of DA Form 3078 will be placed in trainee's MPRJ, for return to the trainee's ARNGUS unit and one copy is mailed to the trainee's State USPFO.
  - (3) Training unit will turn in recovered personal clothing, using appropriate forms and copies of the member's orders to the installation clothing recovery facility.
  - (4) Upon receipt by the installation clothing recovery facility, the clothing and forms used will be inventoried. The installation will ensure that credit is provided to the National Guard Bureau based on the ratio of turn-ins that were ARNGUS compared with the total of Active Army, USAR, and ARNGUS. Credit provided would be 50 percent of the AMDF price contained in FEDLOG for condition code B items recovered.
  - (5) The installation clothing recovery facility will retain one copy and the second copy of the DA Form 3078 will be sent to the supporting DAO for forwarding to the soldier's home station USPFO.
- d. Clothing of ARNGUS trainees dropped from the rolls or discharged at training installations will be withdrawn. The procedures indicated in paragraphs 12-5c(1) through 12-5c(5) above apply.
- e. When a USAR trainee fails to complete training, he or she turns in all clothing and equipment. Nonrecoverable items are excluded. The following procedures apply:
  - (1) Procedures discussed in paragraph c(1) above apply to the training unit commander.

- (2) The installation supply officer will—
  - (a) Classify items.
  - (b) Determine serviceability.
  - (c) Credit RPA funds.
  - (d) Transfer used serviceable items to the AMCSS if required for sale or issue.
  - (e) Turn in unserviceable items to the DRMO.

#### **12-6. Soldiers of the Reserve Components who transfer from Reserve Components to Active Army**

Enlisted soldiers who are being discharged to join the Active Army will retain 100% of their personal clothing. A 100 percent inventory will be conducted prior to release. All shortages will be accounted for under AR 735-5. All totals will be brought forward to the next blank column of the DA Form 4886. The original DA Form 4886 will be forwarded to the soldier's gaining unit. One copy will be hand carried by the soldier to their gaining unit. A copy will be maintained at unit level for 90 days.

#### **12-7. Personnel being discharged or separated for medical reasons**

- a. Personnel who are honorably discharged or separated for medical reasons and who have completed 6 months or more active duty may retain personal clothing items.
- b. Personnel discharged or separated before they complete 6 months of active duty may retain one uniform, component items, and nonrecoverable items that were issued prior to individual being identified for separation or discharge.
- c. Civilian outer clothing will be issued if necessary. The cost to the Government will not exceed \$40 for each individual.
- d. Personnel REFRAD and transferred to USAR control groups will retain personal clothing items that were issued prior to being identified for discharge per table 12-1.

#### **12-8. Personnel accepting a commission or warrant officer appointment**

Personnel discharged to accept a commission or appointment as a warrant officer may retain all authorized items of personal clothing in their possession at the time of appointment. This includes ARNGUS and USAR personnel.

#### **12-9. Personnel discharged under bad conduct or dishonorable conditions**

- a. Soldiers who receive a dishonorable discharge, bad conduct discharge, or a discharge under other than honorable conditions may retain only nonrecoverable items that were issued prior to the individual being identified for separation or discharge. Civilian outer clothing is authorized per paragraph *b* below.
- b. Civilian outer clothing will be issued, if necessary, to all persons discharged for reasons as shown in paragraph *a* above. The cost to the Government will not exceed \$40 for each individual.
  - (1) Items of outer clothing for both male and female personnel should be of suitable civilian attire. Males are issued a shirt and trousers. Females are issued a skirt or slacks and blouse. A jacket is authorized when required for comfort during travel. When weather conditions warrant the wear of an all weather coat is authorized. It may be procured from the AMCSS when condition code "B" stock of the all weather coat is available. The cost is 50 percent of the acquisition cost.
  - (2) Requests from USDB for civilian clothing are sent through the General Services Administration (GSA), using the Federal Supply Schedules (FSS). If sizes are not available through FSS, local procurement is authorized.
  - (3) All other installations procure civilian clothing locally.
  - (4) Requests for funds for local procurement of civilian clothing will be sent through normal supply and command funding channels. The purchase of this clothing will be charged to OMA funds.
- c. Prisoners in pretrial confinement and those sentenced to confinement only are transferred to the confinement facility with clothing allowances listed in table 5-2. The installation commander may establish local policy to limit the number of items authorized. The following procedures apply:
  - (1) Before departure to the confinement facility, the unit commander, or a designated representative, conducts a physical inventory and inspection of military clothing items in a prisoner's possession or control. Items are recorded on DA Form 3078. Safekeeping, inventorying, and use of DA Form 3078 are covered in paragraph 12-12. The inventorying officer signs all copies of the form. Disposition of the forms is as follows:
    - (a) The original copy is placed in the prisoner's MPRJ.
    - (b) The unit commander retains one copy.
    - (c) One copy is given to the prisoner for retention.
    - (d) When the prisoner is released and returned to duty, the original copy is sent with the individual's records to the unit of assignment. Shortages in initial issue clothing will be replaced at the expense of the soldier upon returning to duty.

(2) Prisoners collecting the basic or standard monetary allowance will maintain prescribed clothing items at their own expense.

(3) The unit commander retains and secures for safekeeping military clothing items not required at the confinement facility.

(4) If a person is confined in a civilian confinement facility, the unit commander retains and secures items not to exceed 1 year. After the 1-year period, items are turned-in through normal supply channels. The turn-in documents are placed in the prisoner's MPRJ.

*d.* Prisoners transferred to the U.S. Army Retraining Brigade will take a complete initial issue of clothing with them.

*e.* Prisoners transferred to a U.S. Army correctional holding detachment are allowed outer clothing necessary for health and comfort during transport. The unit commander of prisoners whose sentences include a punitive discharge turns in all other military items of outer clothing. Nonrecoverable items are excluded.

#### **12-10. Personal clothing receipt statement**

*a.* All persons being discharged or separated from Active Army service should read and sign the statement shown in figure 12-2.

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Installation (Name) Date (Day, Month, Year)

The personal clothing listed on DA Form 3078 is currently in my possession.

Signed (Signature of person discharged or released)

**Figure 12-2. Statement of personal clothing receipt**

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*b.* If the soldier reenlists within 3 months, the list of items turned in will be used to provide an issue-in-kind of like items.

(1) This list may be prepared on DA Form 3078.

(2) An officer or warrant officer having knowledge of the items that were turned in will place the statement shown in figure 12-3 on DA Form 3078.

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This list comprises the personal clothing items and quantities that were turned-in at (installation) by (name) (grade)

**Figure 12-3. Statement of personal clothing items turned in to installation**

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(3) The unit retains one copy of the DA Form 3078. This form will be filed in accordance with AR 25-400-2. One copy is placed in the soldier's unit file and one copy is given to the soldier.

*c.* Personnel who are separated from ARNGUS or USAR units and transferred to USAR control groups for completion of their reserve obligation in accordance with AR 140-10 will be required to sign the statement shown in figure 12-1. The original copy of the signed statement will be placed in the soldier's unit file. In the event the soldier is unavailable for signature, the unit commander will certify the quantities previously issued to the soldier and in his or her possession. The commander's certificate will be attached to the soldier's clothing records and placed in the soldier's unit file prior to transfer.

*d.* Personnel who are being discharged from the Active Army and elect to immediately enlist in the ARNGUS or USAR, to include USAR control groups, will be required to sign the statement shown in figure 12-1. The commander of the soldier's last unit of assignment, or the separation point commander, for soldiers returning from overseas for separation will complete the DA Form 4886 to establish accountability of uniforms in the soldier's possession. The original copy of DA Form 4886 and the original copy of the signed statement will be placed in the soldier's MPRJ.

#### **12-11. Nonretention of clothing**

*a.* Soldiers discharged from active duty without a Reserve obligation may elect not to retain uniform items. This means forfeiture of future clothing entitlement after discharge or separation from the Service.

*b.* The installation commander will authorize an approved local request for nonretention of military clothing. The

individual signs the request and a commissioned or warrant officer confirms it. The signed request is filed in the soldier's unit file.

#### **12-12. Clothing items not authorized for retention**

*a.* All basic issue clothing items (except organizational property such as patches and crests) will remain with the enlisted soldier when he or she is transferred. The unit will ensure an accurate inventory is done prior to transfer as a part of the soldier's out processing. The clothing record will be included in the soldier's MPRJ (see para 14-7).

*b.* Clothing items not authorized for retention, are withdrawn, classified, and turned in to the supply system (see para 1-7a). If they are not required in the supply system, they are turned in to the DRMO. All ARNG items not authorized for retention are processed as prescribed by appendix C of the ARNG Central Clothing Distribution User Handbook.

#### **12-13. Clothing of absentees**

*a. Inventory.* The abandoned property of a soldier absent from the unit without authority will be inventoried without delay following the procedures in (1) and (2) below. These procedures apply only if the enlisted soldier resides in troop billets.

(1) The unit commander will designate a commissioned officer, warrant officer, or noncommissioned officer in pay grade E5 through E9 to conduct the inventory. The unit commander will assure the inventory officer that the clothing abandoned actually belongs to the absent enlisted soldier. Another member of the unit or activity will witness this inventory.

(2) The inventory officer will—

(a) Make sure the clothing is not exchanged for clothing of any other enlisted soldier.

(b) Prepare a DA Form 3078, in original and three copies. Record on this form the items and quantities of personal military clothing issued. Excesses of personal military clothing above authorized levels will not be recorded on DA Form 3078. These items will be included on the personal effects inventory. See DA Pam 600-8 for instructions on how privately owned military personal property is inventoried. The person conducting the inventory will enter the words "Inventoried by" and sign in the REMARKS block of the DA Form 3078.

(c) The witness, and the unit commander or designated representative will verify and initial this form.

(d) Place the original copy of the inventory in the enlisted soldier's duffel bag or other suitable container. Retain the other three copies in the unit suspense file pending further action.

*b. Safekeeping.* Inventoried clothing of an absent enlisted soldier discussed in paragraph *a* above is secured in the unit's facilities or in a secured storage area designated by the installation commander.

*c. Return of the absent enlisted soldier.* Clothing is returned to the absentee, should he or she return to the unit or organization before being dropped from the rolls. The enlisted soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078. The enlisted soldier will be given copy three of the inventory. The unit commander determines whether the enlisted soldier has the initial allowances of personal clothing (see para 11-1). Shortages are replaced at the enlisted soldier's expense.

