



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P10120.28F
LPP-2
7 Apr 94

MARINE CORPS ORDER P10120.28F W/CH 1-2

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL CLOTHING REGULATIONS (SHORT TITLE: ICR)

Ref: (a) TM-10120-15/1A

Encl: (1) LOCATOR SHEET

1. Purpose. To provide policy, instructions, and guidance concerning the administration of individual uniform clothing for enlisted personnel.

2. Cancellation. MCO P10120.28E.

3. Information. The minimum requirements lists and the authorized individual clothing allowances are published annually in a Marine Corps bulletin in the 10120 series. The policy concerning alteration and fitting of uniform clothing items is incorporated within this Manual, and size selections and fitting for uniform clothing items are now contained in the reference.

4. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

5. Recommendation. Recommendations concerning the contents of the Individual Clothing Regulations are invited. Such recommendations will be forwarded to the Commandant of the Marine Corps (LPP-2) via the appropriate chain of command.

6. Action. Addressees shall ensure that matters pertinent to individual uniform clothing are administered per these regulations.

7. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

MCO P10120.28F

7 Apr 94

8. Certification. Reviewed and approved this date.

R.A. TIEBOUT

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Deputy Chief of Staff
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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P10120.28F Ch 1
LPP-2
3 May 98

MARINE CORPS ORDER P10120.28F Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL CLOTHING REGULATIONS (SHORT TITLE: ICR)

Encl: (1) New page inserts to MCO P10120.28F

1. Purpose. To transmit new page inserts and direct pen changes

to the basic Manual.

2. Action

a. Remove the present pages 4-1 and 4-2, and replace with pages 4-1, and 4-2, and contained in the enclosure.

b. Remove present pages 4-11, 4-12, 4-13, 4-15, and 4-16 of the basic Manual and replace with pages 4-11 through 4-16 contained in the enclosure.

c. Renumber present chapter 4, section 5 to chapter 4 section 6.

(1) Renumber present page 4-17 to page 4-19.

(2) Renumber present paragraphs 4500, 4501, and 4502 to 4600, 4601, and 4602.

d. Insert new page 4-2a, and new chapter 4, section 5, pages 4-17 and 4-18.

3. Summary of Change. This change represents a major change to the civilian clothing allowance procedures and should be read in its entirety.

4. Change Notation. Significant changes in the revises pages for this Change are denoted by an arrow (>) symbol.

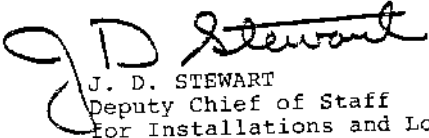
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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MCO P10120.28F Ch 1
3 May 98

5. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Manual

6. Certification. Reviewed and approved this date.


J. D. STEWART
Deputy Chief of Staff
for Installations and Logistics

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for Installations and Logistics

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Date signed: 04/12/2000 MARADMIN Number: 186/00
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BT

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MARADMIN 186/00

MSGID/GENADMIN/LPP-2//

SUBJ/MCO P10120.28F CH 2. INDIVIDUAL CLOTHING REGULATIONS
/(SHORT TITLE: ICR)//

REF/A/DOC/DOD/YMD:980107//

AMPN/REF A IS DODI 1338.18//

POC/MRS GRIFFE/GS12/LPP-2/-/TEL:DSN 225-8946//

RMKS/1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN
10210880000 DISTRIBUTION.

2. PURPOSE. THE PURPOSE OF THIS MESSAGE IS TO DIRECT PEN
CHANGES TO THE BASIC MANUAL IN RESPONSE TO A UNIFORM BOARD
RECOMMENDATION AND SUBSEQUENT CHANGE IN DEPARTMENT OF DEFENSE

POLICY.

3. ACTION. MAKE THE FOLLOWING PEN CHANGES TO:

A. PAGE 1-12, PARAGRAPH 1404.4A, LINE 2: DELETE "DURING THE
FIRST 6 MONTHS OF SERVICE" AND REPLACE WITH "UP TO 6 MONTHS AFTER
REPORTING TO THE FIRST PERMANENT DUTY ASSIGNMENT FOLLOWING INITIAL
TRAINING."

B. PAGE 1-12, PARAGRAPH 1404.4B, LINE 1: DELETE "DURING THE
FIRST 6 MONTHS OF SERVICE" AND REPLACE WITH "UP TO 6 MONTHS AFTER
REPORTING TO THE FIRST PERMANENT DUTY ASSIGNMENT FOLLOWING INITIAL
TRAINING."

4. SUMMARY OF CHANGE. THIS CHANGE EXTENDS THE PERIOD OF TIME IN
WHICH UNIFORM ALTERATIONS OR REPLACEMENTS, DUE TO BODY PROFILE
CHANGES, ARE AUTHORIZED AT GOVERNMENT EXPENSE. IT PROVIDES PLENTY

OF

TIME AT THE FIRST DUTY STATION TO REACT TO BODY PROFILE CHANGES.

5. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY BEHIND THE
SIGNATURE PAGE OF THE BASIC MANUAL.//

BT

MCO P10120.28F

7 Apr 94

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INDIVIDUAL CLOTHING REGULATIONS

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INTRODUCTION

0001. PURPOSE. The Individual Clothing Regulations (ICR) provide policy and procedural guidance for the administration of individual clothing for enlisted personnel. Except when otherwise directed by the Commandant of the Marine Corps (CMC) (MCUB), officers are required to provide their own individual uniform clothing. The furnishing of individual clothing to officers on other than a sales basis is not authorized.

0002. RELATIONSHIP TO OTHER REGULATIONS

1. These regulations include policy guidance and regulatory instructions for the administration of individual clothing. Detailed procedures contained in the ICR are limited to those related to individual clothing which are not contained in other Marine Corps directives.

2. Information and guidance concerning the articles of uniform clothing and accessories, and the authorized manner in which they will be worn are prescribed in MCO P1020.34. Instructions for size selections and fitting for uniform clothing items are contained in TM-10120-15/1. Detailed policy/procedures for requisitioning, stock accounting, and reporting individual clothing transactions are contained in MCO P4400.151, MCO P4400.76, and UM 4400-15. Detailed procedures for the women's personal items cash allowance are contained in MCO P1080.35.

3. The Reserve Establishment will continue to supplement the instructions contained herein with such Reserve directives as are deemed necessary and appropriate.

0003. HEADQUARTERS MARINE CORPS (HQMC) RESPONSIBILITY FOR CONTENTS OF THE ICR. Administrative maintenance of this Manual is the responsibility of the Deputy Chief of Staff for Installations and Logistics (LPP-2). Responsibilities for other subject matter contained in this Manual are as follows:

Subject Matter

Cognizant HQMC Staff Agency

All uniform clothing allowances, requirements lists, and supplementary allowances (published annually by the CMC (LPP-2) in a Marine Corps bulletin in the 10120 series)

Permanent Marine Corps Uniform Board (MCUB)

INDIVIDUAL CLOTHING REGULATIONS

<u>Subject Matter</u>	<u>Cognizant HQMC Staff Agency</u>
Marine Corps Reserve matters (chapters 5 and 6)	Deputy Chief of Staff for Manpower and Reserve Affairs (RAC)
Miscellaneous and special issues under irregular circumstances (chapter 8, section 3, parts A and B)	Deputy Chief of Staff for Manpower and Reserve Affairs (MHP-40)
Fiscal instructions	Deputy Chief of Staff for Programming and Resources (RF)
Replacement allowances/ personal allowance	Deputy Chief of Staff for Programming and Resources (RF)

0004. ABBREVIATIONS/ACRONYMS. Abbreviations/acronyms used within this Manual are contained in appendix A.

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INDIVIDUAL CLOTHING REGULATIONS

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 1

COMMAND RESPONSIBILITIES

SECTION 1: GENERAL INFORMATION

1100. SCOPE. To assist commanders in matters pertaining to individual uniform clothing, basic instructions and responsibilities are assembled in this chapter.

1101. BASIC RESPONSIBILITIES OUTLINED. This chapter contains the following basic command responsibilities:

1. Minimum requirements for individual uniform clothing to be maintained by the individual on active duty, extended active duty, or the full-time support (FTS) program.
2. Clothing inspections.
3. Fitting/alteration of uniform clothing.
4. Retention of clothing upon separation of individual.
5. Disposition of recovered clothing.
6. Payments for individual uniform clothing by individuals (cash sales, mail-order, or checkage sales).

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 1

COMMAND RESPONSIBILITIES

SECTION 2: MINIMUM REQUIREMENTS

1200. DEFINITION

1. A minimum requirements list (MRL) is a listing, by item and quantity, of individual uniform clothing which individuals on active duty or extended active duty must have in their possession. Nothing in these instructions will be interpreted to prevent enlisted personnel from having in their possession quantities of individual uniform clothing in excess of those shown in the MRL provided that such quantities are reasonable, are legally in the possession of the individuals, and are for their personal use.
2. Amplifying notes to MRL's explain circumstances that permit personnel to have in their possession items other than those listed. Optional items which are authorized to meet minimum uniform requirements are listed in Marine Corps directives in the 1020/10120 series.
3. While undergoing recruit training, enlisted personnel will be required to maintain a minimum allowance of individual uniform clothing as prescribed by the commanding general (CG) of the recruit depot concerned. However, recruits will not be required to possess clothing in excess of that shown in pertinent MRL's.
4. Force commanders, commanders of posts and stations, commanding officers of Marine Corps districts, officers in charge of Marine Corps recruiting stations, and other personnel in command status will require enlisted personnel of their commands who have received supplementary clothing allowances to have on hand such additional clothing as was furnished them under supplemental allowances, provided such personnel are performing a duty for which the supplemental allowances were provided.
5. Personnel returned from a combat area for processing prior to separation or discharge will be provided replacement clothing, as required, to ensure that they have in their possession the individual uniform clothing items listed in the MRL for personnel of the Marine Corps Reserve.
6. When personnel are assigned to temporary additional duty (TAD) and return to the parent organization is contemplated upon completion of such TAD, the individual need only be required to take those quantities and types of clothing expected to be utilized in performing TAD. Clothing not taken by the individual will be

stored at the parent organization per the provisions of MCO P4050.38, unless the individual is residing in other quarters.

7. Navy enlisted personnel who have been issued Marine Corps uniform allowances are required to maintain the items in the quantities issued. Mandatory possession dates are established for Marine Corps personnel to possess new clothing items or revised quantities; and the mandatory possession dates are not applicable to Navy enlisted personnel. Navy enlisted personnel will purchase the mandatory item when replacement of an issued item is required. The mandatory quantity of each item for Navy enlisted personnel to maintain will not exceed the quantity issued.

8. The repair, drycleaning, and laundering of all initially issued items, including supplementary issues, are the responsibilities of the individual. In no instances will the repair, drycleaning, or laundering of initial issue uniforms or supplementary issues be accomplished at Government expense.

1201. MINIMUM REQUIREMENTS LISTS. MRL's are published annually in a Marine Corps bulletin in the 10120 series.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 1

COMMAND RESPONSIBILITIES

SECTION 3: COMMAND INSPECTIONS AND RELATED ADMINISTRATIVE RESPONSIBILITIES

1300. INDIVIDUAL UNIFORM CLOTHING INSPECTIONS

1. The procurement and inspection of Marine Corps clothing are matters under the cognizance of the Defense Personnel Support Center (DPSC), Philadelphia. Therefore, the entry of defective clothing into the supply system is not recognized until received at a Marine Corps activity. In this instance, commanders shall ensure that personnel involved with uniform clothing issues or sales inspect all uniform clothing prior to issue or sale.

2. Upon receipt of uniform clothing and accessory items which contain deficiencies affecting the desired appearance and/or serviceability, a Product Quality Deficiency Report (PQDR) (SF 368) shall be submitted to the Commander, Marine Corps Logistics Bases (COMMARCORLOGBASES) (Code 808), 814 Radford Boulevard, Albany, GA 31704-1128, per MCO 4855.10. (Report Control Symbol DD-47.00-01 is assigned to this report.) No repairs to defective items are

authorized until repair/disposition instructions are received from COMMARCORLOGBASES, Albany in that all clothing and accessory items procured are covered by various contractual warranties. Advance telephone reports of repairable deficiencies in items required for immediate issue or sale should be made to the COMMARCORLOGBASES, Albany (DSN 567-6560, commercial 912-439-6560), to expedite instructions, to be followed promptly by submission of a PQDR. Defective stocks should be held pending decision and/or instructions from the COMMARCORLOGBASES, Albany.

3. Commanders shall make inspections within their organizations to ensure that personnel have in their possession all required items of individual uniform clothing and that these items are in a serviceable condition. Required items of individual uniform clothing are those which constitute the MRL, plus any additional items issued as a special initial or supplementary allowance and required to be possessed and maintained by the individual. Commanders shall direct the replacement of any required clothing found to be in an unserviceable condition.

4. Individual uniform clothing of individuals shall be inspected:

- a. Immediately upon their attachment to an organization.
- b. At periodic intervals during their assignment to an organization.

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INDIVIDUAL CLOTHING REGULATIONS

c. Prior to their transfer from an organization. (See paragraph 1301.)

d. Prior to their separation from active duty. (See paragraph 1500.)