#### **12-14. Clothing of enlisted soldiers dropped from the rolls**

Clothing of enlisted soldiers who are absent without leave (AWOL) are inventoried, safeguarded, and retained in the unit facilities or other suitable storage area per paragraph 12-12 above. When the enlisted soldier is returned to military custody or dropped from the rolls as a deserter, clothing is disposed of as follows:

*a.* If the absentee is returned to an installation other than his or her home station before being dropped from the rolls, the home station commander—

(1) Ships the abandoned clothes to the enlisted soldier's new station if the enlisted soldier will not be returned to the home station unit.

(2) Determines the expense to the Government for shipping the clothes.

(3) Forwards the information to the new station for collection of shipping expenses from the enlisted soldier's pay.

*b.* When an enlisted soldier is dropped from the rolls as a deserter, clothing is removed from the unit facilities or other secured areas. Recoverable items are turned in to the ISD. The following information will be entered on the turn-in document:

(1) Identity of the enlisted soldier and his or her assigned unit.

(2) Statement that the enlisted soldier was dropped from the rolls on a certain date.

(3) Statement that all abandoned recoverable items listed on the inventory form are included on the turn-in.

*c.* The unit commander or representative, above the grade of E4, will inventory clothing of ARNGUS and USAR soldiers dropped from the rolls.

(1) Appropriate forms will be prepared and accompany the clothing upon turn-in. The turn-in documents will—

(a) Identify the enlisted soldier and his or her assigned unit.

(b) Contain a statement that the enlisted soldier was dropped from the rolls on a certain date.

- (c) Contain a statement that all abandoned recoverable items listed on the inventory form are included in the turn-in.
- (2) The appropriate accountable officer (USPFO for ARNGUS) retains the original of the turn-in document. One copy is sent to the soldier's unit for filing. In the USAR, a copy is sent to the State Adjutant General (AG) for inclusion in the soldier's permanent file. All abandoned property in the ARNGUS is turned into the USPFO per paragraph 15–10 below.
- (3) Records are disposed of according to DA Pam 600–8.
- d. Clothing for soldiers returned to military control after abandoned clothing has been disposed of is replaced at the soldier's expense. This includes soldiers of the ARNGUS and USAR.
- e. Adjustment action, according to AR 735–5 will be taken for clothing not returned or recovered from ARNGUS soldiers who are discharged or dropped from the rolls.

## **12–15. Clothing of hospitalized personnel**

a. *Hospitalized at duty installation.* When an enlisted soldier is hospitalized at a medical treatment facility at his or her duty installation, the following actions are taken:

- (1) The facility commander, by the fastest means and within 24 hours after admission of the enlisted soldier, will advise the unit commander.
- (2) The unit commander, without delay, will have clothing and personal effects of the hospitalized person immediately secured and safeguarded in unit facilities or other secure areas.
- (3) If the enlisted soldier does not return within 120 hours, the clothing and personal effects will be inventoried according to paragraph 12–13.

b. *Transferred to an off post hospital.* When an enlisted soldier is to be transferred to a hospital away from his or her duty installation, the following procedures apply:

- (1) The personal clothing will accompany the patient to the hospital, when possible. This applies to any Army, Navy, or Air Force hospital or local hospital servicing a military installation.
- (2) The local medical facility commander will, by the fastest means, advise the unit commander of the transfer.
- (3) If the enlisted soldier has not returned to the unit within 72 hours, the unit commander will ensure that the enlisted soldier's clothing is taken to the medical facility.
- (4) The enlisted soldier signs the unit's retained copy of DA Form 3078 to acknowledge receipt of the clothing. If the enlisted soldier's physical condition prevents him or her from doing this, the medical facility commander designates an officer to acknowledge receipt of the clothing on behalf of the enlisted soldier. This officer then makes certain the clothing accompanies the enlisted soldier to the new hospital.

c. *Transferred to medical holding detachment.*

- (1) On learning that an enlisted soldier has been assigned to a medical holding detachment, the unit commander prepares a statement on letter size paper. Format is shown in figure 12–4.

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The items and quantities of personal clothing belonging to (Name) (SSN) (Organization) and appearing on the attached DA Form 3078 were given to (Soldier's name) before transfer to (Name of medical detachment).

**Figure 12–4. Statement of personal clothing belonging to person transferred to a medical detachment**

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- (2) The unit commander signs the statement. He or she will include on the statement his or her grade and unit. The statement is attached to a true copy of DA Form 3078 and retained in the unit's records.
- (3) A copy of DA Form 3078 is forwarded to the medical holding detachment.
- d. *Shipment of clothing.*
  - (1) At times, emergencies make it physically impossible for the soldier to take clothing with him or her on transfer to an off-post hospital. When this happens, the unit commander will, within 24 hours after being informed of the transfer——
    - (a) Have clothing shipped to the soldier at Government expense.
    - (b) Place the original copy of DA Form 3078 in a secure container per paragraph 12–13a(2)(d) above.
    - (c) Prepare a statement on letter size paper. A suggested format is shown in figure 12–5 below.

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The items and quantities of personal clothing belonging to (Name) (SSN) (Organization) and appearing on the attached DA Form 3078 have been shipped on (enter the Government bill of lading number) on (enter the date) by express, motor freight, or less than carload freight. (Cross out words not applicable.)

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Figure 12–5. Statement of shipment of clothing

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- (d) Sign the statement. He or she will include on the statement his or her grade, and unit.
- (e) Forward the statement and a copy of DA Form 3078 to the commanding officer of the medical holding company or detachment.

(2) If shipment is not received within a reasonable time, the commander of the medical holding company or detachment sends a tracer for the missing clothing. The tracer is sent to the enlisted soldier's parent organization through the proper MACOM. If the clothing has been lost through no fault of the enlisted soldier, the unit commander will furnish the hospital a true copy of DA Form 3078. Items of personal clothing shown on the form are replaced gratuitously.

#### **12–16. Clothing of enlisted personnel on ordinary or emergency leave, temporary duty, or pass**

*a. Safekeeping.* Each enlisted soldier is responsible for safekeeping all clothing and equipment not accompanying him or her during authorized absences.

*b. Storage.* The unit commander will provide necessary storage facilities for enlisted soldier's use during authorized absences.

*c. Transferred to another unit while on emergency leave or temporary duty.* An enlisted soldier may be transferred to another unit while on emergency leave or temporary duty. After receiving this information, the unit commander will, without delay, cause all applicable inventories of military and personal effects to be conducted in accordance with DA Pam 600–8 and DA Pam 710–2–1. Military clothing and personal effects will be shipped to the enlisted soldier at Government expense. Exclude OCIE not authorized for retention.

*d. ARNGUS and USAR soldiers.* Soldiers of the ARNGUS and USAR are required to secure their individual clothing when the unit commander does not make the Armory or Center facilities available.

#### **12–17. Abandoned and unclaimed clothing in laundries and dry-cleaning plants**

*a. U.S. Army laundries and dry-cleaning plants.* Some uniform clothing items are abandoned or left unclaimed in Army laundries and dry-cleaning plants. Items are dropped from laundry accountable records after 90 days, per AR 210–130.

*b. Commercial establishments.* Army funds will not be expended to recover unclaimed and abandoned clothing bag items from commercial facilities. If items are voluntarily returned to an Army installation without reimbursement, the clothing becomes the property of the Government and is processed through normal channels.

*c. Gratuitous issue.* Gratuitous issue of clothing authorized by paragraph 5–4 above is not authorized to soldiers abandoning clothing and footwear.

*d. Deceased personnel.* See DA Pam 608–4 for guidance on clothing of deceased personnel.

#### **12–18. Unclaimed repaired or altered clothing left in Government or commercial facilities**

*a.* Articles of personal clothing left by soldiers in Government clothing repair shops for alteration or repair are considered abandoned after 120 days. Abandoned clothing is turned in through normal supply channels.

*b.* Articles of personal clothing left by officer or enlisted soldiers in commercial concessions for alteration or repair will be disposed of in accordance with paragraph 12–17b above.

#### **12–19. Deceased personnel**

*a.* Authority for obtaining class “A” service uniform and component items for burial of eligible deceased military soldiers is found in DA Pam 608–4.

*b.* Procedures for the withdrawal of clothing and equipment from deceased soldiers are found in DA Pam 608–4.

*c.* The mortuary office or mortuary affairs coordinator will—

(1) Take an Army service uniform from the soldier's personal effects if it is in a serviceable condition. If an Army service uniform cannot be found, one will be issued by the military clothing sales store or purchased locally at Government expense.

(2) Prepare a DA Form 3078 according to figure 3–1, above, showing the items of military clothing required. The appropriate base operation accounting classification will be placed in the remarks block, quoting disposition of



remains' funds as chargeable for reimbursement. The mortuary officer or mortuary affairs coordinator may approve the DA Forms 3078 pertaining to the burial of deceased active duty soldiers. This document will be hand carried to the AMCSS manager who will process the issue.

(3) Request insignia, awards and decorations on DA Form 2765–1 through normal supply channels.

**Chapter 13**  
**Alterations**

**13–1. Alterations at government expense**

Alterations to personal clothing at Government expense are limited to authorized outer items. Alterations will be made—

- a. At the time of issue or sale (all cash and individual charge sales to enlisted soldiers).
- b. On receipt of uniform items obtained through mail order purchases.
- c. During the first 6 months of service under the clothing allowance system when outer clothing becomes too small or too large because of major changes in height or weight.
- d. When on the issue-in-kind system.
- e. At any time damage is not the fault of the enlisted soldier (see para 5–11).
- f. USAR and ARNGUS enlisted soldiers in remote sites are authorized local alterations. (See para 14–17 for a listing of authorized alterations and amounts authorized for reimbursement.)

**13–2. Alterations at enlisted soldier's expense**

Under circumstances other than those in paragraph 13–1, alterations are made at the soldier's own expense, such as AAFES commercially procured uniforms. Alterations may be made in commercial facilities or in Government-operated clothing repair facilities. If Government facilities are used, the following conditions apply:

- a. The clothing repair facility is physically located at the Army installation.
- b. The workload in the repair facility permits use of the facilities for this purpose.
- c. No additional personnel are necessary to do the work.

**13–3. Facilities available to officers and warrant officers**

Army commissioned officers and warrant officers may use the clothing repair facility for the alteration of individual clothing at the discretion of the post commander. The type and quality of work is the same for both enlisted soldiers and officers. Alteration service is extended to enlisted soldiers before officer personnel when the workload in the repair facility does not permit use of facilities at the same time. Alteration services rendered for officer personnel are at the expense of the officer.

**13–4. Authorized alterations**

Authorized alterations to clothing are shown in tables 13–1 and 13–2. Also, USAR and ARNGUS enlisted soldiers in remote sites are authorized local alterations. (See para 14–17 for a listing of authorized alterations and amounts authorized for reimbursement.)