1301. CLOTHING REQUIRED PRIOR TO TRANSFER

1. Commanders shall ensure that individuals being transferred (other than from overseas commands) have in their possession all of the authorized items of initial and supplementary allowances of individual uniform clothing, except as specified in paragraph 2305 or 2306, and that all such items are in a serviceable condition. In the event that an individual is being transferred from an overseas command, this requirement may be waived until the individual reaches the new duty station.

2. When an individual is being transferred (other than from outside the continental United States (CONUS) including Alaska) to a duty assignment which is authorized a supplementary blue uniform allowance, the commander shall requisition and exert every effort

to obtain and issue the authorized items prior to the individual's detachment, except as specified in the current allowance bulletin and in paragraph 2305 or 2306 of this Manual. The commander shall ensure that all documents relating to the supplementary issue are inserted in the individual's service record book (SRB) prior to transfer and that items requisitioned, which are received following the individual's detachment, are forwarded to the individual's new command for processing and issue.

a. In all cases where an issue of a supplementary clothing allowance is authorized, a properly prepared Individual Clothing Record (form NAVMC 631 (Men's) or form NAVMC 631A (Women's), as appropriate), listing the supplementary uniform items furnished the individual, shall be inserted in the document side of the individual's SRB. In those cases where the complete issue was not made prior to transfer of the individual, the following additional documents shall be inserted:

(1) The duplicate copy of the Combined Individual Clothing Requisition and Issue Slip (form NAVMC 604 (Men's) or form NAVMC 604b (Women's), as appropriate), listing the items due the individual to complete the supplementary allowance issue. If the items were ordered for shipment to the requisitioner, the form NAVMC 604 or 604b will be headed "ITEMS REMAINING DUE ON AN AUTHORIZED BLUE ALLOWANCE WHICH HAVE BEEN REQUISITIONED AND UPON RECEIPT WILL BE FORWARDED TO THE NEW DUTY STATION." If the items were ordered for direct delivery to the individual's new duty station, form NAVMC 604 or 604b will be headed "ITEMS REMAINING DUE ON AN AUTHORIZED BLUE ALLOWANCE WHICH HAVE BEEN REQUISITIONED FOR DIRECT DELIVERY."

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(2) To substantiate to the individual's new command that items appearing due on the form NAVMC 604 or 604b have been requisitioned and to allow for proper followup action by the new command, copies of the pending requisitions shall be attached to the form NAVMC 604 or 604b in the SRB. (After receipt and issue of clothing, the commander will sign the original form NAVMC 604 or 604b and return it to the requisitioner.)

(3) Copies of completed special measurement blanks (DD Form 358 (Men's) or DD Form 1111 (Women's), as applicable) shall be attached to pending requisitions submitted for special measurement clothing.

b. Sources of supply are as follows:

(1) Organizations supported by a retail clothing outlet/military clothing sales store (RCO/MCSS) will requisition supplementary blue uniform items from that RCO/MCSS, utilizing form NAVMC 604 or 604b, as appropriate.

(2) Organizations not supported by an RCO/MCSS will requisition supplementary blue uniform items from the Commander (RIC S9T), DPSC, 2800 South 20th Street, Philadelphia, PA 19101-8419, utilizing Military Standard Requisitioning and Issue Procedures (MILSTRIP).

(3) RCO's/MCSS's will issue supplementary blue allowances from stocks on hand. If required items are not available for issue sufficiently in advance of the individual's detachment date, the RCO/MCSS will submit requisitions to DPSC (RIC S9T), 2800 South 20th Street, Philadelphia, PA 19101-8419.

c. Requisitioning will be per the following:

(1) Requisitions will be submitted to the appropriate source cited in paragraph 1301.2b, preceding. MILSTRIP requisitions will be submitted with exception data, to include the individual's name, grade, social security number (SSN), and new duty station.

(2) If time permits the requisitioning and receipt of required items prior to the individual's detachment date, the requisitions may be submitted for delivery to the requisitioner.

(3) If time does not permit, a copy of each requisition will be forwarded by the RCO/MCSS to the individual's commander for insertion into the individual's SRB. The requisition will be submitted requesting direct delivery to the new duty station, marked for the individual.

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(4) When requisitioning special measurement clothing, the applicable special measurement blank form (DD Form 358 or DD Form 1111) shall be completed and submitted with the requisition.

3. When an individual is being transferred from a command outside of CONUS (including Alaska) (excluding Okinawa) to a duty assignment which is authorized a supplementary blue uniform allowance, the commander at the new duty station will take appropriate action to provide the authorized items.

4. Commanders of organizations joining personnel who possess neither the required supplementary blue uniform items nor the documentation required by paragraph 1301.2 will notify the transferring command.

INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 1

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SECTION 4: UNIFORM FITTING AND ALTERATION

1400. GENERAL INFORMATION

1. Commanders are responsible for the proper fit of uniform clothing on personnel of their respective commands and shall ensure that all alterations, either at Government expense or at the expense of the individual, conform to the intent of these regulations and the guides contained in TM-10120-15/1. The wearing of improperly fitted or improperly altered uniform clothing is prohibited.

2. Commanders shall give particular attention to recently graduated recruits immediately upon their attachment to their organizations to identify individuals who may have experienced profile changes to the extent that additional alterations of the service uniforms are required.

1401. CONDITION OF CLOTHING FURNISHED UNDER THE CLOTHING MONETARY ALLOWANCE SYSTEM. All clothing furnished as an initial or supplementary issue to personnel under the Clothing Monetary Allowance (CMA) System will be new clothing. However, at those commands where mass fitting takes place (e.g., at Marine Corps recruit depots (MCRD) or at the Marine Corps Combat Development Command (MCCDC), Quantico, VA), altered new clothing (not marked or worn) will be reissued, whenever available.

1402. CONDITION OF CLOTHING FURNISHED UNDER THE ISSUE-IN-KIND SYSTEM. Articles of clothing furnished personnel under the issue-in-kind system may be new or in Condition Code B (recovered clothing sold at one-half price (RC 1/2)).

1403. FITTING

1. The CG's MCCDC and MCRD's, Parris Island and San Diego shall designate a male representative to act as witnessing officer for sales and issues to male recruits and officer candidates. Sales and issues to female recruits and officer candidates shall always be witnessed by a member of the women's recruit training battalion commander's staff.

2. The CG's MCCDC and MCRD's, Parris Island and San Diego are

authorized to designate either an officer, a staff noncommissioned officer (SNCO), or a sergeant to act as a witnessing

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officer. In the interest of economy, designations may be on a permanent or semipermanent basis.

3. TM-10120-15/1 provides guidance on the proper fitting techniques of and authorized alterations to uniform clothing.

1404. ALTERATIONS

1. Alterations are those which are authorized to obtain an improved fit and still retain a smart military appearance which will not change the intended appearance or function of the garment.

2. Commanders are cautioned that stocks of altered clothing are not desirable and should be avoided to the maximum possible extent. In addition, local tailors should be cautioned not to cut away excess material when performing alterations, in order that future necessary realterations may be accomplished, if required.

3. Every effort shall be made to provide all personnel of the command proper tailoring facilities. Personnel shall be advised that alterations performed at other than designated military tailoring establishments shall be the individual's responsibility and subject to strict conformance to these regulations.

4. Articles of outer uniform clothing provided the individual (except commissioned officers and warrant officers) from Government supply sources, including recovered clothing (RC 1/2), shall be altered at the time of sale or issue to fit the individual, at the expense of the Government. However, such alterations shall not be made if the cost exceeds 50 percent of the standard price of the item being issued or sold. Alteration costs which exceed 50 percent of an RC 1/2 item being sold will be borne by the individual. This cost limitation does not apply to initial issues made at the MCRD's and MCCDC.

>CH 2 a. Additionally, those alterations to initially issued items of outer uniform clothing necessary up to 6 months after reporting to the first permanent duty assignment following initial training because of change in physical profile may be at the expense of the Government.

>CH 2 b. When physical profile changes to 6 months after reporting to the first permanent duty assignment are such that garments cannot be altered to obtain a fit that meets acceptable standards of appearance, or the cost of alterations to those

items would exceed the cost of new replacement issues, replacement of such items is authorized. Issues shall be made from stocks of serviceable used clothing, whenever possible. Alteration costs shall not exceed 50 percent of the price of the item being reissued. Such replacement issue shall be made upon certification by the officer in charge (OIC) of the RCO/MCSS that replacement issue is more economical than alterations and shall be approved by the individual's activity commander.

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INDIVIDUAL CLOTHING REGULATIONS

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5. The Commanding Officer, Marine Security Guard Battalion (MSGBn), Quantico, VA, is authorized to approve payment of clothing alterations for system uniform clothing issued to/purchased by enlisted Marines serving in overseas duty assignments not serviced by a contractible alterations facility. Funding will be provided from the current MSGBn's Operation and Maintenance, Marine Corps (O&MMC) budget authorization. In any instance where the cost of alterations exceeds the maximum allowable ceiling (50 percent of the unit price of the article), the embassy or detachment SNCO in charge shall provide certification to the fact that the expenses are fair and reasonable for the location. Additionally, a copy of each approved authorization shall be provided to the CMC (LPP-2).

6. Alterations to uniform clothing issued or sold over the counter by RCO's/MCSS's will be performed under a contract/agreement funded by the command operating the RCO/MCSS, except for individuals assigned to organizations which have contract alteration services available. Alterations to clothing sold by mail order will be performed by contract/agreement funded by the individual's command and will be prepared similar to the sample shown in figure 1-1. If unusual circumstances prevent initial alterations at the time and place of issue or sale, a memorandum, signed by the OIC of the RCO/MCSS, identifying the garment and explaining why alterations were not accomplished shall be provided the individual. This will authorize the alterations at Government expense at the individual's duty station.

7. Alterations made to outer uniform clothing of individuals on duty at a location where contract alteration services are not available shall be paid for by the individuals concerned. The following statement, if applicable, shall be completed by the individual and forwarded to the parent organization for the purpose of reimbursement:

"I (name, grade, and SSN) HEREBY CERTIFY that I paid the attached bill for alterations to outer uniform clothing and that such alterations were in accordance with current Marine Corps regulations.

"It is, therefore, requested that the undersigned be reimbursed

in the amount of \$_____, United States currency.

"(Signature)"

NOTE: If foreign currency was used to pay for the alterations, an official of the United States must certify the rate of exchange (at date

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of payment) of United States currency against foreign currency as follows:

"I (name, position, and title) HEREBY CERTIFY that the amount of the attached bill (amount in foreign currency) does convert to \$_____, United States currency."

8. Service stripes, trouser stripes, and grade insignia will be sewn on at Government expense only under the following circumstances: when authorized and issued to the individual concurrent with the first issue of a supplementary dress blue allowance, upon entitlement to a complete initial clothing allowance (reenlistment), authorized replacement issue under the personnel claims regulations, and upon return from combat. The sewing on of gratuitously issued service stripes, trouser stripes, and grade insignia for promotion purposes or when time-in-service requirements are met, as appropriate (paragraph 8502 refers), will be at the expense of the individual.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 1

COMMAND RESPONSIBILITIES

SECTION 5: RETENTION AND DISPOSITION OF CLOTHING

1500. RETENTION OF CLOTHING UPON SEPARATION

1. Except as provided in paragraph 1501, enlisted personnel upon separation from active duty may retain all articles of individual uniform clothing which were obtained under the CMA System.

2. Prior to effecting the separation of an individual from active

duty, commanders shall ensure that a clothing inventory is conducted and recorded on form NAVMC 631 which will become a permanent page in the individual's SRB. Commanders shall also ensure that enlisted Marines who are separated from active duty prior to completion of their Marine Corps obligated service are advised of the following:

a. Individuals who return to active duty (to include FTS personnel) with the Marine Corps within 3 months after completion of Marine Corps obligated service will be required to bring with them all individual uniform clothing items which were possessed upon last discharge from active duty. Clothing authorized for retention upon the last separation will be used in performing further service. Only clothing which was either recovered or not issued during the previous enlistment may be issued at no expense to the individual.

b. Individuals reporting for further service with any Marine Corps Reserve organization after being separated from active duty shall be required to report with all individual uniform clothing items in their possession. Clothing authorized for retention upon the last separation shall be used for duty with the Marine Corps Reserve.

c. Individuals with obligated service who reenlist or are recalled to active duty in the Marine Corps shall be directed to bring with them all individual uniform clothing items previously authorized and required per their obligated contract.

d. Individuals who reenlist in the Marine Corps at a time which is beyond the third month following their discharge shall be entitled to a complete initial clothing allowance. This does not apply for those individuals who have not completed their Marine Corps obligated service.

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INDIVIDUAL CLOTHING REGULATIONS

1501. RECOVERY OF INDIVIDUAL UNIFORM CLOTHING

1. Individuals discharged for the following reasons shall have all articles of uniform clothing in their possession (either initially issued to them or purchased under the monetary allowance system) taken from them, except worn socks, underclothing, general purpose trunks, gloves, and footwear 1/ (see MCO P1900.16), and an inventory conducted per MCO P4050.38, paragraph 9007:

- a. Defective enlistment and inductions.
- b. Entry level performance and conduct.
- c. Unsatisfactory performance.

- d. Homosexual conduct.
- e. Drug abuse rehabilitation failure.
- f. Alcohol abuse rehabilitation failure.
- g. Misconduct.
- h. Separation in lieu of trial by court martial.
- i. Interned or discharged as alien enemies.
- j. New entrant drug and alcohol test.
- k. Security.

1/ Combat boots and leather gloves will be recovered from discharged recruits. Instructions for recovery and processing are contained in MCO 10120.58.

2. Individuals discharged for the reasons set forth in paragraph 1501.1, preceding, must have adequate clothing for wear to their home. If the individuals do not have their clothes for traveling, the activity commander may authorize the issue of nondistinctive uniform items or civilian clothing.

3. Individuals who have served less than 6 months on active duty, subsequent to the last authorization to an initial clothing issue, will be permitted to retain only worn socks, underclothing, general purpose trunks, gloves, footwear, and one complete seasonal uniform for travel.

4. Enlisted personnel discharged to accept a direct commission or appointment as a Marine officer may retain all clothing in their possession.

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INDIVIDUAL CLOTHING REGULATIONS

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1502. CLOTHING OF COURTS-MARTIAL PRISONERS. Individual uniform clothing, less worn socks, underclothing, general purpose trunks, gloves, and footwear and items required incident to confinement, will be recovered from prisoners upon approval of court-martial sentence involving confinement. Upon release from confinement and before discharge, clothing will be recovered per paragraph 1501.1.

1503. CIVILIAN/MILITARY CLOTHING FOR DISCHARGEES. Civilian clothing, supplemented by nondistinct articles of uniform clothing (recovered from the individual), may be gratuitously issued, when

necessary, to personnel discharged for reasons cited in paragraphs 1501.1 and 1502. Civilian clothing is limited to trousers/slacks, sport shirt, blouse, and the like. Nondistinct uniform clothing items are the belt, buckle, shirt (without insignia), skirt, slacks, trousers, etc. The all-weather coat with insignia of grade removed may be issued at the direction of the commanding officer when weather conditions require. The unit of issue for any item is one each.

1. Entitlement. Gratuitous issues of civilian clothing, not to exceed \$40 in total cost, may be made to enlisted personnel of the Marine Corps, including reservists on extended active duty/FTS.

2. Funding. The cost of such civilian clothing will be charged to the appropriation O&MMC and the applicable operating budget fund authorization. (See the NavCompt Manual, volume 2.)

3. Limitations. Issues of civilian clothing under the authority contained herein are not a gratuity to which discharges are entitled, whether needed or not, but are authorized by DoD policy when necessary. Issues will be limited to those authorized articles not in the possession of discharges which are necessary to enable them to leave the place of discharge presentably and suitably clothed for the season of the year. Commanding officers will give this matter their personal attention with a view toward effecting economy and at the same time protecting the welfare of the person discharged.

4. Procurement and Issue. Civilian clothing will not be carried in stock. It will be procured and issued by the unit supply officer, as needed, upon a written order of the commanding officer. The order will state the articles to be procured and issued and will reference this paragraph as the authority for such procurement and issue. Copies of public vouchers used to purchase this clothing will be vouchered to the property records for record purposes only. They will have attached thereto a receipt signed by the dischargee and a copy of the commanding officer's order. The original of the public voucher will have attached thereto the original of the commanding officer's order as the authority for such purchase.

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INDIVIDUAL CLOTHING REGULATIONS

1504. INVENTORY OF RECOVERED CLOTHING. Instructions for the collecting, inventorying, storing, and disposing of uniform clothing of personnel who come into any status whereby they cannot or do not care for their own property are contained in MCO P4050.38. This includes those who die, are reported missing, are incapacitated by injury or disease, are in an unauthorized absence/deserter status, and those who for any other reason become separated from their effects. In addition, chapter 10 of this

Manual contains instructions regarding the handling of uniform clothing for personnel transferred to and from combat areas.

1505. DISPOSITION OF RECOVERED CLOTHING. Clothing recovered under the provisions of these regulations and clothing found abandoned or unclaimed will be handled per MCO P4050.38. Unserviceable items will be disposed of per current disposal instructions. Clothing which has not been worn, marked, or altered (Condition Code A) will be processed per paragraph 1406. Clothing which has been worn, marked, or altered and in all respects is fit for reissue (Condition Code B) will be processed as follows:

1. Commands supported by a local RCO/MCSS shall turn in Condition Code B clothing to the RCO/MCSS.
2. Commands not supported by an RCO/MCSS may retain an amount equal to a projected 180-day requirement of Condition Code B (RC 1/2) recovered clothing. Condition Code B (RC 1/2) clothing which is excess to the 180-day requirement shall be turned in to the nearest Department of Defense (DoD) reutilization and marketing service activity as declared service excess. Condition Code B recovered clothing will not be returned to the stores system.

1506. DISPOSITION OF EXCESS NEW CLOTHING. New uniform clothing (Condition Code A) which cannot be issued/sold to the individual for whom it was requisitioned and for which no other immediate requirement exists will be processed as follows:

1. Commands supported by a local RCO/MCSS will turn in excess Condition Code A clothing to that RCO/MCSS.
2. Commands not supported by a local RCO/MCSS will ship excess Condition Code A clothing to the RCO of the nearest MCRD, using a transfer document (DD Form 1348-1) as outlined in UM 4400-15.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 1

COMMAND RESPONSIBILITIES

SECTION 6: CASH, MAIL-ORDER, AND CHECKAGE SALES

1600. CASH SALES. Activity commanders will ensure that all purchases from RCO's/MCSS's are made on a cash basis. Payment may be made by check under the provisions of MCO P4400.151. The extension of deferred payment for purchase is not authorized.

1601. MAIL-ORDER SALES

1. Marine Corps System Items of Clothing. The source of supply for Marine Corps mail-order sales of system uniform items is the Navy Uniform Support Center at Chesapeake, VA. That center provides the following services:

a. Twenty-four-hour-a-day, 7-day-a-week operator-assisted uniform order replacement.

b. Uniforms for burial of the dead (enlisted only)--accepted 24 hours a day, 7 days a week.

c. Individual uniform orders. (NOTE: Individual Clothing Requisitions (form NAVMC 10710) for cash sales are no longer required.)

(1) Submit orders by mail to the Uniform Support Center, Mail-Order Program, 1545 Crossways Blvd, Suite 200, Chesapeake, VA 23320. Include with each order the following information: full name, grade, social security number, sex, telephone number, shipping address, duty station, items desired, size, color, fabric type, and quantity.

(2) Orders may also be placed, toll free, using the following telephone numbers:

Alaska	1-800-368-4089	Japan	0031-11-4026
Bahrain	800-477	Overseas DSN	680-8586
Bermuda	800-626-0485	Singapore	800-1398
Canada	1-800-231-6289	South Korea	008-1-800-958-8272
CONUS	1-800-368-4088	Spain	900-98-1292
Guam	01800-164-6703	United Kingdom	0800-89-4372
Italy	1678-72441	Virginia	1-804-420-7348

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(3) Orders may also be placed by telefax to the following numbers in CONUS only:

1-800-551-6289
1-804-420-7987

(4) Payment may be made by credit card (Visa, Master Card, or Discover) or remitted upon receipt of the invoice which will be enclosed with the shipment.

d. Satisfaction guaranteed on all orders; or purchase price (including any postage that might have been paid) refunded or credited to the customer's account.

e. All orders shipped within 24 hours. Customers in CONUS should receive their orders between 7 and 10 working days (carrier controls).

f. Overnight air shipment. This is available upon request, and a small shipping charge will be applied to the invoice.

g. The same quality service as is provided to Navy customers.

2. Special Measurement Clothing and Orthopedic Footwear. Special measurement clothing/footwear and orthopedic footwear shall continue to be requisitioned per MCO 4400.137.

a. If the individual has been transferred, forward the items to the individual's new commander.

b. If the individual has been separated from the service under honorable conditions and has made arrangements for delivery and payment, forward the items to the individual; otherwise, turn the items over to the nearest Defense reutilization and marketing office.

1602. CHECKAGE SALES

1. Under the CMA System, an individual is provided a monthly cash clothing replacement allowance (CRA) which is to be used to pay for the replacement of clothing initially furnished in kind. The prescribed procedure for obtaining replacement clothing is on a cash sales basis. When purchase by cash sales would create a personal hardship, the checkage sales procedure is authorized. Checkage sales procedures will not be used for punitive purposes but may be used as a last resort to provide individuals in a pay status with essential uniform clothing. Because of the administrative expense and effort required to effect and process a

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INDIVIDUAL CLOTHING REGULATIONS

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checkage sale, commanders shall ensure compliance with the following specific guidelines:

a. A checkage sale will be authorized only to cover emergency needs of an enlisted person (except when the individual needs clothing incident to confinement) without funds to purchase clothing necessary for health, comfort, or appearance. The requirement to make up shortages for an inspection is not considered an emergency.

b. Checkage sales shall not be authorized if the enlisted person is in a nonpay status, if the dollar value of the sale is

less than \$50 (except under extraordinary circumstances), or for Marines who are scheduled for separation within 90 days.

c. All checkages must be approved by the commanding officer, and the commanding officer shall write the word "certified" in the "approved" block of form NAVMC 604 or 604b. Only "certified" checkage sales will be honored by issuing activities. Commanding officers shall not "certify" checkages until after arrangements have been made with the disbursing officer in scheduling pay deductions, to alleviate the personal hardship which precluded purchase of the clothing by cash sale.

2. Form NAVMC 604 or 604b will be prepared, in quadruplicate, for all checkage sales. In the event of detachment from the immediate command, the individual's detachment date and destination will be indicated on the face of the requisition. After approval, the requisition will be submitted to the RCO/MCSS for issue.

3. All copies of form NAVMC 604/604b will be annotated with only the items issued. Form NAVMC 604a (Transmittal of Clothing Issue Slip) will be used to forward NAVMC 604's/604b's when these forms are used to check enlisted pay accounts for clothing.

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INDIVIDUAL CLOTHING REGULATIONS

INDIVIDUAL CLOTHING REGULATIONS

							Date:		
Uniform Alterations									
From:			To:		Authorization No.:				
Name:			Grade:		SSN				
		Coats			Trousers				
Alter		Blue	Green	All-Weather	Blue	Green	Shirts	Qty.	Price
Shorten/Let Out/Take In	Waist								
	Chest								
	Seam								
	Seat & Crotch								
	Coat								
	Belt								
Shorten/ Lengthen									
Shoulder (Remove Wrinkles)									
Sleeves (Shorten/ Lengthen)									
Adjust Buttons									
Chevrons, Pair									
Stripes, Pair									
Replace Collar									
<p>NOTE: All trousers will be sufficient length to reach the juncture of the welt of the shoe in the rear. The bottom of the trousers are to be cut on a bias with the back of the trousers 3/4- to 1-inch longer than the front. The hem will be concealed and not more than 3 or less than 2 inches.</p>							TOTAL PRICE AUTH.		
I certify that the garments altered have been tried on and alteration satisfactorily completed.					Signature of Supply Officer				
					Signature of Dealer				
					Signature of Individual				

Figure 1-1.--Sample Request for Uniform Alteration.

INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 2

CLOTHING ALLOWANCES FOR THE REGULAR ESTABLISHMENT

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 2

CLOTHING ALLOWANCES FOR THE REGULAR ESTABLISHMENT

SECTION 1: GENERAL INFORMATION

2100. SCOPE. This chapter contains the criteria used to determine the authority for entitlement to the following clothing allowances for enlisted personnel of the Regular Establishment (including Reserve personnel on extended active duty and on the FTS program):

1. Initial allowance lists--men's and women's.
2. Women's maternity uniform allowance.
3. Extra clothing allowances, consisting of the following:
 - a. Special initial clothing allowances--Navy personnel.
 - b. Supplementary dress blue uniform allowances.
 - c. Supplementary uniform item allowances.

2101. CLOTHING ALLOWANCES EXCLUDED. The following clothing allowances are excluded from this chapter since they are contained

in separately designated chapters or other publications:

1. Civilian clothing monetary allowances (see chapter 4).
2. Officer procurement program training allowances (published annually in a Marine Corps bulletin in the 10120 series).
3. Marine Corps Reserve allowances (published annually in a Marine Corps bulletin in the 10120 series).
4. Marine Corps Junior Reserve Officer Training Corps (MCJROTC) (see MCO P1533.6).

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 2

CLOTHING ALLOWANCES FOR THE REGULAR ESTABLISHMENT

SECTION 2: INITIAL ALLOWANCES

PART A: GENERAL INFORMATION

2200. CLOTHING MONETARY ALLOWANCE SYSTEM

1. Information

a. Clothing will be furnished under the CMA System to Regular personnel and to Reserve personnel on either extended active duty or on FTS.

b. The CMA System is the system used in the Regular Establishment whereby the individual is furnished the initial clothing allowance on an item basis without establishing a monetary credit therefor.