**Table 13–1**  
**Authorized alterations for men's uniforms**

**Item:** Coat, all weather, black  
**Alteration:** Sleeves, hemline

**Item:** Trousers<sup>1</sup>  
**Alteration:** Bottoms, crotch, seat, waist

**Item:** Coat  
**Alteration:** Shoulders, collar, sleeves, side or back seams, hemline, button alignment, back waist length

**Notes:**

<sup>1</sup> Alterations to uniforms, camouflage, woodland pattern, both temperate and hot weather are limited to shortening the trouser length. Alterations will be done in accordance with TM 10–227.

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**Table 13–2**  
**Authorized alterations to women's uniforms**

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**Item:** Coat, all weather, black  
**Alteration:** Sleeves, hemline

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**Item:** Coat  
**Alteration:** Shoulders, collar, sleeves, back or side seams, back waist length, hemline, button alignment, bust

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**Item:** Skirt  
**Alteration:** Waist, hemline

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**Item:** Slacks  
**Alteration:** Back or side seams, bottoms, crotch, seat, waist

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**Item:** Shirt, AG 415  
**Alteration:** Sleeves<sup>1</sup> back or side seams

---

Notes.

<sup>1</sup> The long sleeves of shirt Army Green Shade 415 can be shortened only if they are one inch or more excess length. The buttons on cuffs may be set over. Alterations will be done in accordance with TM 10–227.

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### **13–5. Unauthorized alterations**

Alterations will not be made if they would—

- a.* Cause a material change from the approved concept of fit of the garment.
- b.* Change a garment to about the same size as another standard tariff garment, unless size substitutions are made by the source of supply.

## **Chapter 14**

### **Issue-In-Kind System for USAR Personal Clothing**

#### **14–1. Introduction**

*a.* The issue-in-kind system for personal clothing, when authorized by the Secretary of the Army, is accounted for on DA Form 4886. These forms are available through normal publication supply channels. Sample of a completed DA Form 4886 and instructions for completing the form are in figure 14–1. Overprinting of these forms is authorized.

For use of this form, see 700-84; the proponent agency is ODCSLOG

<b>AUTHORITY:</b>	TITLE 10, USC 3012.
<b>PRINCIPAL PURPOSE:</b>	The issue-in-kind personal clothing records provide an accountable document for clothing received by Reserve component enlisted soldier.
<b>ROUTINE USES:</b>	The information furnished is used solely for the purpose of identifying the individual so that the clothing record will be filed in the correct Military Personnel Records Jacket.
<b>DISCLOSURE:</b>	Voluntary.

[illegible]

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c. Exchanged or surplus items will be turned in to the support installation for disposition. Prior to turn-in of clothing to the supply system—

- (1) Make proper entries to the expendable/durable document register.
- (2) Remove quantities turned in from the soldier's DA Form 4886.
- (3) Place a copy of the turn-in document in the individual's personal clothing record file.

*d.* All requests for initial issue, exchange, or replacement of personal clothing, except for insignia, name tapes, and name plates will be made using DA Form 3078, Personal Clothing Request. DA Form 3078 will be prepared on an individual basis and filed in accordance with AR 25-400-2. It will be entered in the expendable/durable document register and a copy retained as a suspense document, prior to forwarding to AMCSS. Upon receipt of clothing, items will be posted to the expendable/durable document register and the soldier's DA Form 4886. Personal clothing will not be stocked in unit supply rooms. Personal clothing held in the supply room pending issue or turn-in (serviceable or unserviceable) will be tagged with the enlisted soldier's full name and rank. Stockage of personal clothing for try-on is not authorized. Appropriate measurement procedures are contained in TM 10-227. Clothing and footwear sizing information are contained in SB 10-523. Detailed procedures in these publications will be followed as closely as possible to avoid ordering wrong sizes.

*e.* Insignia, nameplates, and nametapes are ordered through normal supply channels, using DA Form 2765-1. Multiple requests for nameplates/nametapes may be ordered using a single DA Form 2765-1 with an attached alphabetical name roster. Insignias may be stocked in unit supply rooms and issued as required per paragraph 5-5 above.

#### **14-2. Requests for personal clothing**

*a.* Requests for personal clothing are submitted on DA Form 3078. Requests for personal clothing will not be consolidated. One DA Form 3078 will be completed for each individual, whether for initial or replacement issue. Instructions for completing the DA Form 3078 are found in figure 3-1. Approving authority for DA Form 3078 will be the commander or his/her commissioned or warrant officer representative. A current DA Form 7000 will be on hand to support the approving authority's signature. Instructions for completing the DA Form 7000 are contained in figure 5-1.

*b.* Procedures for submitting requests for personal clothing are as follows:

(1) Requests are submitted to the supporting installation or AMCSS. Original and five copies of the DA Form 3078 are prepared. More copies may be provided if needed.

(2) The original and four copies of DA Form 3078 are forwarded. One copy will be retained by the unit as a suspense copy.

*c.* On receipt of items, the unit will—

(1) Make proper entries to the durable/expendable document register.

(2) Post quantities of personal clothing received to the soldier's DA Form 4886 per paragraph 14-6. Retain per AR 25-400-2, file number 710-2g.

#### **14-3. Inventory of personal clothing upon receipt from the Army military clothing sales stores**

Upon receipt of personal clothing, whether by mail or pick up at the AMCSS, supply personnel receiving the clothing will immediately inventory the items against the AMCSS annotated DA Form 3078. When a pick up is comprised of a large quantity of personal clothing, the inventory may be accomplished at home station. If the inventory matches the issued quantity, the person receiving the clothing will sign in block 31 of the DA Form 3078. If the quantities do not match, a new DA Form 3078 will be prepared for the shortages.

#### **14-4. Processing DA Form 3078 by the Army military clothing sales stores**

*a.* An improperly prepared form will not be accepted at the AMCSS. The AMCSS completes each DA Form 3078 by marking in the supply action block the actions taken. AMCSS, managed and operated by the AAFES, will establish dues-out for items not-in-stock.

*b.* The original and one copy of the DA Form 3078 are forwarded to the servicing DAO for financial accounting and to the CSO for payment. One copy is returned to the unit, along with the clothing. The AMCSS retains two copies.

#### **14-5. Army Reserve soldiers ordered to annual training or Service schools**

*a.* Soldiers ordered to AT, ADT, or Service schools (179 days or less) normally have their required or authorized clothing prior to reporting for training. Soldiers who are short of clothing items may draw from the AMCSS at their training sites. The following procedures apply:

(1) Unit soldiers.

(a) The unit commander will provide a letter stating the soldier has not received clothing items needed for training and prepare a DA Form 3078 per paragraph 14-2.

(b) The soldier reports to AMCSS to receive requested items.

(2) For IRR/Individual Mobilization Augmentation (IMA) soldiers, see paragraphs 14-12 through 14-14. The school commandant or training unit commander will determine the uniform requirements for course attendance or unit training and complete the DA Form 3078 (see fig 3-1).

*b.* AMCSS will process the requests.

c. The soldier will be required to sign the following statement: "I understand that the uniforms issued to me as indicated on the front of DA Form 3078 must be maintained in a serviceable condition by me until the end of my reserve obligation. In addition, I am required to be in the possession of these uniforms for all future training periods or upon reporting to my designated mobilization site in the event the Reserve forces are mobilized. Failure to do this will result in my being required to reimburse the Government for any missing uniform items." Statement to be followed by the individual's signature, rank, and date signed. Note: The above statement will be placed on front of DA Form 3078.

d. AMCSS will process requests on a fill or kill basis.

e. A copy of DA Form 3078 and the soldier's signed statement will be placed in unit file and forwarded to the enlisted soldier's home station. The unit supply personnel will requisition any shortages from the supporting AMCSS. Unit supply personnel will process statement of charges in accordance with AR 735-5 for all items previously issued that the soldier failed to take to the training site. Personal clothing issued in excess of reserve allowances, in accordance with CTA 50-900, table 1 or 2, USAR-RPA, will not be withdrawn from soldier; however, issue-in-kind replacements are not authorized until the Reserve allowances are met.

f. It is the unit commander's responsibility to ensure that issues are properly posted to soldier's DA Form 4886.

#### **14-6. Accounting for personal clothing**

a. Unit or activity commanders will ensure that soldiers have in their possession at all times and in a serviceable condition, items posted to their clothing records. Commanders will conduct inspections/inventories of personal clothing annually to ensure that all items are on hand and serviceable.

b. Authentication of annual clothing inventory or inspection will be recorded as follows:

(1) The quantity on-hand will be recorded in the next available column of DA Form 4886. The authentication will be "PER INV," dated and signed in the signature/date block of the DA Form 4886 by the individual conducting the inventory/inspection. If non-supply personnel are conducting the inventory/inspection, they will be at least one grade higher than the individual being inspected.

(2) For items that are not serviceable due to fair wear and tear, a turn-in will be initiated and a replacement will be immediately requested. An adjustment document, in accordance with AR 735-5, will be initiated for those items that are short or unserviceable due to individual neglect.

(3) Commanders may permit sergeants through sergeants major to furnish a statement, as shown in figure 14-2, that they have all personal clothing items and all items are serviceable.

---

**Statement by sergeants through sergeants major will read:**

#### **Statement**

I .....(Name and Rank)....., have in my possession all items of personal clothing issued to me on DA Form 4886. All items are in the authorized quantities, serviceable, and meet the fitting and appearance standards in accordance with AR 670-1 and TM 10-227.

(Signature, Rank and Date)

**Note:** Commanders will permit sergeants through sergeants major to furnish a statement in lieu of a showdown inspection. Item shortages will be replaced at the soldier's expense. Items found to be unserviceable due to FWT will be turned-in at this time and replacements requested.

**Figure 14-2. Statement by sergeants through sergeants major**

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c. Replacement of clothing is authorized when—

(1) Personal clothing becomes unserviceable through fair wear and tear (see para 14-1b above).

(2) Soldier has a weight variance as a result of a medically approved weight control program as prescribed in AR 600-9.

(3) It becomes unserviceable (destroyed) through no fault of the individual.

(4) It is destroyed by order of a medical officer.

(5) It is destroyed by an act of God, such as fire or flood.

d. The following actions are taken when a new DA Form 4886 is required:

(1) The previous balances are posted in the first column. The unused blocks in the column are ruled out in ink. The

date and signature of the person is placed at the bottom of the column. The old DA Form 4886 is retained in accordance with AR 25-400-2.

(2) If DA Form 4886 is lost, the unit commander directs that an inventory of personal clothing be taken. Quantities of items in laundries or in repair shops are counted as inventories on hand. Based on this inventory, a new DA Form 4886 is prepared. The new form is annotated in the remarks block: Replaces lost form. Quantities on hand within authorized allowances are placed in column 1. Items less than the allowance are replaced at the soldier's expense unless he or she proves that the items were never issued.