2. Distinguishing Features. The following facts apply to the CMA System which is used to support Regular personnel and Reserve personnel on extended active duty or FTS and to help differentiate it from the in-kind system which is used to support Selected Marine Corps reservists and individual ready reservists:

a. Initial allowances are jointly determined for each of the Armed Services and prescribed in directives promulgated by the Secretary of Defense.

b. Initial issues are effected on an item basis and are chargeable to the appropriation applicable at the time of entitlement.

c. No monetary credits are established for the initial clothing allowance, except in the case of enlisted women who are furnished a cash allowance for the purpose of procuring personal items and such other items as are not normally stocked in the Marine Corps Supply System.

d. Shortages of items comprising the initial clothing allowance which are not furnished personnel are recorded and incorporated in the individual's SRB. They are furnished the individual as they become available on an item basis.

e. Cash clothing replacement allowances (CRA) are paid to enlisted personnel under this system.

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2201 INDIVIDUAL CLOTHING REGULATIONS

2201. USE OF COMBINED INDIVIDUAL CLOTHING REQUISITIONS AND ISSUE SLIPS IN CONJUNCTION WITH INITIAL ISSUES. Initial issues made per the instructions contained in this chapter will be made on the basis of the Combined Individual Clothing Requisition and Issue Slip (form NAVMC 604 (Men) or form NAVMC 604b (Women), as appropriate) or approved modifications of these forms.

2202. FURNISHING OF CLOTHING TO PERSONNEL OF THE MARINE CORPS RESERVE REPORTING FOR EXTENDED ACTIVE DUTY OR FOR DUTY UNDER THE FTS PROGRAM. Upon reporting for duty, reservists will be provided with the quantities of clothing which comprise the difference between the amounts indicated in the clothing record as being on hand upon transfer and the quantities contained in the MRL for personnel of the Regular Establishment. (See paragraphs 2210.2a and 3 for additional particulars.)

2203. FURNISHING OF CLOTHING TO ENLISTED RESERVISTS HAVING OBLIGATED SERVICE

1. Individual uniform clothing in the possession of enlisted reservists upon their reporting for extended active duty/duty under the FTS program will be inventoried and inspected. Unserviceable articles will be replaced on an item-for-item exchange basis. In addition, an enlisted reservist may be provided with clothing which may be required to bring that person's clothing up to the amounts prescribed in the MRL for personnel of the Regular Establishment. However, the maximum amounts which may be provided such enlisted personnel to make up the shortages will not exceed the quantities that may be furnished to enlisted personnel of the Marine Corps Reserve being called to extended active duty.

2. The preceding provisions are applicable in the following cases:

- a. If recalled to extended active duty.
- b. If an individual enlists in the Marine Corps while fulfilling obligated service.
- c. If an individual accepts an FTS program contract.

2204. USE OF ROSTERS BY MARINE CORPS RECRUIT DEPOTS IN CONJUNCTION WITH INITIAL ISSUES DURING RECRUIT TRAINING PERIODS

1. In lieu of a form NAVMC 604 or 604b for each individual, a roster of all recruits to receive each phased issue may be used by the MCRD's to support a summary form NAVMC 604 or 604b covering all recruits and all items issued.

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INDIVIDUAL CLOTHING REGULATIONS

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2. Separate rosters will be prepared by fiscal year Of entitlement to the initial clothing issue and the current active duty date, which is the date of last entry for active duty with the Marine Corps; and the names of each individual will be entered on the appropriate roster.

3. For financial and inventory accounting purposes, a separate summary form NAVMC 604 or 604b will be prepared to cover all items issued to individuals by each roster. To provide for all initial issues to be charged to the appropriation applicable at the time of entitlement, the words "CHARGE TO FY__ APPROPRIATION" will be annotated on the bottom margin of the summary form NAVMC 604 or 604b.

NOTE: The instructions contained in paragraphs 2204.1 through 3, preceding, may also be utilized to effect Officer Candidate School (OCS) clothing allowance issues, supplementary issues to recruiter school students, as well as allowance issues to field medical service schools.

4. A separate form NAVMC 604 or 604b, or mechanized due-member (DM) form for automated clothing recruit issue (ACRI), will be prepared per paragraph 2205 for each individual who cannot be provided the complete initial clothing issue during the recruit training period.

2205. PROCEDURES FOR RECORDING SHORTAGES WHEN INITIAL ISSUES ARE FURNISHED INDIVIDUALS

1. The following procedures will apply when the complete initial clothing issue cannot be provided enlisted personnel during recruit training periods, during the initial outfitting period in the case of reenlistment, or on recall to extended active duty or acceptance of an FTS contract subsequent to 3 months from the date of last discharge or release from extended active duty/FTS:

a. Men/women:

(1) Except as provided in paragraph 2205.1b, form NAVMC 604 or 604b will be prepared, listing those items which have not been furnished the individual by the issuing activity. Appropriation data (including the fund code, fiscal year, and functional account number) applicable at the time of entitlement will be reflected on the form NAVMC 604 or 604b. To ensure that all initial issues are charged to the appropriation applicable at the time of entitlement, the current active duty date (CURR ACDU) (date of last entry for active duty with the Marine Corps) of the individual will be entered on the NAVMC 604's and 604b's. Form

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NAVMC 604 or 604b will be prepared in an original only and will be headed "DUE INDIVIDUAL TO COMPLETE INITIAL ALLOWANCE." This form will be signed by an officer authorized to approve such requisitions and will be inserted on the document side of the individual's SRB. Items not furnished because of the requirement for special order clothing will be indicated by the notation "SPECIAL ORDER" which will be shown next to the affected item.

(2) If the amounts due the individual cannot be furnished completely by subsequent issue, the foregoing procedures will again be followed, ensuring that all data required by paragraph 2205.1a(1) is included on the form NAVMC 604 or 604b.

b. In lieu of a form NAVMC 604 or 604b listing initial issue shortages, MCRD's may originate and use the mechanized DM form for ACRI. (See figure 2-1.) The DM for ACRI will reflect all data the same as required by paragraph 2205.1a(1), and one copy shall be inserted on the document side of the SRB. The origination of the DM for ACRI is restricted to MCRD's only, unless otherwise approved by the CMC (LPP-2).

2. Commanders will ensure that the foregoing procedures are carefully followed, inasmuch as the form NAVMC 604 or 604b or the mechanized DM for ACRI filed in the individual's SRB constitutes the only authority to make subsequent issues in fulfillment of the individual's initial allowance.

3. Mailing uniform clothing to outposted recruits will be per the following:

a. All DM special measurement clothing/footwear to complete the initial issue, which is received by the requisitioner subsequent to graduation and transfer of the member, will be mailed to the member's new command for issue and return of the signed form NAVMC 604 or 604b. To alleviate delays in delivery of DM clothing and return of receipts required to support stores accounting records, the following procedures will be utilized by the shipping activity:

(1) The new duty station of the member will be confirmed prior to the mailing of DM clothing. After confirmation, the member's commanding officer will be advised by message (see figure 2-2) of the following:

(a) Identification of the member and clothing items mailed.

(b) Date the clothing was mailed to the new commanding officer.

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(c) Request for completion of the issue and return of the signed form NAVMC 604 or 604b to the appropriate MCRD.

(2) The clothing shall be mailed via first class with a letter of transmittal (see figure 2-3) to the DM's commanding officer requesting compliance with the following:

(a) Completion of the issue and return of the signed form NAVMC 604 or 604b.

(b) If the issue cannot be completed because of transfer of the member, transship the clothing to the commanding officer of the member's new command for issue and return of the signed form NAVMC 604 or 604b to the appropriate MCRD. An information copy of the message, informing the new commanding officer of the transshipment, will be provided to the appropriate MCRD.

(c) Advise the appropriate MCRD if the issue cannot be completed because of discharge of the member or improper fit beyond alteration capabilities. Disposition of excess clothing will be per the instructions contained in chapters 1 and 7. In cases where special measurement clothing must be reordered to fulfill the initial issue, requisition and special measurement forms will be submitted by the member's current command to the normal source of supply, citing the appropriation data contained on the original form NAVMC 604 or 604b.

b. The subject items will be dropped from inventory (B7A transaction) upon mailing. Pending return and receipt of the signed form NAVMC 604 or 604b, the RCO will utilize the "has been sent" copy of the message as an interim accounting record. If the signed form NAVMC 604 or 604b has not been received within 45 days after the mailing date, initiate followup action by message.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 2

CLOTHING ALLOWANCES FOR THE REGULAR ESTABLISHMENT

SECTION 2: INITIAL ALLOWANCES

PART B: INITIAL CLOTHING ALLOWANCES

2210. INITIAL ALLOWANCE LISTS--MEN'S AND WOMEN'S

1. General Information

a. Each fiscal year, the maximum monetary values of clothing which are authorized enlisted personnel of the Regular Establishment (to include FTS personnel) under the provisions of these regulations are prescribed by the Secretary of Defense.

b. The authorized allowances are published annually in a Marine Corps bulletin in the 10120 series. Name and service tape guidance is published in a separate Marine Corps directive in the 10120 series.

2. Entitlement

a. Enlisted personnel (male and female) will become entitled to a complete initial clothing allowance under the following circumstances:

(1) Upon first enlistment or induction in the Marine Corps, or upon reenlistment in the Regular Marine Corps or acceptance of an FTS contract subsequent to expiration of 3 months from the date of the last discharge (completion of Marine Corps obligated service). When a member has enlisted from a Reserve component of the Marine Corps, the initial allowance will be reduced by the amount of clothing on charge as indicated on the Individual Clothing Record (form NAVMC 631 or 631A, as appropriate) which is maintained in the unit supply section of the enlistee. Wornout clothing in the possession of the individual will be replaced.

(2) Upon enlistment or reenlistment in the Marine Corps following discharge from another branch of the service.

(3) Retired enlisted personnel (including personnel of the Fleet Marine Force (FMF) Reserve) recalled to active duty subsequent to the expiration of 3 months from the date of last release from active duty or date of retirement. However, only one such allowance shall be authorized during any period of 4 consecutive years.

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INDIVIDUAL CLOTHING REGULATIONS

(4) Upon reenlistment in the Regular Marine Corps after having been on the temporary disability retirement list in excess of 18 months.

b. Commissioned officers or warrant officers who enlist, reenlist, or revert to enlisted status to serve on active duty, other than for the purpose of retirement or transfer to the FMF Reserve, will become entitled to an initial clothing allowance reduced by the items and quantities contained in the officers minimum uniform requirements list (see MCO P1020.34). Entitlement to this reduced initial allowance will not be considered as the "last authority to an initial allowance" for the purpose of determining entitlement to a CRA. Only one such allowance will be authorized during any period of 4 consecutive years.

3. Circumstances Restricting or Qualifying Entitlement. The following qualifications of and restrictions to the entitlement of the complete initial clothing allowance provided in these regulations will apply:

a. Only one entitlement to the initial clothing allowance will accrue during any period of continuous active duty in an enlisted status.

b. Enlisted personnel (including personnel of the Marine Corps Reserve) shall not be entitled to the initial clothing allowance if they reenlist or are recalled to active duty within 3 months after completion of obligated service.

c. When a period of 3 months has elapsed after completion of obligated service, the individual will, upon reenlistment to extended active duty/acceptance of an FTS contract, be entitled to clothing as follows:

(1) A person who is not affiliated with the Marine Corps Reserve will be entitled to an initial clothing allowance.

(2) Selected Marine Corps Reserve (SMCR) personnel will be entitled to an issue consisting of the difference between the clothing on hand (the Reserve MRL) and that contained in the Regular MRL. In addition, the replacement of wornout clothing in

their possession will be effected.

(3) Individual ready Reserve (IRR) personnel will be entitled to an issue consisting of the difference between what was required of them to maintain upon signing an IRR agreement and that contained in the MRL. In addition, the replacement of wornout clothing in their possession will be effected.

d. An enlisted reservist who has obligated service will, upon reenlistment or recall to active duty, be entitled to an issue

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consisting of the difference between the clothing on hand and that contained in the MRL. The maximum amount of clothing which will be issued at the time of reporting is the difference between the Reserve and Regular MRL's.

e. Unsuccessful candidates in officer candidate course (OCC) who are assigned to further duty in an enlisted-status will be furnished clothing to bring the amounts furnished them up to those quantities in the MRL.

f. Enlisted prisoners restored to duty after being sentenced to confinement and punitive discharge will be entitled to an issue of clothing to the extent necessary to meet minimum clothing requirements. Items and quantities issued under this authority will not exceed those recovered per the authority contained in paragraph 1504.

2211. INITIAL ALLOWANCE LISTS FOR MUSICIANS OF U.S. MARINE BAND--MEN'S AND WOMEN'S

1. General Information

a. Each fiscal year, the maximum monetary values of clothing which are authorized enlisted musicians of the U.S. Marine Band under the provisions of these regulations are prescribed by the Secretary of Defense.

b. The authorized allowances are published annually in a Marine Corps bulletin in the 10120 series.

2. Entitlement

a. Enlisted personnel (male and female) upon appointment to the U.S. Marine Band will become entitled to a complete initial clothing allowance.

b. Upon appointment to the U.S. Marine Band, following

discharge from another branch of the service, enlisted personnel will become entitled to a complete clothing allowance.