#### **14-7. Accounting for personal clothing when soldiers are released from initial active duty for training**

a. When soldier returns from IADT, USAR unit or activity commanders will ensure that personal clothing issued at reception or training center has been posted to DA Form 4886. This posting will be completed not later than the second multiple unit training assembly (MUTA-4) after soldier returns from IADT.

b. Issues made at the reception or training center, on DA Form 3078 or machine printout equivalent, should be posted to the soldier's DA Form 4886 and retained in the individual clothing record, per AR 25-400-2. If a DA Form 3078 or an equivalent is not received from the training center, initial postings to the DA Form 4886 will be made from the results of a clothing inventory.

c. If clothing becomes unserviceable due to fair wear and tear, replacements, not to exceed authorized allowances, are made.

d. When there is a lack of clothing and the clothing record shows that items were issued, persons must replace them at their own expense or sign a statement of charges.

e. When soldiers lack clothing required by Reserve Component allowances, and the clothing record shows that items were never issued, these items are issued and posted to the soldier's DA Form 4886.

f. Personal clothing issued in excess of Reserve Component allowances during IADT is retained by the soldier. Issue-in-kind replacements are not given until these allowances are reached.

#### **14-8. Accounting for personal clothing when members are released from active duty with a reserve contractual obligation**

a. Soldiers having a contractual obligation will bring all of their personal clothing with them when they report for their first training assembly. This includes soldiers arriving after release from active duty and those reporting from the USAR control group.

b. When prior-service soldier's clothing records are not available, the following actions will be taken:

(1) During the first multiple unit training assembly (MUTA), a 100% showdown inventory will be conducted of all personal clothing in the soldier's possession. The inventory will be recorded on the soldier's DA Form 4886, and annotated "No DA Form 3078, account established by inventory."

(2) If the prior service soldier has all required personal clothing issued from active duty, only the reserve allowance will be accounted for on the DA Form 4886.

(3) When the soldier's file arrives and the DA Form 3078 or DA Form 4886 reflects that items were issued but not accounted for during the initial inventory, supply personnel will advise the soldier that replacement will be at the soldier's expense. This may be accomplished by the soldier going to AMCSS and purchasing the missing items, or unit supply personnel initiating a DD Form 362, Statement of Charges/Cash Collection Voucher, in accordance with AR 735-5.

(4) If the soldier elects to use the DD Form 362, the DA Form 3078 will be marked replacement. Supply personnel will enter in the remarks block (block 30) the following statement: "Statement of charges document number xxxx-xxxx" and fund cite.

(5) As a last resort, if the soldier refuses to admit or accept financial liability, supply personnel will initiate a DA Form 4697, Report of Survey in accordance with AR 735-5.

#### **14-9. Accounting for personal clothing on change of status**

a. When the assignment or duty station of a soldier changes within or between Reserve Components, the personal clothing record will be transferred to the gaining organization. All personal clothing to include nonrecoverable OCIE listed in CTA 50-900, appendix F will remain in the possession of the soldier. USAR soldiers will not be permitted to hand carry clothing records to new unit assignment.

b. USAR soldiers discharged to accept a commission or warrant officer appointment will retain authorized items of clothing in their possession at the time of appointment. Obsolete or unserviceable items will not be replaced. DA Form 4886 will be closed out and annotated with the remark: "Soldier discharged to accept a commission or warrant officer appointment (as applicable). Records will be maintained in accordance with AR 25-400-2."

c. Soldiers who have or have not satisfactorily completed their obligation or enlistment will retain all personal clothing on separation.

d. Clothing records and DA Form 4886 for soldiers being separated from the unit and transferred to a USAR control

group for completion of their reserve obligation will be processed according to the procedures in paragraph 12–9 and table 12–1.

e. Soldiers who are leaving a troop program unit to come on special active duty for training (SADT) will retain all personal clothing. Personal clothing authorization for SADT personnel is the same as active duty levels.

#### **14–10. Processing turn-ins of personal clothing**

When no requirement exists, personal clothing is turned in to the DRMO at the supporting installation. Accounting procedures will be established to ensure that the turned-in of personal clothing, if appropriate, is credited to the proper appropriation. Items of personal clothing unique to the ROTC program will be turned in to the installation supply division at the supporting installation. In the USAR, turn-ins and requests for replacement of personal clothing items will be processed in the following manner:

a. All personal clothing turned in by, or withdrawn from soldiers, will be turned in to the installation turn-in point on the appropriate documents at the supporting installation. A document number will be assigned to the turn-in document from the expendable/durable document register.

b. When a replacement is requested and the soldier does not turn in a like item or have a statement from the commander for a size change and a review of their clothing record shows that an initial issue was made, the appropriate adjustment document will be initiated per AR 735–5.

c. In addition to the supply officer and supply sergeant, turn-ins may be acknowledged by civilian unit administrators or any commissioned or warrant officer designated, in writing, by the unit commander.

d. The AMCSS will turn in accountable garments to DRMO and credit account (109–13) on the billing statement.

#### **14–11. Personal clothing for USAR soldiers departing for 30 days or more of active duty for special work**

Prior to soldiers departing for 30 days or more active duty for special work (ADSW), the unit commander will—

a. Conduct a 100% personal clothing showdown inspection and record the results of the inspection in the next available column of DA Form 4886. This column will be annotated "INV," dated and signed by the unit commander or his/her designated representative. When clothing that was previously issued is missing, an adjustment document, in accordance with AR 735–5, will be initiated for the missing items prior to the soldier departing for the ADSW assignment.

b. Prepare a DA Form 3078 for all replacement and initial issue shortages, up to the USAR allowances. The DA Form 3078 will be placed in the soldier's MPRJ prior to the soldier departing for their ADSW assignment. Upon arrival at ADSW assignment station, the ADSW commander will sign and date the new DA Form 3078 for the shortage items. The soldier will hand carry the DA Form 3078 to the AMCSS for issue of the clothing items.

c. Ensure that the soldier's DA Form 4886 is placed in the unit file for forwarding to the ADSW assignment station, retaining a copy for the soldier's personal clothing record file.

#### **14–12. Personal clothing for USAR Individual Ready Reserve soldiers**

a. The commander of the attached training unit or Reserve Component activity commander at the supporting installation will—

(1) Inventory the uniform items in the soldier's possession (if any) when reporting for training, using DA Form 3078 or DA Form 4886. This inventory will be verified by the unit commander, supply officer, or Directorate Reserve Component Support (DRCS).

(2) Determine any additional uniform item requirements based on his/her training orders and scheduled unit's training. The minimum amount of personal clothing considered essential by the attached unit commander or DRCS for completing IRR training requirements will be requested. The issue of (AG) uniforms and component items will be made only if required for the performance of duty or if the training orders indicate the soldier is requested to complete an official DA photo in accordance with AR 640–30 while on training.

(3) Ensure that additional clothing authorizations do not exceed USAR allowances to include any uniform items already in the soldier's possession. IRRs training in excess of 15 days may be issued more than USAR allowances shown in CTA 50–900. These allowances will not exceed quantities in the AA–P (MPA) column.

(4) Prepare an additional DA Form 3078 in six copies, and annotate USAR and IRR in the category block. The sixth copy of DA Form 3078 is maintained by the requesting activity as a suspense copy.

(5) Ensure that the soldier signs a statement as shown in paragraph 14–5.

b. The IRR soldier will take the original and four copies of DA Form 3078 to the AMCSS for issue of personal clothing (condition code B, if available). AMCSS issues the clothing and retains the original and three copies. The fifth copy is given to the soldier as a receipt. If additional copies are needed, they will be provided by the unit commander or the DRCS.

(1) AMCSS will process the requests on a fill or kill basis. Procedures for processing the clothing request are in chapter 5. Funds are charged to RPA.

(2) The unit commander will forward one copy of each DA Form 3078 containing the statement in paragraph



14-8a(4) above, and a copy of the soldier's training orders to Commander, ARPERCEN, ATTN: ARPC-EP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

- c. On completion of training, soldiers will retain all clothing items.
- d. IRR soldiers attached to units or other DA organizations in an inactive duty for training (IDT) without pay status (points only) may be issued uniforms as required for the performance of such training as in (a) through (d) above. The approval authority for such issue is the commander of the unit of attachment.
- e. Exchange of obsolete or damaged uniforms may be made as discussed in paragraph 14-14.

#### **14-13. Personal clothing for USAR Individual Mobilization Augmentation soldiers**

a. IMA soldiers are authorized a full uniform issue contained in CTA 50-900 (Table 1 or 2). On the first and subsequent annual training periods the unit commander will inventory the uniforms in the soldier's possession when reporting for training. The following procedures apply:

(1) Prepare a DA Form 3078 in seven copies as shown in figure 3-1, annotating the requirements necessary to bring the personal clothing inventory up to the Active Army authorizations. Mark the category block beside USAR and IMA. The seventh copy of DA Form 3078 is maintained by the requesting activity as a suspense copy.

(2) The soldier will take the DA Form 3078 to the AMCSS for issue of the items.

(3) The AMCSS will process the request on a fill or kill basis. AMCSS will retain the original and three copies of the DA Form 3078. Two legible copies of the form are provided to the soldier.

(4) The unit commander will maintain a supply record on DA Form 4886 for all assigned IMA soldiers.

(5) A current copy of the DA Form 4886 and a copy of the soldier's training orders will be sent to Commander, ARPERCEN each time an adjustment is made. Send the copies to Commander, ARPERCEN, ATTN: ARPC-EP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

b. Due to the nonavailability of personal clothing items at the AMCSS, additional issues are authorized until Active Army authorizations are met. Additional issues may be made during subsequent annual training periods.

c. Soldiers who report to training without previously issued items will be required to replace the items not in their possession at the soldier's own expense unless it is determined that such loss was due to circumstances beyond the soldier's control.

*Note.* For training requiring the use of the (AG) uniform, the commander should inform the soldier of the requirement prior to the soldier reporting for annual training. All previously issued BDUs are expected to be in the soldier's possession when reporting for annual training.

d. Exchange of obsolete or damaged uniform items will be made per paragraph 14-14.

#### **14-14. Issue-in-kind for Individual Ready Reserve/Individual Mobilization Augmentation soldiers**

a. Replacement of obsolete, damaged due to fair wear and tear, or lost uniform items will be made as stated in paragraphs b and c below.

b. Obsolete/damaged items.

(1) Obsolete or damaged uniforms will be turned-in to the unit supply. DA Form 3078 will be prepared in seven copies per figure 3-1 for replacement of the items.

(2) The soldier will report to AMCSS for issue of the items.