3. Circumstances Restricting or Qualifying Entitlement

a. Only one entitlement to the initial clothing allowance will accrue during any period of continuous active duty.

b. Enlisted personnel upon appointment to the U.S. Marine Band from a band or drum and bugle corps (Regular Establishment) will be entitled to an issue consisting of the difference between the clothing listed in the MRL and that authorized the U.S. Marine Band.

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2212 INDIVIDUAL CLOTHING REGULATIONS

2212. WOMEN'S MATERNITY UNIFORM ALLOWANCE

1. Information. The authorized allowance is published annually in a Marine Corps bulletin in the 10120 series.

2. Authorization and Restrictions

a. Pregnant enlisted Marines who expect to remain on active duty or in an active Reserve status beyond the time when they can no longer wear the service/utility uniform properly will be issued the maternity uniform on a one-time basis--also issued to pregnant enlisted Navy women serving with active Marine Corps units who have elected to wear the Marine Corps service uniform.

b. No other allowance will be provided for subsequent pregnancies.

c. Pregnant enlisted Marines are required to present to their commanding officer a certification of pregnancy, signed by a proper medical officer, for entitlement to the one-time maternity uniform allowance and for subsequent submission of form NAVMC 604b.

d. Maternity uniform allowance issues shall be recorded on form NAVMC 631A. Form NAVMC 631A and the certification of pregnancy will then be filed in the individual's SRB.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 2

CLOTHING ALLOWANCES FOR THE REGULAR ESTABLISHMENT

SECTION 3: EXTRA CLOTHING ALLOWANCES

PART A: GENERAL INFORMATION

2300. DEFINITION. Extra clothing allowances are those supplementary or special initial clothing allowances which are authorized under the CMA System to enlisted personnel when they are assigned to a tour of duty that requires extra clothing for the performance of such duty.

1. Supplementary allowances are additional quantities or special items of individual uniform clothing not normally required for the majority of enlisted personnel in the same service.

2. Special initial allowances consist of uniform clothing (other than special dress uniforms) different from that of the uniforms customarily required for the majority of enlisted personnel of the same service.

2301. RELATIONSHIP TO OTHER CLOTHING ALLOWANCES

1. Extra clothing allowances which are furnished individuals are in addition to other clothing allowances to which those individuals may be entitled.

2. The maximum values of the various allowances are jointly determined for several services and are prescribed in directives promulgated by the Secretary of Defense. These allowances are furnished by issues made on an item basis to Marine Corps and Navy personnel attached to Marine Corps tactical units.

2302. ENTRIES REQUIRED. All extra clothing allowances furnished Marines will be recorded by inserting form NAVMC 631 or 631A, as appropriate, with column 13 or 14 completed, and the attested Certification No. 4 in the document side of the individual's SRB.

2303. RETENTION. Personnel who are furnished an extra clothing allowance will be permitted to retain such clothing upon transfer from the duty for which the clothing was authorized, provided they have served 6 months or longer since the date of issue of the allowance.

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2304 INDIVIDUAL CLOTHING REGULATIONS

2304. ENTITLEMENT. Enlisted personnel will be entitled to an extra clothing allowance when the following conditions prevail:

1. When they are assigned to duty where, for the performance of such duty, they must have special items of uniform clothing not normally required for the majority of the other enlisted personnel of the same service.
2. When they are assigned to duty where they are required to have quantities of certain articles of clothing which are in excess of those prescribed in the MRL.
3. When they are assigned to duty in an organization, described in these regulations, where such entitlement accrues.
4. Females assigned to billets where their male counterparts are authorized a large, medium, or small blue uniform allowance are authorized the women's large, medium, or small blue uniform allowance.

2305. DATE OF ENTITLEMENT. The extra clothing allowances provided for in these regulations will be furnished enlisted personnel prior to transfer to an organization which is authorized such allowances, except as follows and as specified in the current allowance bulletin (Marine Corps bulletin in the 10120 series):

1. In those cases where a Marine Corps detachment is physically located at another service activity and that detachment is not authorized supply personnel within their table of organization, the OIC will make an appropriate administrative entry in the SRB of the individual being transferred, citing this paragraph as authority for noncompliance with the provisions of paragraph 1301.
2. Personnel assigned to the MSGBn, Quantico, VA, for duty with the Department of State will receive a supplementary allowance only upon the satisfactory completion of a course of instruction and when actually assigned to the Department of State for duty.
3. The blue uniform allowance will be issued to females immediately upon successful completion of the Recruiters School, MCRD, San Diego. When transfer orders are received and special measurement clothing is required, the clothing officer will forward the requisition and appropriate measurements to DPSC (RIC S9T) requesting that the special measurement clothing be forwarded to the commanding officer of the organization to which the individual was transferred.
4. Extra clothing allowances will not be issued prior to transfer of enlisted personnel to Marine Barracks, 8th and I Streets, S.E.,

Washington, DC, or to those Navy enlisted personnel who are authorized the special initial clothing allowances per part B of section 3 of this chapter.

2306. CIRCUMSTANCES RESTRICTING OR QUALIFYING ENTITLEMENT

1. The following restrictions to entitlement to the same type of extra clothing allowance apply:

a. Only one entitlement to the same type of allowance will accrue during any one period of continuous assignment to such duty.

b. An individual who has received an allowance will not be authorized a subsequent allowance of the same items upon assignment to duty requiring the wearing of uniform clothing for which the allowance is provided, if less than 3 years have elapsed between the effective date of the new assignment and the last day of the previous assignment to such duty.

c. For replacement of only unserviceable supplementary blue uniform items, refer to paragraph 2307, following.

2. If the individual is transferred from a unit or duty which afforded an allowance to another unit that provides for entitlement to a larger or different type of allowance than that initially furnished, the individual will be entitled to the difference between the two allowances or the items not previously furnished, as appropriate.

3. In view of the restrictions placed on the entitlement to extra clothing allowances, the activity commander must verify the pertinent records of the individual to determine whether that individual qualifies for an allowance before an issue is authorized.

2307. REPLACEMENT OF UNSERVICEABLE SUPPLEMENTARY BLUE UNIFORM ITEMS

1. Eligibility

a. Marines assigned to career specialty duties only (recruiters (Military Occupational Specialty (MOS) 8412) and musicians (Occupational Field 55 and MOS 9812) are authorized the replacement of unserviceable supplementary blue uniform items for every 3-year period, beginning with the third anniversary of assignment to such duty.

b. Marines not in career specialties who are assigned to duty entitling them to supplementary blues allowances and less than

3 years have elapsed since their previous assignment wherein blues were required are authorized a replacement of unserviceable supplementary blue uniform items at the beginning of each subsequent assignment to qualifying duty.

c. Marines not in career specialties who are assigned to duty entitling them to supplementary blues allowances and are subsequently extended on such duty beyond 3 years are authorized a replacement of unserviceable supplementary blue uniform items on the third anniversary of assignment to such duty. This provision includes extended active duty Marines on contract extensions.

d. If an individual is transferred from a unit or duty which afforded an allowance to another unit that provides for entitlement to a larger allowance than that initially furnished, the individual will still be entitled to the difference between the two allowances or the items not previously furnished, as appropriate. The individual is also entitled to replacement on an item basis of those unserviceable items on the previous authorized blues allowance list not to exceed the types and quantities contained in the reduced version of that allowance. Paragraph 2307.2, following, applies.

2. Procedures

a. Replacement will be on an item basis, will be effected only if the individual has at least 6 months remaining on qualifying duty, and will not exceed the types and quantities of items contained in the reduced version of the applicable blues supplementary allowance.

b. Inspections of supplementary blue uniform items will be conducted to determine serviceability.

(1) Personnel conducting inspections for Marines in career specialty duties (paragraph 2307.1a, preceding) will be limited to commanding officers of recruiting stations, band officers, and drum and bugle corps officers, as appropriate, to determine serviceability.

(2) Inspections for Marines in noncareer specialty duties (paragraphs 2307.1b and c, preceding) will be conducted by the individual's commanding officer to determine serviceability. For those Marines who are geographically isolated from the command structure (e.g., Marine security guards), the senior Marine is authorized to conduct inspections for serviceability.

c. All items designated as unserviceable for which replacement will be effected will be recovered by the supporting organic supply account and turned over to the local Defense reutilization and marketing office for disposal per DoD 4160.21-M.

d. Recovery of the unserviceable item and issue of the replacement item will be recorded on form NAVMC 631/631A. The issue will be recorded in block 13 or 14, and the recovery will be recorded in block 15 (the title for block 15 will read "Recovered Supplementary Blues").

e. Marines who have been issued a supplementary blue uniform allowance will retain these items for 3 years after detachment from qualifying duty, regardless of whether or not the items are still serviceable. This will allow replacement of unserviceable items should an individual be assigned to subsequent duty which requires a supplementary blues issue.

2308. METHOD OF ISSUE

1. Extra clothing allowances will be issued upon receipt of an approved form NAVMC 604 or 604b. RCO's/MCSS's retain the original form NAVMC 604 or 604b to support the expenditure from the account. The duplicate will be forwarded to the activity holding the individual's SRB for action as required by paragraph 2302.

2. When an extra clothing allowance is authorized for an activity not supported by an RCO/MCSS, the signed form NAVMC 604 or 604b will be forwarded to the activity supply section for requisitioning and issue action. After issue action is completed, the signed form NAVMC 604 or 604b will be used to support the requisition; and the duplicate will be forwarded to the administrative section holding the individual's SRB for action as required by paragraph 2302.

3. The instructions contained in paragraphs 2204.1 through 3, preceding, may be used by the MCRD, San Diego to effect the blue uniform allowance issues to recruiter school students.

2309. REQUESTS FOR EXTRA CLOTHING ALLOWANCES. Requests for extra clothing allowances will be submitted to the CMC (MCUB). Only if minimum clothing requirements are insufficient to meet daily mission needs should an allowance be requested. All requests must be signed by the commanding officer and submitted via the chain of command for endorsement. Requests shall contain the following information: name and military address of the organization, reporting unit code, monitor command code, table of organization number and date, line number(s) and billet description, tour length, recommended allowance (specify individual items required and/or type of allowance), number of Marines to be issued the allowance, and the purpose/justification. The following additional information, based on a 12-month period, is required, dependent on the type of clothing requested:

1. Dress Blue Uniform Items. Number of various military ceremonies (indicating other commands involved), civil community

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functions, other public relations activities, and/or assigned duties when the blue uniform would be more appropriate than the service uniform, and the total number of hours involved during duty performance.

2. All Other Uniforms/Items. Weather factors, duties involved, and available laundry/drycleaning facilities, services, and costs.

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CHAPTER 2

CLOTHING ALLOWANCES FOR THE REGULAR ESTABLISHMENT

SECTION 3: EXTRA CLOTHING ALLOWANCES

PART B: SPECIAL INITIAL CLOTHING ALLOWANCES--NAVY PERSONNEL

2310. SPECIAL INITIAL CLOTHING ALLOWANCES--NAVY HOSPITAL CORPSMEN, DENTAL TECHNICIANS- RELIGIOUS PROGRAM SPECIALISTS- COUNSELORS, YEOMEN, PERSONNELMEN, AND DISBURSING CLERKS

1. Authorizations and Restrictions

a. Navy Hospital Corpsmen. Dental Technicians, and Religious Program Specialists

(1) Navy hospital corpsmen, dental technicians, and religious program specialists, both Regular and Reserves on extended active duty, who are permanently assigned to Marine Corps units (other than FMF combat-committed units) are authorized the special initial utility uniform allowance. These personnel will be given a 30-day option period in which to elect/not elect to wear Marine Corps service uniforms. Those who elect to wear and maintain Marine Corps service uniforms will also be provided the special initial service uniform allowance. Navy personnel who receive the service uniform allowance will be required to wear these uniforms as directed for the duration of their continuous

service with Marine Corps organizations and will abide by Marine Corps uniform and grooming regulations. Those who elect not to wear Marine Corps service uniforms will be provided the utility uniform allowance only and, when service uniforms are required, will wear Navy uniforms.

(2) Navy hospital corpsmen, dental technicians, and religious program specialists permanently assigned to FMF combat-committed units or assigned on a TAD basis to FMF units for augmentation purposes due to contingency operational commitments are authorized the special initial utility uniform allowance only. Upon permanent assignment to a Marine Corps unit other than FMF combat-committed, the provisions of paragraph 2310.1a(1), preceding, apply.

b. Navy Counselors, Yeomen, Personnelmen, and Disbursing Clerks Assigned to FMF Units. Navy counselors, yeomen, personnelmen, and disbursing clerks, both Regular and Reserves on extended active duty, who are assigned to Marine Corps FMF units are authorized only the special initial utility uniform allowance. Such assignments may be permanent or on a TAD basis for

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INDIVIDUAL CLOTHING REGULATIONS

augmentation purposes due to contingency operational commitments. These Navy personnel will not be authorized issue of the special initial service uniform allowance and will continue to wear Navy uniforms when service uniforms are required. When utility uniforms are required, they will be worn as prescribed in current Marine Corps uniform regulations for hospital corpsmen, dental technicians, or religious program specialists who have elected the Navy service uniform option. However, the Navy black metal grade insignia will be worn on both the collar points of the utility coat; and no specialty device insignia will be worn.

c. Only one entitlement to the same type of allowance will accrue during any one period of continuous assignment to such duty.

d. Navy enlisted personnel who have received an allowance will not be authorized a subsequent allowance of the same items upon assignment to duty requiring the wearing of uniform clothing for which the allowance is provided if less than 3 years have lapsed between the effective date of the new assignment and the last day of the previous assignment to such duty.

2. Authorized Allowances. The authorized special initial utility and service uniform allowances are published annually in a Marine Corps bulletin in the 10120 series. (NOTE: No specialty device insignia is included in the initial utility uniform allowance for Navy counselors, yeomen, personnelmen, and disbursing clerks. Paragraph 2310.1b refers.)

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CLOTHING ALLOWANCES FOR THE REGULAR ESTABLISHMENT

SECTION 3: EXTRA CLOTHING ALLOWANCES

PART C: SUPPLEMENTARY ALLOWANCES

2320. GENERAL INFORMATION. A Marine Corps bulletin in the 10120 series is published annually which contains the following authorized supplementary allowances and authorizations:

1. Men's and women's large blue allowances.
2. Men's and women's medium blue allowances.
3. Men's and women's small blue allowances.
4. Men's and women's recruiters blue allowances.
5. Uniform item allowances.
6. Women's maternity uniform allowance.
7. Men's and women's drill instructors blue allowances (in effect until 1 October 1994 only).

INDIVIDUAL CLOTHING REGULATIONS

MECHANIZED RECRUIT CLOTHING DUE-MEMBER REQUISITION AND ISSUE TO COMPLETE INITIAL ALLOWANCE

Note 1	Note 1	Note 1	Note 1	Note 1
Platoon	NAME: Last, First, and Middle Initial	Grade	SSN	Date

I ACKNOWLEDGE RECEIPT OF THE FOLLOWING CLOTHING AUTHORIZED PER CO P10120.28F (ICR), PARAGRAPH 2205:

(Signature) (Date)

Qty	Nomenclature	Total Price
-----	--------------	-------------

(Note 1)

(Note 1)

(Note 1)

I CERTIFY THAT THE RECRUIT NAMED HEREON IS AUTHORIZED TO DRAW THE ABOVE DM CLOTHING TO COMPLETE THE INITIAL CLOTHING ALLOWANCE.

I CERTIFY THAT I HAVE WITNESSED THE ISSUE OF CLOTHING ENUMERATED ABOVE AND THAT ISSUE HAS BEEN MADE IN APPROPRIATE MANNER. OUTER ARTICLES OF CLOTHING ISSUED ARE OF PROPER SIZE OR APPROPRIATE ALTERATIONS HAVE BEEN PRESCRIBED.

USMC

(Authenticating Signature)

(Witnessing Officer)

Code	Component	APPN	FY	FC	FAN	AAN	CURR	ACDU
A 1/	USMC	MPMC	2/	3/	72042	27	4/	Note 2
R 5/	USMCR(K)	RPMC	2/	3/	72630	M00243		

1/ USMC (Regular Marine).

2/ Prior year (PY) or current year (CY).

3/ Fund code assigned.

4/ Current active duty date.

5/ USMCR(K) initial active duty for training.

NOTES: 1. Data inserted as result of program.

2. Either Reserve or active data inserted by program.

Figure 2-1.--Due-Member Format for Automated Clothing Recruit Issue.

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FM CG MCRD WRR SAN DIEGO CA

TO CG MCB CAMP PENDLETON CA

UNCLAS //N10120//

SUBJ: DUE-MEMBER (DM) CLOTHING

1. FOL INITIAL ISSUE CLOTHING ITEMS MAILED ON (INSERT DATE) FOR
DM: SMITH, J. E. 000 00 00 00 USMC:

1 EA CAP, GARRISON, MAN'S: ALL-SEASON, GREEN

1 EA COAT, MAN'S: ALL-SEASON, GREEN, W/BELT
2. REQ COMPLETION OF INITIAL ISSUE BE EFFECTED, THE CO H&S CO
SCHOOLS BN SIGN THE FORM NAVMC 604 OR 604B, AND THE FORM BE
RETURNED TO THIS COMMAND.

Figure 2-2.--Due-Member Sample Format for Message.

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INDIVIDUAL CLOTHING REGULATIONS

From: Commanding General, Marine Corps Recruit Depot, Western
Recruiting Region, San Diego, CA
To: (Commanding officer of the individual receiving DM
clothing)

Subj: DUE-MEMBER CLOTHING

Ref: (a) MCO P10120.28F

Encl: (1) One Each Cap, Garrison, Man's: All-Season, Green
(2) One Each Coat, Man's: All-Season, Green, w/Belt

1. Corporal I. M. Smith 000 00 00 00 USMC was transferred to your
command upon completing recruit training without enclosures (1) and
(2). Request completion of the initial issue be effected and the
form NAVMC 604 which is contained in his service record book be
signed and returned to this command.
2. If the issue cannot be completed, compliance with paragraph
2205.3a(2) of the reference is requested.

Figure 2-4.--Due-Member Sample Format for Letter.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 3

CLOTHING ALLOWANCES FOR PERSONNEL OF OFFICER PROCUREMENT PROGRAMS

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CHAPTER 3

CLOTHING ALLOWANCES FOR PERSONNEL OF OFFICER PROCUREMENT PROGRAMS

SECTION 1: GENERAL INFORMATION

3100. SCOPE. This chapter prescribes procedures for the furnishing of individual uniform clothing to officer procurement program candidates.

3101. RELATIONSHIP TO OTHER CLOTHING ALLOWANCES

1. Clothing issues made to officer procurement program candidates, which are addressed in this chapter, are accomplished under the in-kind issue system, except as specified in paragraph 3103. Clothing allowances for personnel of officer procurement programs are published annually in a Marine Corps bulletin in the 10120 series and are in addition to items/quantities authorized by other uniform gratuities to which the individual may be entitled per other regulations.

2. Articles of clothing furnished to personnel under the provisions of this chapter may be either new or in RC 1/2 condition.

3102. MARINE CORPS PERSONNEL ASSIGNED TO INTERSERVICE OFFICER PROCUREMENT PROGRAMS. Enlisted personnel selected for assignment to a military service academy as midshipmen or cadets or who are enrolled in the Naval Reserve Officer Training Corps (NROTC) as regular midshipmen are responsible for retaining their Marine Corps clothing. In the event the enlisted person is discharged from a military service academy or the NROTC, credit toward entitlement of the cash CRA will only be given for active duty with the Marine Corps.

3103. CASH CLOTHING REPLACEMENT ALLOWANCES

1. Enlisted personnel of the Marine Corps, including reservists on extended active duty, who are under the CMA System, will continue to accrue the cash CRA until appointment and will not receive clothing replacement in kind.

2. Personnel who receive all clothing under the in-kind issue system will not be entitled to a cash CRA.

CHAPTER 3

CLOTHING ALLOWANCES FOR PERSONNEL OF OFFICER PROCUREMENT PROGRAMS

SECTION 2: ALLOWANCES AND ENTITLEMENT

PART A: AUTHORIZED ALLOWANCES

3200. GENERAL INFORMATION. A Marine Corps bulletin in the 10120 series is published annually which contains the following allowances:

1. Officer procurement program training allowance for men.
2. Officer procurement program training allowance for women.
3. OCC allowance.
4. Women's OCC allowance.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 3

CLOTHING ALLOWANCES FOR PERSONNEL OF OFFICER PROCUREMENT PROGRAMS

SECTION 2: ALLOWANCES AND ENTITLEMENT

PART B: ENTITLEMENT AND RESTRICTIONS TO ENTITLEMENT

3210. GENERAL INFORMATION. Personnel enrolled in the officer procurement programs addressed in this chapter are entitled to an in-kind issue of individual uniform clothing, as contained in the allowance list applicable to the program in which enrolled, with the following restrictions:

1. Enlisted personnel of the Marine Corps on continuous active duty, including reservists on extended active duty, receive clothing and a monthly cash CRA under the CMA System. In this regard, if an individual returns to extended active duty within 3-months of last separation, the individual is considered as having been in a "continuous active duty status" and remains under the CMA System until appointment as an officer. Accordingly, only those items and quantities of the applicable allowance which are in excess of the applicable MRL will be issued under the in-kind issue system. (See the current Marine Corps bulletin in the 10120 series for lists of minimum requirements.)

2. Enlisted personnel of the Marine Corps Reserve are entitled to the applicable allowance, reduced by the items and quantities of clothing recorded on the individual clothing record of the reservist as being on hand.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 3

CLOTHING ALLOWANCES FOR PERSONNEL OF OFFICER PROCUREMENT PROGRAMS

SECTION 3: ISSUE, REPLACEMENT, RETENTION, AND RECOVERY INSTRUCTIONS

3300. ISSUE

1. Accounting. Articles of clothing furnished in kind to candidates of the officer procurement programs addressed in this chapter are expended from the account at the time of issue.

2. Recording Clothing Shortages Due the Candidate. All authorized issues to candidates are made prior to graduation and acceptance of their appointment. In those cases when the graduate has not been issued all items due, a form NAVMC 604 or 604b, as appropriate, shall be prepared, approved, and inserted in the officer's qualification record (OQR). The form shall be prepared in duplicate, listing only those authorized items which have not been furnished by the issuing activity. The form will be headed "DUE MEMBER TO COMPLETE ,(,PLC/NROTC TRNG/OCC OR WOCC, AS APPROPRIATE) CLOTHING ALLOWANCE.

a. Requisitions for special measurement items will not be canceled. Prior to the transfer of the individual, a copy of the requisition will be attached to the form NAVMC 604 or 604b in the OQR. Upon receipt, the items will be forwarded to the new command of the individual for issue.

b. Requisitions for other than special measurement items normally will not be forwarded to the new command of the individual but will be either canceled or placed in stock upon receipt, as appropriate.

3. Receipts Required for In-Kind Issues Made to Officer Candidates

a. When individual uniform clothing is furnished in kind to candidates of officer procurement programs addressed in this chapter, such issues will be supported by a receipt, prepared in triplicate, which will contain the following statement:

"I hereby acknowledge receipt of the foregoing articles of individual uniform clothing for which I am responsible, from the time of issue until appointment or disenrollment, as the case may be. I understand that I will be responsible for replacement of articles at my own expense if lost, damaged, or worn beyond a reasonable degree indicating there has been

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INDIVIDUAL CLOTHING REGULATIONS

carelessness or negligence; otherwise, the articles will be replaced in kind by the U.S. Marine Corps, when required and as directed by the activity commander. I further understand that, when separated for cause other than appointment, I will return all clothing (except worn boots, socks, general purpose trunks, and underclothing) to the nearest Marine Corps activity.

WITNESSED:

/s/ _____ /s/ _____
(Witnessing Officer) (Candidate)"

b. Individual receipts, listing the article of individual uniform clothing issued and witnessed by a commissioned officer at the time of issue, will be prepared in triplicate and distributed as follows:

(1) The original will be forwarded to the activity commander for inclusion in the officer qualification jacket of the individual.

(2) The duplicate will be retained by the issuing officer.

(3) The triplicate will be furnished the individual concerned.

3301. REPLACEMENT OF CLOTHING

1. Clothing furnished under the in-kind issue system will be replaced at Government expense when it has been determined that clothing on charge to candidates has been unavoidably lost, damaged, or worn out to a degree warranting replacement. However, candidates who are under the CMA System will be required to purchase replacement clothing.

2. Clothing furnished under the in-kind system will be replaced at

the candidate's expense when the activity commander determines that the candidate was at fault or negligent for items lost, damaged, or worn to a degree warranting replacement.

3302. RETENTION OF CLOTHING BY CANDIDATES. Candidates will be required to retain individual uniform clothing for use until successful completion of the program, unless separated from the program for a cause other than appointment. The individual will be permitted to retain for military use all uniform clothing furnished under the provisions of these regulations.

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INDIVIDUAL CLOTHING REGULATIONS

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3303. RECOVERY OF CLOTHING FROM CANDIDATES. When an officer candidate is separated from an officer procurement program for cause other than appointment, the disposition of clothing in the possession of the individual will be governed by the Marine Corps affiliation of the individual after separation from the applicable officer procurement program. In all cases, clothing issued to the individual under either clothing issue system will be inventoried and verified. Upon recovery of the clothing, the signed receipt will be returned to the individual. If there is a determination by the activity commander of fault or negligence on the part of the individual for items lost, damaged, or worn out to a degree warranting replacement, the individual will be required to bear the replacement cost of such clothing.

1. When an individual is to continue to serve on active duty with the Marine Corps in an enlisted status, clothing items issued which are in excess to the applicable MRL for personnel of the Regular Establishment shall be recovered. However, all worn underclothing, boots, socks, general purpose trunks, and headgear may be retained by the individual for further use. Individuals, under the in-kind issue system while undergoing officer candidate training, transferring to an enlisted status with the Regular Establishment, will be issued the remaining clothing required to bring items and quantities of clothing up to the applicable MEL contained in the current Marine Corps bulletin in the 10120 series.