(3) The AMCSS will process the request on a fill or kill basis and retain the original and three copies. The soldier will retain one copy and furnish the unit commander with two copies of the DA Form 3078.

(4) IMA unit commanders will retain a copy of all forms for IMA soldiers. These forms will be maintained in accordance with AR 25-400-2.

(5) A completed copy of the DA Form 3078 or a current copy of DA Form 4886 will be sent to Commander, ARPERCEN, ATTN: ARPC-EP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(6) After the wear-out dates on obsolete items have been achieved, the obsolete items will be replaced. This does not include optional items.

(7) The unit supply will dispose of all obsolete or damaged uniform items in accordance with established disposal procedures.

c. Lost items will be replaced by the soldier.

#### **14-15. Active Guard Reserve and Active Army soldiers assigned to troop program units**

a. Upon arrival of AGR/active duty (AD) soldiers to a USAR TPU for permanent duty, the commander will direct an inspection and inventory of all personal clothing. Shortages of initial issue items, which will bring the soldier's clothing allowance to AA-P authorization, will be requested within 15 days of assignment (see para c below). Missing clothing items, other than initial issue shortages, will be replaced at the soldier's expense within 30 days of assignment.

b. At the commander's discretion, sergeants through sergeants major may furnish a statement certifying they have all required clothing in accordance with CTA 50-900, and that all items meet the appearance standards of AR 670-1.

c. AGR soldiers are not authorized issue-in-kind replacement of personal clothing once they have completed 6

months of their active duty tour and are receiving a CRA. AGR/AD soldiers receiving a CRA will be required to purchase replacement and new issue items of personal clothing.

#### **14-16. Unauthorized alterations**

Commanders will not permit unauthorized alterations to personal clothing. Authorized alterations are identified in tables 13-1 and 13-2. Replacement for items that have undergone unauthorized alterations, such as form fitting, pegging, or tapering will be replaced at the soldier's expense.

#### **14-17. Authorized alterations**

USAR and ARNG enlisted soldiers in remote sites are authorized local alterations and will be reimbursed for the following alteration:

a. HQ IMA will request funds in the budget to cover the cost of DSCP class "A" uniforms alteration purchased at AMCSS for USAR and ARNG enlisted soldiers in remote sites.

b. Commanders will ensure enlisted soldiers are measured and the measurements are annotated on soldier's DA Form 3078 and the form is sent to AAAFES.

c. USAR's and National Guard Bureau's (NGB's) procedures for alteration of DSCP class A uniforms for USAR enlisted soldiers in remote AMCSS sites are as follows:

(1) AMCSS prepares an alteration slip for each DA Form 3078 that includes the soldier's name on each alteration slip. Alteration slips must be processed within 90 days.

(2) USAR and ARNG enlisted soldiers in remote sites are authorized local alterations and will be reimbursed for the following alterations:

(a) Coat sleeve hemming, cost \$14.00.

(b) Trouser hemming, cost \$5.75.

(c) Slack hemming, cost \$5.75.

(d) Skirt hemming, cost 10.25.

(e) Waist alteration. \$6.50.

(f) Seat alteration, \$7.00.

(g) Any additional alterations required to make the uniform fit in accordance with AR 670-1, cost TBD.

(3) Commanders will send alteration slips to AMCSS for reimbursement as required.

(4) The AMCSS will forward checks to the unit in each soldier's name in an amount up to the authorized cost of alteration in paragraph (2) above.

#### **14-18. Clothing for ROTC soldiers enrolled in the ROTC/Simultaneous Membership Program**

a. ROTC soldiers enrolled as officer trainees under the ROTC/Simultaneous Membership Program (SMP) according to AR 601-210, chapter 10, will be issued their personal and OCIE initial clothing allowances listed in CTA 50-900 in the same manner as other USAR soldiers.

b. If personal clothing or OCIE issued to ROTC/SMP soldiers becomes lost, damaged, or destroyed, the USAR unit to which the ROTC/SMP trainee is assigned will submit the appropriate adjustment document required by AR 700-84, paragraph 14-5 of this regulation, and AR 735-5, through command channels to the appointing or approving authorities.

#### **14-19. Exchange or replacement of personal clothing for USAR troop program unit soldiers**

a. Exchange of personal clothing is authorized when—

(1) USAR TPU soldiers complete a minimum of 3 years USAR service from date of initial clothing issue. For prior service soldiers, initial clothing issue date is further defined as the date soldier is brought up to full USAR clothing authorization. This establishes 3 years as the minimum usage criteria under which clothing exchanges will be authorized. This does not, however, constitute a blanket authorization to exchange all items of personal clothing simply because they are 3 or more years old.

(2) Items become unserviceable through fair wear and tear.

(3) Items are required due to size change (gain or loss of weight).

b. Replacement of personal clothing is authorized when—

(1) Items are lost, damaged, or destroyed through no fault or negligence of the individual. A memorandum signed by the unit commander is required, per AR 735-5, in lieu of other adjustment documents.

(2) Items are destroyed by order of a medical officer. A statement signed by the medical officer or unit commander is required, per AR 735-5, in lieu of other adjustment documents.

(3) Items are lost, damaged, or destroyed through fault or negligence of the individual and are adjusted by adjustment documents (DD Form 362, Statement of Charges/Cash Collection Voucher, or DA Form 4697, Report of Survey), per AR 735-5.

c. Exchange of personal clothing items.

(1) When a soldier notifies the unit he or she needs an exchange of clothing, the unit supply sergeant will make a determination of serviceability, prior to making the recommendation for exchange and requesting the replacement items using DA Form 3078.

(2) Items that do not meet the minimum usage criteria will not be requisitioned without the signature of the unit commander on DA Form 3078.

(3) After the requested clothing items are received at the unit, the exchange of clothing will take place between the supply sergeant and the soldier.

(4) Copies of DA Form 3078 requesting clothing exchanges are filed in the soldier's personal clothing record file and serve as an indicator to determine and prevent excess clothing exchanges.

(5) Clothing requests are prepared per paragraph 14–2. Turn-ins are prepared per paragraph 14–10. The unit supply sergeant will check "exchange" in block 12 of the DA Form 3078, used to request clothing in an exchange and enter a brief statement in block 30, "REMARKS" as reason for exchange.

*d.* Replacement of personal clothing items.

(1) The unit supply sergeant will complete DA Form 3078 per paragraph 14–2 and check "Replacement" in block 12.

(2) A statement on DA Form 3078, or other supporting documents for the transaction, is required in all cases. The statement can be in the form of an attached memorandum or statement signed by the unit commander or medical officer. Adjustment documents in accordance with AR 735–5, to include document numbers, may also be attached.

## **Chapter 15**

### **Clothing support to the ARNGUS**

#### **Section I**

##### **ARNGUS Central Clothing Distribution Facility**

##### **15–1. Establishment of central clothing distribution facility**

Defense Supply Center, Philadelphia (DSCP) has established a contractor-operated CCDF to serve ARNG customers.

##### **15–2. Mission**

The mission of the CCDF is to provide ARNG enlisted soldiers authorized issue-in-kind with their total requirements for military clothing, including insignia and decorations, from a single location. Ordering is primarily via the Internet, with other options for units lacking Internet access. Orders are configured and shipped directly to units in soldier kits with name and U.S. Army tapes, as applicable, affixed.

##### **15–3. Inventories**

*a.* The CCDF inventory of new material is owned by DSCP. States are billed monthly for issues to their units during the previous month. The billing and billing validation processes are described in the CCD management plan.

*b.* The CCDF inventory of used, recyclable garments is owned by NGB. Recycling is centrally funded by NGB and issues to unit are made on a free issue basis.

##### **15–4. Sale of clothing by the central clothing distribution facility**

Only individuals authorized issue-in-kind are supported by the CCDF. The CCDF does not make cash or credit sales. Individuals needing to purchase clothing should use AMCSS facilities or AAFES Internet or mail order sales options (see para 3–12).

#### **Section II**

##### **Issue-in-Kind for ARNGUS Personal Clothing**

##### **15–5. Introduction**

*a.* The issue-in-kind system (IICS) will be used by the ARNGUS in the replacement of personal clothing.

*b.* Entitlements to initial allowances are discussed in chapter 4.

*c.* The retention and disposition of clothing is discussed in chapter 12.

*d.* Alterations will be made at Government expense under the provisions of chapter 13.

*e.* ARNG requirements for personal clothing are provided by a CCDF operated by a DSCP contractor. Policy and procedures for operation of the CCD system are established by NGB and disseminated to states in a Central Clothing Distribution Management Plan and to units in a Central Clothing Distribution User Handbook. States tailor the User Handbook to their unique requirements by insertion of state policies into its appendix D and distribute the Handbook to the unit level.

*f.* Each state appoints a CCD State Administrator who is responsible to the United States Property and Fiscal Officer (USPFO) and/or the Director of Logistics (DOL) for administration of the CCD program within the state.

*g.* Requests for personal clothing are submitted directly from the customer unit to the CCDF via the Internet, using the CCDF Web site at [www.ngmmc.com](http://www.ngmmc.com). Customers lacking Internet access may use e-mail, fax, telephone or the U.S. Mail. Requests are submitted on the online electronic forms provided by the CCDF or alternative forms provided in the CCD User Handbook. Issues by the CCDF are documented on the CCDF Form 3078-1 (CCDF Mail or Fax Request—New Item) that accompanies each shipment.

*h.* Personal clothing will be accounted for on DA Form 4886. These forms are available through normal publications supply channels. Samples of a completed DA Form 4886 and completion instructions are contained in figure 14-1. Overprinting of this form is authorized. The unit commander's representative may acknowledge turn-ins.

*i.* ARNGUS soldiers receiving a clothing replacement allowance are not authorized support using the IKS or the CCDF. This includes all ARNGUS soldiers on active duty in excess of 179 days.

*j.* Unit commanders will establish an expendable/durable document register for personal clothing not available through the CCDF. Completed document register pages will be filed per AR 25-400-2. The last name of the individual for whom the clothing is ordered, will be shown in column N, "Remarks" of the document register.

## **15-6. Requests for personal clothing**

*a.* To receive support from the CCDF, the following three actions must be completed.

- (1) Have the unit's DODAAC registered with the CCDF by the CCD State Administrator or their designee.
- (2) Be issued a user identification and password by the CCD State Administrator or their designee.
- (3) Be allocated ordering authority by the CCD State Administrator or their designee.

*b.* The ordering process employed by units is described in detail in the CCD User Handbook. Units with Internet access should order via the Internet. Those without Internet access have other options, listed in order of efficiency:

- (1) E-mail.
- (2) Facsimile.
- (3) Telephone.
- (4) U.S. mail.