2. For those personnel who do not successfully complete the officer procurement program and are disenrolled, the date of disenrollment will be considered as the date of entitlement to the initial clothing allowance. Six months from the date of disenrollment, the individual will become entitled to the basic cash CRA.

3. When an individual is to continue to serve in the Marine Corps Reserve, all clothing items on charge to the individual (less worn underclothing, boots, socks, general purpose trunks, and headgear), which are in excess to the applicable Marine Corps Reserve MRL,

shall be recovered.

4. All clothing issued under the in-kind issue system (less worn underclothing and socks) to discharged unsuccessful candidates shall be recovered. See MCO 10120.58 for specific instructions pertaining to the recovery of combat boots.

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INDIVIDUAL CLOTHING REGULATIONS

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CASH ALLOWANCES

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CASH ALLOWANCES

SECTION 1: GENERAL INFORMATION

4100. DEFINITIONS. Cash allowances are provided enlisted personnel of the Marine Corps to:

1. Replace individual uniform clothing as required under the CMA System.

2. Procure the initial civilian clothing allowance when they are ordered by the CMC to wear civilian clothing in the performance of official duties.
3. Replace civilian clothing in assignments requiring the wear of civilian clothing.
4. Procure articles of underclothing and other personal items as part of the initial clothing allowance to females.

4101. TYPES OF CASH ALLOWANCES

1. Under the present regulations, cash allowances applicable to personnel of the Marine Corps are as follows:

- a. CRA's consisting of:
 - (1) Basic.
 - (2) Standard.
- b. Initial civilian clothing monetary allowance.
- c. Special continuing civilian clothing monetary allowances.
- d. Personal items allowance (for females).

2. Each of the foregoing allowances, their value, entitlement, and how they are paid is treated individually within this chapter.

4102. REPORTING OF ENTITLEMENT TO CLOTHING MONETARY ALLOWANCES. Entitlements to CMA's are reported into the Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS) per the procedures contained in MCO P1080.35.

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SECTION 2: CASH CLOTHING REPLACEMENT ALLOWANCES

PART A: GENERAL INFORMATION

4200. PURPOSE OF CASH CLOTHING REPLACEMENT ALLOWANCES. CRA'S accrue monthly for enlisted personnel, to be used with discretion by the individual, for the replacement of clothing furnished as

initial and/or supplementary allowances under the CMA System. These allowances are not intended to cover the cost of repair, drycleaning, alteration, or laundering of clothing. Whenever feasible, improved or new individual uniform clothing items introduced to replace obsolescent/obsolete items will be phased in during a time period that will allow personnel to accrue the cost of the new item from the CRA. Concurrent with the phase-in of the new item, a fair wear-out (phase-out) period will be announced for individual uniform clothing items replaced/deleted from initial and supplementary allowances.

4201. VALUES OF CASH CLOTHING REPLACEMENT ALLOWANCES

1. Regulations promulgated by the Secretary of Defense require the military services to keep personnel informed at all times of the amounts payable under the various cash CRA's.

2. CRA's are in addition to other pay and allowances and are paid to enlisted personnel annually, at the end of the servicemember's anniversary month.

3. The specific amounts which are payable under the cash CRA's are prescribed periodically by the Secretary of Defense. These allowances are published annually in a Marine Corps bulletin in the 10120 series.

4202. NAVY PERSONNEL. Enlisted personnel of the Navy who are furnished Marine Corps clothing are entitled to the replacement allowance which is provided them by the Navy and, therefore, are not entitled to the replacement allowance from the Marine Corps.

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CASH ALLOWANCES

SECTION 2: CASH CLOTHING REPLACEMENT ALLOWANCES

PART B: BASIC CASH CLOTHING REPLACEMENT ALLOWANCE

4210. CONDITIONS OF ENTITLEMENT

1. The basic cash CRA will accrue to enlisted personnel of the Marine Corps as follows:

a. Enlisted personnel who receive a complete initial allowance upon entry into an extended active duty status or into the FTS

program. This allowance will accrue beginning with the day following the completion of 6 months continuous active duty without regard to time lost from the date of last authorization to the initial clothing allowance.

b. Reservists listed below who receive a reduced initial clothing allowance when ordered to extended active duty will accrue this allowance beginning with the first day of active duty in a pay status.

(1) Personnel of the Marine Corps Reserve who receive a reduced initial clothing allowance when ordered to extended active duty. This applies to those reservists who either:

(a) Report for extended active duty for the first time.

(b) Report for extended active duty subsequent to the expiration of 3 months from the date of last discharge or release from extended active duty.

(c) Report for active duty under the FTS program.

(2) Enlisted reservists having obligated service. This applies to reservists who report for extended active duty subsequent to the expiration of 3 months from the date of last discharge or release from extended active duty.

NOTE: Separation from the service for the period of 3 months has been employed as the criterion in determination for allowances made in certain cases above, as a return to extended active duty within the period of 3 months or less constitutes the individual having been in a "continuous active duty status."

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2. This allowance will continue to accrue during the remainder of the first 3 years of continuous active duty.

3. Only active duty served with the Marine Corps may be credited toward the basic cash CRA.

4211. CIRCUMSTANCES RESTRICTING OR QUALIFYING ENTITLEMENT.

Enlisted personnel will continue to receive the basic cash CRA during the entire period of continuous active duty considered in this part, except as follows:

1. When serving in a temporary commissioned or warrant status.

2. When pay is forfeited.
3. When the basic replacement allowance is suspended because of assignment of an individual to a combat area whereby replacement of clothing is made without charge on an item basis.
4. During periods of confinement when the sentence provides for a punitive discharge at the expiration of the period of confinement.
5. When an individual is declared in a missing status.

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SECTION 2: CASH CLOTHING REPLACEMENT ALLOWANCES

PART C: STANDARD CASH CLOTHING REPLACEMENT ALLOWANCE

4220. CONDITIONS OF ENTITLEMENT. The standard cash CRA will accrue to enlisted personnel beginning with the day following the completion of 36 months of active duty served with the Marine Corps without regard to time lost, from the date of last authorization of the initial clothing allowance. This allowance will continue during the remainder of the period of continuous active duty.

4221. CIRCUMSTANCES RESTRICTING OR QUALIFYING ENTITLEMENT. Enlisted personnel will continue to be entitled to receive the standard cash CRA during the entire period of continuous active duty considered in this part, except as follows:

1. When serving in a temporary commissioned or warrant status.
2. When pay is forfeited.
3. When the standard replacement allowance is suspended because of assignment of an individual to a combat area whereby replacement of clothing is made without charge on an item basis.
4. During periods of confinement when the sentence provides for a punitive discharge at the expiration of the period of confinement.
5. When an individual is declared in a missing status.

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>SECTION 3: INITIAL PERMANENT DUTY CIVILIAN CLOTHING ALLOWANCE

4300. GENERAL INFORMATION

1. The purpose of the initial permanent duty civilian clothing allowance is to provide funds to those Marines who are required to wear civilian clothing a substantial portion of the time; i.e., 50 percent or more of the Marine's official duty time. Civilian clothing is defined as clothing suitable for the duties being performed and may vary in formality from business attire to casual clothing appropriate for rugged field wear.

2. This allowance provides money for civilian clothing required during the first year of a permanent duty assignment. Funds for additional years are provided under the civilian clothing replacement allowance (see paragraph 4400).

3. The amount which is authorized as the permanent duty civilian clothing allowance is prescribed by the Secretary of Defense and is published annually in a Marine Corps bulletin in the 10120 series.

4. An allowance will only be paid upon written order of the CMC upon the submission of a documented request, as required in paragraph 4301, following.

4301. REQUESTS FOR INITIAL PERMANENT DUTY CIVILIAN CLOTHING ALLOWANCE

1. Upon assignment to permanent duty qualifying a member for an initial civilian clothing allowance, an individual's command will submit a request for initial permanent duty civilian clothing allowance to the CMC (MCUB) via the Defense Finance and Accounting Service Center (DFAS), Support Services Division, Accounts Maintenance Section (FCTPT), Kansas City, MO 64197-0001. At the time of submission, the individual's command will also forward an "advance information copy" of the request to the CMC (MCUB).

2. All requests must be made by the commanding officer, who will attest to the amount of time that the individual will be assigned

duties that require the wear of appropriate civilian clothing vice a uniform. This request should include the following statement: "This Marine will be required to wear civilian clothing full-time for official duty for approximately (number) months."

3. All requests for these allowances must include the individual's effective date of assignment to qualifying duty, end of current contract date, and rotation date.

4. Upon receipt of such requests, DFAS (FCTPT) will review the individual's pay record and endorse the request to include whether the individual previously received any civilian clothing allowances. This endorsement also will indicate the amount and date of any such civilian clothing allowance which was authorized during the previous 3-year period, as specified in paragraph 4303, following.

4302. CONDITIONS OF ENTITLEMENT

1. Upon assignment to a tour of permanent duty where the wear of civilian clothing is required for a substantial portion of time, by order of the CMC, enlisted personnel will be entitled to an initial permanent duty civilian clothing allowance. The effective date of the allowance will be the date of assignment to duty for which such allowance is authorized. Enlisted Marines must be on extended active duty and assigned to the one of the following types of duty when the wear of civilian clothing has been determined to be necessary and appropriate:

a. Duty at the White House, as determined by the military aide.

b. Congressional escort duties, as determined by the CMC (OLA).

c. Intelligence, security, or related activities.

d. Permanent or temporary duty in a foreign country when required by the host government or U.S. ambassador.

e. TAD with an explosive ordnance disposal or explosive detector dog handler unit to protect the president or other high-ranking official receiving Secret Service protection.

f. Law enforcement, military police, or criminal investigative duties.

g. Other duties as required by the commanding officer.

2. Reserve personnel who are under the in-kind clothing system are not eligible.

3. Only those officers who are on extended active duty assigned overseas, or performing temporary duty outside the United States from an overseas permanent duty assignment, are entitled to payment of an initial civilian clothing allowance per the provisions of MCO 10120.59.

4303. CIRCUMSTANCES RESTRICTING OR QUALIFYING ENTITLEMENT

1. An initial permanent duty civilian clothing allowance will not be paid more than one time in any 3-year period. Pursuant to that, a follow-on initial permanent duty civilian clothing allowance is authorized only when the following conditions are met:

a. An individual is reassigned to qualifying duty after 3 years has elapsed since the last payment of an initial permanent duty civilian clothing allowance.

b. An individual has a break of 12 months or more between qualifying assignments.

Note: If the above two conditions are not met, refer to paragraphs 4400 through 4403 of this Manual.

2. An initial permanent duty civilian clothing allowance will only be paid if an individual has at least 6 months of obligated service remaining, and it is anticipated that such individual will continue to serve in a qualifying assignment for at least 6 months.

3. Individuals who received a temporary duty civilian clothing allowance (paragraph 4500) within the preceding 12 months of commencing a qualifying permanent duty assignment, will be entitled to the difference between the temporary duty amount received and the initial permanent duty civilian clothing allowance.

4. During the period an individual is on assignment which requires the wear of civilian clothing, the cash CRA will continue to accrue to the individual as prescribed in section 2 of this chapter.

4304. HOW PAID. The Marine's commanding officer will report the credit of the initial permanent duty civilian clothing allowance by unit diary statement, as required by MCO P1080.35, upon receipt of written order of the CMC.

4305. RELATIONSHIP TO OTHER CLOTHING ALLOWANCES. The initial permanent duty civilian clothing allowance is considered an extra clothing allowance and is furnished in addition to other clothing allowances to which an individual may be entitled.

4306. PERSONNEL ASSIGNED DUTIES WITH THE FOREIGN ESTABLISHMENT OF THE DEPARTMENT OF STATE

1. Enlisted personnel of the Marine Corps, when assigned duties with the foreign establishment of the Department of State, will be provided the initial permanent duty civilian clothing allowance and civilian clothing replacement allowances per paragraphs 4300 through 4303, and 4400 through 4403 of this Manual.

2. This allowance will be paid upon certification of qualifications by the Commanding Officer, MSGBn.

3. The Commanding Officer, MSGBn may elect to authorize an up-front payment of 2 years worth of the civilian clothing replacement allowance along with the initial permanent duty civilian clothing allowance. The following limitations apply:

a. This up-front payment is limited to one time in a Marine's career.

b. Marines who receive the up-front payment will not be authorized another replacement allowance until 3 years has elapsed from the date of the initial payment

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>SECTION 4: CIVILIAN CLOTHING REPLACEMENT ALLOWANCE

4400. GENERAL INFORMATION

1. The civilian clothing replacement allowance is an annual allowance intended to provide funds to individuals who received an initial civilian clothing monetary allowance who serve more than 1 year in positions requiring the wear of civilian clothes.

2. The amount which is authorized as a civilian clothing replacement allowance is prescribed by the Secretary of Defense and will not exceed one third of the permanent duty civilian clothing allowance. The rate is published annually in a Marine Corps bulletin in the 10120 series.