*c.* Most orders will be processed for a single soldier. All items required for a single soldier can be ordered on a single order and will be shipped as a soldier kit.

*d.* The CCDF ordering system will also accept bulk orders from any Department of Defense activity address code (DODAAC)/unit authorized to order from the CCDF. The CCDF will issue no more than 35 insignia, shoulder, sleeve, and no more than ten of each of any other items on a single bulk order.

*e.* Federal awards, decorations, and insignia are available for requisition from the CCDF. States are encouraged to make and disseminate policy restricting bulk orders.

*f.* Requests for special measurement clothing or footwear will be processed as outlined in chapter 5 of the CCD User Handbook.

*g.* ARNGUS units are authorized to establish an on shelf stockage of rank and organization shoulder insignia. Stockage is not to exceed 5 sets of rank insignia per enlisted grade, subdued and brass, and 25 of each applicable type of insignia, shoulder sleeve. Other personal clothing items may be stocked if specifically permitted by State policy found in appendix D of the CCD User Handbook.

*h.* Disposition of CCDF Form 3078-1 will be as follows:

- (1) The original copy will be posted to the appropriate DA Form 4886 and filed in the individual's clothing file.
- (2) The CCDF Form 3078-1 will be destroyed after review by the command supply discipline program (CSDP) inspection team.

## **15-7. ARNGUS personnel attending annual training, Army area school, or Army service schools other than initial active duty for training**

*a.* Unit commanders are required to ensure that ARNGUS personnel are equipped with all required personal clothing from ARNGUS stocks prior to departure for attendance at annual training, National Training Center, Joint Readiness Training Center, overseas deployment training, Army area school, or Army service school.

*b.* The season, location of the school, duration of the training, and the nature and type of schooling or training will determine the type and quantity of clothing to be taken to or issued at the school or installation. Prior coordination by the State AG with the commandant of the school is required to ascertain specifics or special clothing requirements. Such coordination will ensure that required clothing will accompany the individual or be available for issue at the school.

*c.* When the Army service uniform is prescribed for wear in the classroom, in excess of 30 days, the school commandant, with the State AG's approval, may issue one additional Army green uniform with shirt as authorized by CTA 50-900. The extra uniform will be turned in upon return from the school.

*d.* When ARNGUS enlisted personnel arrive at AT, or Army area school or Army service schools without adequate

individual clothing, installation commanders are authorized to issue required items or replace unserviceable items from AMCSS on a fill or kill basis, in accordance with the following procedures:

(1) The commanding officer of the student company or detachment will submit a DA Form 3078, completed according to the example in figure 3-1 in five copies with two copies of the soldier's orders to the AMCSS.

(2) All ARNGUS personnel will present their identification, the five copies of the DA Form 3078 and two copies of their orders reflecting the accounting classification to be charged at the AMCSS.

(3) It is the commander's responsibility to ensure that issues made under the provisions of paragraph (1) above be properly posted to the soldier's DA Form 4886.

(4) DA Form 4886 and DA Form 3645, accompanying the student or forwarded to the school by other means, will be returned to the National Guard unit to which the soldier is assigned.

(5) If the commander of an Army area school or Army service school requires students or cadets to have items or additional quantities of items not authorized the ARNGUS, these items may be issued as required. The USPFO will reimburse the training station for these items.

(6) Clothing and equipment above school requirements and in the possession of the individual upon reporting to the school will not be withdrawn by the school or installation. Replacement of excess items that become unserviceable is not authorized. Unserviceable excess items will be turned into the USPFO.

*e.* It is mandatory that special measurement clothing and footwear be requisitioned by the USPFO for issue to ARNGUS enlisted personnel prior to departure for an Army area school or Army service school. Such items are not stocked at Army installations.

### **15-8. Accounting for personal clothing**

*a.* All personal clothing issued to individuals in the ARNGUS will be accounted for on DA Form 4886.

*b.* Unit commanders will ensure that soldiers have in their possession at all times and in a serviceable condition, those items posted to their clothing records. Commanders will conduct inspections of personal clothing annually to ensure that all items are on hand and serviceable. The date of the last inspection will be recorded in block 30, by writing "per inspection" or "per insp," sign, date, and initial in pencil. Items lost, damaged, or destroyed through negligence or other than indicated in paragraph 15-9 below, will be adjusted per AR 735-5. Commanders may permit sergeants through sergeants-major to furnish a statement in lieu of inspection that they have all their clothing and that items are serviceable.

*c.* The following actions are taken when a new DA Form 4886 is required:

(1) The previous balances are posted in ink on the new form in the first column. The unused blocks in the column are ruled out in ink. The signature of the individual, along with the date, is placed at the bottom of the column. The old DA Form 4886 is retained with the individual's personal clothing record until the next command review.

(2) If DA Form 4886 is lost, the unit commander directs that an inventory of personal clothing be taken. Quantities of items in laundries or repair shops are inventoried as on hand. Based on this inventory, a new DA Form 4886 is prepared. The new form is annotated in the NAME block: Replaces lost form. Quantities on hand within authorized allowances are placed in column 1. Items less than the allowance are replaced at the person's expense unless he or she proves that the items were never issued.

*d.* To track the frequency of exchanges, supply sergeants will record on the ARNG soldier's DA form 4886 exchanges or replacements that do not result in a change in the quantity of an item in the soldier's possession. The following actions are required:

(1) Insert, in pencil, in the available blank space in the "PERSONAL CLOTHING ITEMS" column for the affected item, the Julian date of the exchange and, in parentheses, the quantity exchanged. (Example: "0200 (1)" would denote an exchange of one item on 18 July 2000.)

(2) Maintain a maximum of three exchange records for each type of item. When a fourth exchange takes place, erase the oldest record and replace it with the current record.

### **15-9. Accounting for personal clothing on change of status**

*a.* When the assignment or duty station of an enlisted soldier changes within or between states, ARNGUS units, or the USAR, the personal clothing record will be transferred to the gaining organization. All personal clothing items will remain in the possession of the enlisted soldier. Does not include OCIE.

*b.* Individuals discharged from the ARNG will return personal clothing upon separation, as prescribed by table 12-1 and by the CCD User Handbook. DA Form 4886 will be adjusted to show clothing items retained and will be filed in the individual's unit file.

*c.* Individuals transferring from traditional ARNGUS to AGR status will retain all personal clothing. Such individuals will be issued the balance of all clothing items authorized in the AA-P allowances in CTA 50-900.

*d.* Individuals discharged from the Active Army and enlisting in the ARNGUS within 90 days will report to their unit with all personal clothing items per paragraph 12-1e and the personal clothing receipt statement referred to in paragraph 12-10. Persons reporting to their unit without the personal clothing receipt statement referred to in paragraph 12-10 are required to pay for the missing clothing (see AR 735-5).

e. Individuals who have completed their obligation will have their DA Form 4886 filed in their unit file. If the individual returns to ARNGUS within one year, items retained will be inventoried and checked for serviceability. Items of personal clothing found missing will be replaced at the individual's expense.

#### **15-10. Turn-ins**

a. Serviceable turn-ins of clothing that are cost effectively recyclable will be made as prescribed in the CCD User Handbook. States may establish in-state recycling programs for other garments if such programs comply with NGB guidance found in the CCD Management Plan. Other items of clothing turned-in by soldiers will be processed as prescribed by the CCD User Handbook.

b. All turn-ins will be documented on CCDF Form 3161. One copy of the form will be retained in the soldier's clothing record.

c. Turn-ins of used or obsolete new items of clothing that are not cost-effectively recyclable will be marked as prescribed in the CCD User Handbook and returned to the soldier for disposition. Unserviceable clothing will receive a FWT determination by an active Army or ARNGUS officer as prescribed in paragraph 12-1 of this regulation and in 32 USC 710(f).

d. Items, which are determined to be unserviceable for reasons of other than fair, wear, and tear, will be accounted for by an appropriate adjustment action under the provisions of AR 735-5.

#### **15-11. Exchange or replacement of personal clothing**

a. Exchange of personal clothing is authorized when—

(1) ARNGUS members complete a minimum of 3 years of National Guard service. This is established as the minimum usage criteria under which clothing exchanges will be authorized.

(2) Items become unserviceable through fair wear and tear.

(3) Items are needed because of size change.

b. Replacement of personal clothing is authorized when—

(1) Items are destroyed or lost through no fault of the individual.

(2) Items are destroyed by order of a medical officer.

(3) Accountable records for items are adjusted in accordance with AR 735-5.

c. The following method should be used to exchange clothing. The individual notifies the unit that he or she needs an exchange of clothing, and presents the garment to be exchanged to validate the need. A request for clothing is submitted to the CCDF. After the requested clothing is received at the unit, the exchange of clothing will take place between the unit representative and the individual. DA Form 4886 will not be adjusted if a single item is exchanged or if the request for exchange of multiple items is filled by the CCDF at the same time. Pencil notation of the exchange is posted to the soldier's DA Form 4886 as prescribed by paragraph 15-8d, above and by the CCD User Handbook. This serves as a tool to determine excessive exchange of unserviceable clothing. Requests are submitted per paragraph 15-6 and turn-ins are made per paragraph 15-10. The unit representative will select "EXCHANGE" on the CCDF issue request used to request clothing in an exchange transaction.

d. Replacement of clothing will be accomplished by completing a CCDF issue request in accordance with the CCD User Handbook. The unit representative will select "REPLACEMENT" to request clothing in a replacement transaction.

e. The CCDF will recycle those types of personal clothing that can be cost-effectively recycled and meet serviceability standards established by the NGB. The cost of recycling will be centrally funded and issues will be made without charge to the requestor.

#### **15-12. Optional exchange procedures for personal clothing**

a. The following optional method may be used to exchange unserviceable clothing. This process is used primarily when an ARNGUS or active officer is not expected to be able to be present to make a FWT determination at the time replacement clothing will be issued to the soldier. The soldier turns in personal clothing items requiring replacement to the unit representative. The unit representative will prepare DA Form 2402 (Exchange Tag) or 3161 as prescribed by the CCD User Handbook. An ARNGUS or Active Army officer will hold the clothing at the unit level pending completion of the FWT determination.

b. Upon receipt of the replacement items from the CCDF, the unit representative issues them to the soldier and adjusts the soldier's DA Form 4886 to reflect the issue.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 12-15**

Joint Security Assistance Training (JSAT). (Cited in para 3-1h.)

#### **AR 32-4**

Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags. (Cited in paras 7-2a, 7-4a, and 7-6.)

#### **AR 145-1**

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training. (Cited in paras 9-2b and c; 10-5b; and 10-7a, c(1), c(2), c(3), and c(4).)

#### **AR 190-30**

Military Police Investigations. (Cited in para 8-3b.)

#### **AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in paras 1-4j(5); 3-1m; 3-3b, h, j, k(2), k(3), and k(7); 5-5d, e(5), and h; 14-15b, and 14-17c(2)g.)

#### **AR 710-2**

Inventory Management, Supply Policy Below the National Level. (Cited in paras 2-7b, 9-10b, 9-11a, and 10-6.)

#### **AR 725-50**

Requisition, Receipt, and Issue System. (Cited in para 7-2b(1) and 9-5a.)

#### **AR 735-5**

Policies and Procedures for Property Accountability. (Cited in 9-11b; 9-13d and e; table 12-1; table 12-6; 12-14e; 14-5e; 14-6b(2); 14-8b(3) and (5); 14-10b; 14-11a; 14-15e; 14-18b; 14-19b(1), (2), and (3) and d(12); 15-8b; 15-9d; 15-10d; and 15-11a(b)(3).)

#### **CTA 50-900**

Clothing and Individual Equipment. (Cited in paras 1-4i(1); 2-7b; 4-1; 4-2d(2) and e; 4-6a; 4-7; 4-8d and e; 4-9a; 5-4f; 5-6a; 5-7a; 5-12b; 6-1b; 9-1a and d; 9-3c; 9-10c; 12-5a; 14-5e; 14-9a; 14-12a(3); 14-13a; 14-15b; 14-18a; 15-7c; and 15-9c.) (<https://webtaads.belvoir.army.mil/USAFMSA>)

#### **DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures). (Cited in paras 1-7n, 4-9b, 6-6b(2), 9-10b, 10-6, and 12-16c.)

#### **DA Pam 738-750**

Functional Users Manual for the Army Maintenance Management System (TAMMS). (Cited in para 3-5c(3).)

#### **DOD 4500.54-G**

Department of Defense Foreign Clearance Guide (Cited in para 8-2a(4).) ([http://www.dtic.mil/directive/corres/pdf/d450054\\_050191/d450054p.pdf](http://www.dtic.mil/directive/corres/pdf/d450054_050191/d450054p.pdf))

#### **DODI 1338.18**

Armed Forces Clothing Monetary Allowance Procedures. (Cited in para 8-1a.)

#### **SB 10-523**

Size Tariff for Clothing, Equipage and Footwear. (Cited in para 14-1d.)

#### **TM 10-227**

Fitting of Army Uniforms and Footwear. (Cited in paras 1-7d, 6-1b, 6-6d, 6-7h, table 13-1, and 14-1d.)

**TM 10-8400-201-23**

Unit and Direct Support Maintenance Manual for General Repair Procedures for Clothing. (Cited in para 1-7m.)

**Section II**

**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand the regulation. Volumes of the United States Code (USC) are available at <http://www4.law.cornell.edu/uscode/>.

**AR 1-75**

Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOS)

**AR 11-2**

Management Control

**AR 25-400-2**

The Army Records Information Management System (ARIMS)

**AR 27-20**

Claims

**AR 40-3**

Medical, Dental, and Veterinary Care

**AR 135-91**

Service Obligations, Method of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-178**

Enlisted Administrative Separations

**AR 140-10**

Assignments, Attachments, Details, and Transfers

**AR 210-130**

Laundry and Dry Cleaning Operations

**AR 600-9**

The Army Weight Control Program

**AR 601-210**

Regular Army and Army Reserve Enlisted Program

**AR 635-200**

Active Duty Enlisted Administrative Separations

**AR 640-30**

Photographs for Military Personnel Files

**AR 600-8-22**

Military Awards

**AR 735-11-2**

Reporting of Supply Discrepancies

**AR 930-5**

American National Red Cross Service Program and Army Utilization

**Central Clothing Distribution User Handbook**

Can be obtained from Kentucky Logistics Operations Center, 5751 Briar Hill Rd., Bldg. 6, Lexington, KY 40516-9721 (Cited in paras 1-4d(2); 5-1; 12-1a; 12-12b; 15-5e; and 15-9b.)



**DA Pam 600-8**

Management and Administrative Procedures

**DA Pam 608-4**

A Guide for the Survivors of Deceased Army Members

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures)

**DOD 4500.9-R**

Department of Defense Transportation Regulation (<http://www.dtic.mil/whs/directives/corres/htm/45009r.htm>)

**EO 10113**

Delegating the Authority of the President to Prescribe Clothing Allowances, and Cash Allowances in Lieu Thereof, for Enlisted Men in the Armed Forces ([http://www.archives.gov/federal\\_register/ecexecutive\\_orders/disposition\\_tables.html](http://www.archives.gov/federal_register/ecexecutive_orders/disposition_tables.html))

**Exchange Operating Procedures (EOP 40-4)**

Military Clothing Sales Stores. (For information contact HQ AAFES, ATTN: MCSS SD-C/3, 3911 S. Walton Walker Blvd., Dallas, TX 75236-1598.)

**TM 10-227**

Fitting of Army Uniforms and Footwear ([www.logsa.army.mil](http://www.logsa.army.mil))

**SB 10-523**

Size Tariff for Clothing, Equipage, and Footwear

**SB 700 (FEDLOG)**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items. (Available at <http://weblog.logsa.army.mil/index.shtml>.)

**UMJ**

Uniform Code of Military Justice (<http://mjlink.jag.af.mil/ucmj.htm>)

**USC, Title 5, Section 5901**

Uniform allowances

**USC, Title 10, Section 3012**

Department of the Army: Seal

**USC, Title 10, Section 4562**

Clothing

**USC, Title 10, Section 4621**

Quartermaster supplies: members of armed services; veterans; executive or military departments and employees; prices

**USC, Title 10, Section 772**

When wearing by persons not on active duty authorized

**USC, Title 32, Section 710(f)**

Accountability for Property Issued to the National Guard

**USC, Title 37, Section 418**

Clothing allowance: enlisted members

**USC, Title 37, Section 419**

Civilian clothing allowance

**Section III****Prescribed Forms**

Except where otherwise indicated, the following forms are available as follows: DA forms are available on the Army

Electronic Library (AEL) CD-ROM (EM 0001) and the APD Web site, [www.apd.army.mil](http://www.apd.army.mil). DD Forms are available from the OSD Web site, [www.dtic.mil](http://www.dtic.mil). SF Forms are available on the GSA Web site, [www.gsa.gov](http://www.gsa.gov).

**DA Form 3078**

Personal Clothing Request. (Prescribed in chaps 1, 3, 4, 5, 6, 7, 9, 11, 12 and 14.)

**DA Form 4886**

Issue-In-Kind Personal Clothing Record. (Prescribed in chaps 1, 5, 12 and 14.)

**DA Form 7000**

Delegation of Authority - Army Military Clothing Sales Stores. (Prescribed in paras 1-7, 5-2, 5-6 and 14-2.)

**DD Form 150**

Special Measurements Blank for Special Measurements/Orthopedic Boots and Shoes. (Prescribed in paras 4-10, 7-4 and 9-6.)

**DD Form 754**

Repair Tag. (Prescribed in para 6-8.) (Available through normal forms supply channels.)

**DD Form 1111**

Armed Forces Measurement Blank—Special Sized Clothing for Women. (Prescribed in paras' 7-2 and 9-6.)

**Section IV**

**Referenced Forms**

**DA Form 137-2**

Installation Clearance Record

**DA Form 1687**

Notice of Delegation of Authority-Receipt for Supplies

**DA Form 2062**

Hand Receipt/Annex Number

**DA Form 2402**

Exchange Tag

**DA Form 2765-1**

Request for Issue or Turn In

**DA Form 3161**

Request for Issue or Turn-In

**DA Form 3645**

Organizational Clothing and Individual Equipment Record

**DA Form 3645-1**

Additional Organizational Clothing and Individual Equipment Record

**DA Form 4697**

Department of the Army Report of Survey

**DA Form 4949**

Administrative Adjustment Report

**DD Form 139**

Pay Adjustment Authorization

**DD Form 214**

Certificate of Release or Discharge from Active Duty. (Available through normal forms supply channels.)

**DD Form 358**

Armed Forces Measurement Blank (Special Sized Clothing for Men).

**DD Form 362**

Statement of Charges/Cash Collection Voucher

**DD Form 1131**

Cash Collection Voucher

**DD Form 1173**

Uniformed Services Identification and Privilege Card. (Available through normal forms supply channels.)

**DD Form 1348**

DOD Single Line Item Requisition System Document (Manual)

**DD Form 1348-6**

DOD Single Line Item Requisition System Document

**CCDF Form 3161**

Request for Turn-In. (Available at [www.ngmmc.com](http://www.ngmmc.com).)

**CCDF Form 3161M**

Request for Turn-In Manual. (Available at [www.ngmmc.com](http://www.ngmmc.com).)

**CCDF Form 3078-1**

CCDF Mail or FAX Request—New Item. (Available at [www.ngmmc.com](http://www.ngmmc.com).)

**SF 361**

Transportation Discrepancy Report

**SF 364**

Report of Discrepancy (ROD)

**SF 368**

Product Quality Deficiency Report (Category II). (Available through normal forms supply channels.)

**SF 1034**

Public Voucher for Purchases and Services Other than Personal. (Available through normal forms supply channels.)

## **Glossary**

### **Section I Abbreviations**

#### **AAFES**

Army and Air Force Exchange Service

#### **AAR**

administrative adjustment report

#### **ACIP**

automated clothing initial issue point

#### **AD**

active duty

#### **ADSW**

active duty for special work

#### **ADT**

active duty for training

#### **AG**

Adjutant General, Army green

#### **AGR**

Active Duty Guard/Reserve

#### **AMC**

U.S. Army Materiel Command

#### **AMCSS**

Army military clothing sales stores

#### **AMDF**

Army Master Data File

#### **ARNG**

Army National Guard

#### **ARNGUS**

Army National Guard of the United States

#### **ASROTC**

Army Senior Reserve Officer Training Corps

#### **AT**

Annual training

#### **AUB**

Army uniform board

#### **AWCF**

Army working capital fund

#### **AWOL**

absent without leave

#### **BDU**

battle dress uniform

**CC**

civilian colleges with a core of cadets

**CCD**

central clothing distribution

**CCDF**

central clothing distribution facility

**CENTCOM**

U.S. Central Command

**CFTM**

conversion to full-time manning

**CID**

Criminal Investigation Division

**CIDC**

U.S. Army Criminal Investigation Command

**CIF**

central issue facility

**CIIP**

clothing initial issue point

**CMA**

clothing monetary allowance

**CNGB**

Chief, National Guard Bureau

**CONUS**

continental United States

**CRA**

clothing replacement allowance

**CSDP**

Command Supply Discipline Program

**CSO**

Clothing and Services Office

**CTA**

common table of allowance

**DAC**

Department of the Army Civilian

**DAO**

Defense Accounting Office

**DAR**

Defense Acquisition Regulation

**DAV**

disabled American veterans

**DCS, G-1**

Deputy Chief of Staff, G-1

**DCS, G-4**

Deputy Chief of Staff, G-4

**DEERS**

Defense Enrollment Eligibility Reporting System

**DFAS**

Defense Finance and Accounting Service

**DJMS**

Defense Joint Military Pay System

**DLA**

Defense Logistics Agency

**DMPO**

Defense Military Pay Office

**DODAAC**

Department of Defense activity address code

**DOL**

Director of Logistics

**DRCS**

Directorate Reserve Component Support

**DRMO**

Defense Reutilization and Marketing Office

**DSCP**

Defense Supply Center Philadelphia

**EDD**

explosive detector dogs

**EDOS**

estimated date of supply

**EOD**

explosive ordnance disposal

**EOP**

Exchange operating procedures

**ETS**

expiration term of service

**EUCOM**

European Command

**EUSA**

Eighth U.S. Army

**FAO**

Finance and Accounting Office; foreign area office

**FEDLOG**

Federal Logistics

**FORSCOM**

U.S. Army Forces Command

**FSC**

Federal stock class

**FSS**

Federal Stock Schedules

**FTM**

full-time manning

**FTRF**

full-time recruiting force

**FTS**

full-time support

**FTX**

field training exercise

**FWT**

fair wear and tear

**GBL**

Government bill of lading

**GSA**

General Services Administration

**HQ**

headquarters

**HQDA**

Headquarters, Department of the Army

**IADT**

initial active duty for training

**ICP**

inventory control point

**IDT**

individual duty training

**IET**

initial entry training

**IIS**

issue-in-kind system

**IM**

inventory manager

**IMA**

Individual Mobilization Augmentation

**IMMC**

Integrated Materiel Management Center

**INSCOM**

U.S. Army Intelligence and Security Command

**IRR**

Individual Ready Reserve

**ISD**

installation supply division

**ISS**

issue

**JROTC**

Junior Reserve Officer Training Corps

**JUMPS**

Joint Uniform Military Pay System

**MAAG**

Military Assistance Advisory Group

**MACOM**

major Army command

**MAV**

management assistance visit

**MC**

military colleges

**MDW**

U.S. Army Military District of Washington

**MEDCOM**

U.S. Army Medical Command

**MJC**

military junior colleges

**MOA**

memorandum of agreement

**MOS**

military occupational specialty

**MPA**

military personnel, Army

**MPC**

military property custodian

**MPI**

military police investigator

**MPRJ**

military personnel records jacket



**MS**

military science

**MSC**

major subordinate command

**MUTA**

multiple unit training assembly

**NAF**

nonappropriated fund

**NCO**

noncommissioned officer

**NGB**

National Guard Bureau

**NGR**

National Guard regulation

**NICP**

National inventory control point (also see ICP)

**NLT**

not later than

**NPS**

non-prior service

**NSN**

National stock number

**OCIE**

organizational clothing and individual equipment

**OCONUS**

outside Continental United States

**OCS**

officer candidate schools

**ODCS**

Office of the Deputy Chief of Staff

**OMA**

Operation Maintenance, Army

**OMAR**

Operations and Maintenance, Army Reserve

**OSD**

Office of the Secretary of Defense

**PBO**

property book officer

**PCF**

personnel control facility

**PCS**

permanent change of station

**PERSCOM**

U.S. Total Army Personnel Command

**PHRH**

primary hand receipt holder

**PMS**

Professor of Military Science

**PN**

part number/part numbered

**QDR**

quality deficiency report

**RC**

Reserve Component

**RCP**

reception center processing

**REFRAD**

release from active duty

**REQ**

request

**ROD**

report of discrepancy

**ROTC**

Reserve Officers' Training Corps

**ROTC/SMP**

Reserve Officer Training Corps/Simultaneous Membership Program

**RPA**

reserve personnel, Army

**SADT**

special active duty for training

**SB**

supply bulletin

**SBCCOM**

U.S. Army Soldier and Biological Chemical Command

**SDDC**

Surface Deployment and Distribution Command

**SF**

Standard Form

**SHAPE**

Supreme Headquarters Allied Powers, Europe

**SMP**

Simultaneous Membership Program

**SRA**

stock record account

**SROTC**

Army Senior Reserve Officers' Training Corps

**SRP**

supply request package

**SSI**

special skill identifier

**SSN**

social security number

**SUBMACOM**

major Army subcommand

**TBDU**

temperate weather battle dress uniform

**TDY**

temporary duty

**TM**

technical manual

**TPU**

troop program units

**TRADOC**

U.S. Army Training and Doctrine Command

**TWI**

training with industry program

**UCDPP**

uniform clothing deferred payment plan

**UCMJ**

Uniform Code of Military Justice

**USACC**

U.S. Army Cadet Command

**USACIDC**

U.S. Army Criminal Investigation Command

**USPACOM**

U.S. Pacific Command

**USAR**

U.S. Army Reserve

**USACE**

U.S. Army Corps of Engineers

**USAE**

U.S. Army Element

**USAISC**

U.S. Army Information Systems Command

**USARC**

U.S. Army Reserve Command

**USAREUR**

U.S. Army Europe

**USARPAC**

U.S. Army Pacific

**USASOC**

U.S. Army Special Operations Command

**USDB**

U.S. Disciplinary Barracks

**USDEL**

United States Delegation

**USPFO**

U.S. Property and Fiscal Office

**USSS**

U.S. Secret Service

**Section II****Terms****Active Duty Guard/Reserve Program**

Program under which members of Reserve Components can be accepted and voluntarily ordered to full-time active duty for periods of 180 days or more. These members provide full-time support to the Reserve Components and are paid from an ARNGUS or USAR personnel appropriation of a DOD military Service.

**Army and Air Force Exchange Service**

A Joint command of the U.S. Army and the U.S. Air Force under the jurisdiction of the Chief of Staff, U.S. Army and the Chief of Staff, U.S. Air Force that furnishes activities, personnel, property, and nonappropriated funds (NAFs) through which exchange and motion picture services are provided.

**Army Military Clothing Sales Stores**

A designated facility where Army uniforms, components, and insignia items are kept for sale or issue to authorized persons.

**Central Clothing Distribution**

A process involving the supplying of Army National Guard requirements for issue-in-kind personal clothing, insignia and decorations from a single distribution facility. Items are ordered by units directly from the distribution facility and shipped directly from the facility to units as soldier kits.

**Central Clothing Distribution Facility**

A distribution center operated by a Defense Supply Center Philadelphia contractor that receives orders for personal clothing, insignia and awards directly from units, customize uniforms by affixing specified insignia and ships by small parcel carrier to the requesting unit.

**Clothing initial issue point**

A facility normally located at an installation that serves as a reception station for new soldiers being processed for training in the Active Army.

**Clothing issue-in-kind**

An alternate system for furnishing items or initial clothing and replacements at Government expense. Replacement is done by exchange of unserviceable garments for serviceable garments.

**Clothing maintenance**

Alteration and replacement by purchase of personal uniform clothing by the individual.

**Clothing monetary allowance system**

A system for furnishing the individual soldier an initial clothing allowance on an item basis.

**Clothing replacement allowance**

Funds allocated to soldiers annually for replacement by purchase of personal uniform clothing by the individual.

**Clothing store manager**

A person designated by the local exchange manager to be responsible for store supervision and store operation. This definition does not include the Berlin clothing store or contractor-operated stores.

**Commutation in lieu of issue-in-kind**

Monetary payment by the Government in lieu of issue-in-kind.

**Continuous active duty or continuously on active duty**

An interim of 3 months or less between date of discharge or release from active duty and date of reenlistment or recall to active duty.

**Extended active duty**

A period of active duty exceeding 6 months.

**Fair wear and tear**

Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

**Full-time support personnel**

Those who assist in training, administration, maintenance, and operation of ARNGUS units and perform a variety of functions relative to the management of the ARNGUS.

**Gratuitous issue**

An issue or replacement of personal clothing, not in excess of authorized allowances, without cost to an enlisted person.

**Initial clothing allowance**

Prescribed items and quantities of personal type clothing and service uniforms, with component items, furnished to enlisted members when entitled to an initial issue of clothing allowance.

**Inventory**

An inventory is a physical count of property on hand.

**Major Army Command**

A command directly subordinate to, establish by authority of, and specifically designed by Headquarters, Department of the Army.

**Major Army subcommand**

A command directly subordinate to a MACOM. Assigned direct line responsibility and authority for a prescribed Army mission and designated by HQDA as a SUBMACOM. (Not applicable to the ARNGUS.)

**Non-prior service**

Non-prior service for persons enlisting in USAR; never served or have served less than 180 days of Active Duty and are not MOS qualified.

**Personal clothing**

Military-type clothing and personal clothing such as headgear, undergarments, footwear, and component items prescribed by the Secretary of the Army and provided to enlisted members.

**Personal responsibility**

The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her possession. Applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

**Personnel**

The terms personnel, military personnel, service member, and civilian employee mean DA members, ARNGUS members or technicians, or DA civilian employees, unless otherwise stated.

**Reserve Officer Training Corps, Simultaneous Membership Program (ROTC/SMP)**

A voluntary officer status for eligibility. The program permits eligible enlisted personnel assigned to a TPU of the USAR to enter the advanced MS I and IV course of the ROTC Program. It also permits eligible ROTC advanced course cadets to be assigned to a TPU and serve as officer trainees.

**Service uniform**

A uniform prescribed for wear by Army personnel on routine duty. Different from dress, utility, or field combat uniforms.

**State**

Includes the 50 States, Commonwealth of Puerto Rico, territory of the U.S. Virgin Islands, territory of Guam, and the District of Columbia.

**Supplemental allowances**

Items and quantities of personal clothing authorized for issue to enlisted members to supplement initial allowances. They are given to persons whose assigned duties require more quantities of items than are included in initial issues. Is also given to those whose assigned duty that requires special items of personal clothing not normally issued to the majority of enlisted members.

**Unit commanders**

Commanders of companies, batteries, or similar units, and correctional officers.

**U.S. property and fiscal officer**

A commissioned officer of the Army or National Guard of the United States on extended Federal active duty and who is accountable and responsible for proper obligation and expenditure of all Federal funds and for receipt and account all Federal property in possession of the National Guard of the State; maintains an stock record account (SRA) comparable to the level of a CONUS installation; and must ensure that accountability for Federal property is maintained after property is issued to property book level.

**Section III****Special Abbreviations and Terms**

This section contains no entrees.

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