4401. CERTIFICATION AND PAYMENT OF CIVILIAN CLOTHING REPLACEMENT ALLOWANCES. The Marine's commanding officer will certify an individual's qualifications for the allowance and report the credit by unit diary statement as required by P1080.35. The allowance will be recertified annually.

4402. CONDITIONS OF ENTITLEMENT. The civilian clothing replacement allowance may be authorized to individuals who serve in a qualifying assignment for more than 1 year, individuals who are reassigned to a qualifying assignment if less than 3 years has elapsed from the last payment of an initial permanent duty civilian clothing allowance, or individuals who have a break of less than 12 months between qualifying assignments.

4403. CIRCUMSTANCES RESTRICTING OR QUALIFYING ENTITLEMENT

a. An individual who is reassigned to duty requiring the wear of civilian clothing within 3 years of receiving an initial permanent duty civilian clothing allowance, or when less than 12 months has elapsed between qualifying assignments, may be authorized the civilian clothing replacement allowance on the date reassigned or the anniversary of the date of any previous civilian clothing allowance, whichever occurs later.

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b. A civilian clothing replacement allowance will be authorized only if the member has at least 6 months obligated service remaining, and it is anticipated that the individual will continue to serve in an assignment which requires the wearing of civilian clothing for at least 6 months.

4404. RELATIONSHIP TO OTHER CLOTHING ALLOWANCES. The civilian clothing replacement allowance is considered an extra clothing allowance and is furnished in addition to other clothing allowances to which an individual may be entitled.

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>SECTION 5: TEMPORARY DUTY CIVILIAN CLOTHING ALLOWANCES

4500. GENERAL INFORMATION

1. The purpose of the temporary duty civilian clothing allowance is to provide funds to those Marines who require the wear of civilian clothing a substantial portion of the time (i.e., 50 percent or more of official duty time) while TAD for 15 days (consecutive or cumulative) in a 30-day period, or 30 days (consecutive or cumulative) in a 36-month period.

2. The amounts authorized as temporary duty civilian clothing allowances are prescribed by the Secretary of Defense and will not exceed one third of the initial permanent duty civilian clothing allowance for the 15-day rate, and two thirds of the initial permanent duty civilian clothing allowance for the 30-day rate. These rates are published annually in a Marine Corps bulletin in the 10120 series.

4501. REQUESTS FOR TEMPORARY DUTY CIVILIAN CLOTHING ALLOWANCES. Requests for temporary duty civilian clothing allowances will be submitted per the instructions contained in paragraph 4301, preceding, for the submission of requests for initial permanent duty civilian clothing allowances. The request must include all information specified in paragraph 4301 and the start and end dates of the qualifying TAD.

4502. CONDITIONS OF ENTITLEMENT. An individual may be authorized a temporary duty civilian clothing allowance when performing qualifying TAD for at least 15 consecutive or cumulative days in a 30-day period, or at least 30 consecutive or cumulative days in a 36-month period. The 15-day qualification does not apply to Explosive Ordnance Disposal and Explosive Detector Dog personnel, Defense Courier Service couriers, and On-Site Inspection Agency military personnel. These individuals

receive the maximum temporary duty civilian clothing allowance for 30 days upon their initial temporary duty travel requirement.

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4503. CIRCUMSTANCES RESTRICTING OR OUALIFYING ENTITLEMENT

1. The maximum amount payable for all TAD performed in any 36-month period will not exceed the maximum prescribed for the 30-day period. The 30-day allowance payment will be less any amount paid within the past 36-month period for temporary duty under paragraph 4502, preceding.

2. Marines who received an initial or replacement civilian clothing allowance within 12 months of performing a qualifying period of TAD, are not authorized a temporary duty civilian clothing allowance.

4504. RELATIONSHIP TO OTHER CLOTHING ALLOWANCES. The temporary duty civilian clothing allowance is considered an extra clothing allowance and is furnished in addition to other clothing allowances to which an individual may be entitled.

4505. HOW PAID. The Marine's commanding officer will report the credit of the temporary duty civilian clothing allowance by unit diary statement, as required by MCO P1080.35, upon receipt of written order of the CMC.

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CASH ALLOWANCES

SECTION 6: PERSONAL ITEMS CASH ALLOWANCE FOR FEMALES

4600. VALUE OF. The personal items cash allowance is a portion of the initial clothing allowance. This allowance is paid in cash on a one-time basis for the purpose of purchasing underclothing, black pumps, hose, and other personal items not stocked within the Marine Corps Supply System. The value of this allowance is published annually in a Marine Corps bulletin in the 10120 series.

4601. HOW PAID. The personal items cash allowance is paid to the individual through JUMPS/MMS as indicated in paragraph 4102 of this Manual.

4602. CONDITIONS OF ENTITLEMENT. When an enlisted female becomes entitled to the initial clothing allowance, she becomes entitled to the personal items cash allowance simultaneously, since this allowance is part of the initial clothing allowance.

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CHAPTER 5

CLOTHING ALLOWANCES FOR THE MARINE CORPS DESERVE

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CHAPTER 5

CLOTHING ALLOWANCES FOR THE MARINE CORPS RESERVE

SECTION 1: GENERAL INFORMATION

5100. SCOPE

1. The individual uniform clothing allowances to which enlisted personnel of the Marine Corps Reserve may become entitled are as follows:

- a. MRL.
- b. Initial issue allowances.
- c. The personal items cash allowance (paid in the individual's regular pay).
- d. Individual uniform clothing allowances for reservists assigned to extended active duty, officers procurement program, or duty under the FTS program.
- e. Women's maternity uniform allowance.
- f. Units small dress blue allowances.

2. Special extra clothing allowances are also authorized for Navy Reserve hospital corpsmen, dental technicians, and religious program specialists.

3. These allowances are published annually in a Marine Corps bulletin in the 10120 series.

4. General information concerning entitlement, issue, retention,

and recovery of the individual uniform clothing items is contained in sections 2 and 3 of this chapter.

5. Criteria used to determine authority for entitlement for enlisted members of the FTS program are found in chapter 2.

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CHAPTER 5

CLOTHING ALLOWANCES FOR THE MARINE CORPS RESERVE

SECTION 2: ENTITLEMENT AND RESTRICTIONS TO ENTITLEMENT

5200. ENTITLEMENT

1. A Marine Corps bulletin in the 10120 series, published annually, contains the individual clothing allowances. The allowances appearing therein are authorized for issue under the in-kind issue system to enlisted personnel of the Marine Corps Reserve under the conditions prescribed for each allowance and subject to the restrictions contained in paragraphs 5201 through 5203, following.

2. Enlisted personnel in an IRR status may be issued, under the in-kind issue system, only clothing which was either recovered or not previously issued by Regular Marine Corps or SMCR units up to the Reserve MRL. This may only be done upon specific approval of the CG, Marine Corps Reserve Support Center (MCRSC), Overland Park, Kansas.

3. Personnel enlisting in the Marine Corps Reserve after being separated from a service other than the Marine Corps will be provided clothing under the in-kind issue system. Entitlement to the applicable allowance(s) is authorized without regard to clothing retained upon separation from the other service.

5201. RESTRICTIONS TO ENTITLEMENT. Enlisted personnel of the Marine Corps, who have previously obtained clothing under the CMA System while on active duty in the Marine Corps, will use such clothing in performing Reserve service. Individuals reporting for further service with a Marine Corps Reserve organization after being separated from active duty shall be required to report with all individual uniform clothing items in their possession.

1. Clothing deficient to that contained in the Reserve MEL may be provided under the in-kind issue system when it has been determined by the unit commander that no fault or negligence on the part of the individual is involved.

2. Clothing deficient to that contained in the Reserve MRL will be replaced by the individual by cash sales or checkage when it is determined by the unit commander that there is fault or negligence on the part of the individual.

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5202. WOMEN'S MATERNITY UNIFORM ALLOWANCE

1. Authorized Allowance. The authorized allowance is published annually in a Marine Corps bulletin in the 10120 series.

2. Authorization and Restrictions

a. Pregnant enlisted Marines who expect to remain in an active Reserve status beyond the time when they can no longer wear the service/utility uniform properly will be issued the maternity uniform on a one-time basis.

b. No other allowance will be provided for subsequent pregnancies.

c. Enlisted Marines are required to present to their commanding officer a certification of pregnancy, signed by a proper medical officer, for entitlement to the one-time maternity uniform supplementary allowance and for subsequent submission of form NAVMC 604b.

d. Supplementary issues of maternity uniforms shall be recorded on form NAVMC 631A. Form NAVMC 631A and the certificate of pregnancy will then be filed in the unit supply office.

5203. SPECIAL INITIAL SERVICE UNIFORM ALLOWANCES FOR NAVY RESERVE HOSPITAL CORPSMEN, DENTAL TECHNICIANS, AND RELIGIOUS PROGRAM SPECIALISTS

1. Authorized Allowances. The authorized allowances are published annually in a Marine Corps bulletin in the 10120 series.

2. Authorizations and Restrictions. Drilling Selected Naval Reserve hospital corpsmen, dental technicians, and religious program specialists on inactive duty assigned to SMCR support (Program Nine/Five) units will be given a 30-day option period in which to elect/not to elect to wear Marine Corps service uniforms. Those who elect to wear and maintain Marine Corps service uniforms will be provided the special initial service uniform allowance. Navy personnel who receive the service uniform allowance will be required to wear these uniforms as directed for the duration of their continuous service with Marine Corps organizations and will

abide by Marine Corps uniform and grooming regulations (MCO P1020.34).

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CHAPTER 5

CLOTHING ALLOWANCES FOR THE MARINE CORPS RESERVE

SECTION 3: ISSUE, RETENTION, AND RECOVERY INSTRUCTIONS

5300. ISSUE INSTRUCTIONS. All issues and recoveries made under the in-kind issue system shall be recorded on the Individual Clothing Record (form NAVMC 631 or 631A). The total cost of uniform clothing issued to SMCR personnel will be charged to the Reserve Personnel, Marine Corps appropriation current at the time the issue actually occurs.

1. Enlisted personnel of the Marine Corps Reserve upon reporting for recruit training will be issued the clothing allowance contained in the applicable Marine Corps bulletin in the 10120 series.
2. Reserve enlisted personnel assigned to active duty for training in excess of 30 days will possess, as a minimum, those items contained in the Reserve MEL.

5301. RETENTION INSTRUCTIONS

1. Except as provided in paragraph 5302, enlisted personnel of the Marine Corps Reserve may retain all articles of individual uniform clothing in their possession upon separating from an SMCR unit.
2. Prior to effecting the separation of enlisted personnel from an SMCR unit, commanders shall ensure that the personnel are advised of the following:
 - a. Individuals who reenlist into or return to duty with an SMCR unit will be required to bring with them all individual uniform clothing items which were in their possession upon separation.
 - b. Individuals transferred to the IRR after separation from an SMCR unit will retain the clothing in their possession upon separation for use in performing further service.
 - c. Individuals with obligated service who reenlist, accept an FTS contract, or are recalled into the Marine Corps shall be directed to bring with them all individual uniform clothing items

in their possession upon separation.

d. Enlisted personnel of the IRR will be required to maintain uniforms so long as they have a Ready Reserve agreement in effect.

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3. Paragraphs 5201.1 and 2, preceding, provide guidelines to be followed when in-kind issues are required due to clothing deficiencies to those items contained in the applicable Marine Corps allowances.

4. Individuals returning from initial active duty training at an MCRD will retain all articles of uniform clothing issued (initial active duty allowance) for further duty with the Marine Corps Reserve. Replacement of unserviceable uniform items is authorized to maintain the reservist's onhand clothing at the Reserve MRL quantities.

5302. RECOVERY INSTRUCTIONS. All clothing less worn socks, underclothing, general purpose trunks, gloves, and footwear issued under the in-kind issue system will be recovered upon discharge of the individual from the Reserve for the reasons contained in paragraph 1501, preceding.

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CHAPTER 5

CLOTHING ALLOWANCES FOR THE MARINE CORPS RESERVE

SECTION 4: MARINE CORPS RESERVE UNIT DRESS BLUE UNIFORM ALLOWANCE

5400. DRESS BLUE UNIFORM ALLOWANCE. SMCR units are authorized the issue of six medium dress blue uniform allowances at each Marine Corps Reserve training center. When there is more than one unit at a center, six medium dress blue uniform allowances (either male or female) are authorized for all of the units located at the center. Items which constitute medium dress blue allowances (male and female) are listed in the current applicable Marine Corps bulletin in the 10120 series.

5401. RECOVERY AND REISSUE. The dress blue uniform items issued under the provisions of paragraph 5400 shall be recovered upon

transfer/separation of the reservist from duty for which the allowance was authorized and shall be retained for reissue.

5402. REQUISITIONING. Requisitions for the dress blue uniform items will be submitted per the instructions contained in paragraph 1301.2b(2).

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CHAPTER 6

MARINE CORPS RESERVE CLOTHING SYSTEM

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CHAPTER 6

MARINE CORPS RESERVE CLOTHING SYSTEM

SECTION 1: GENERAL INFORMATION

6100. DEFINITION. The clothing issue system of the Marine Corps

Reserve is an in-kind system whereby items of uniform clothing are initially furnished as they may be required, and replacement thereafter is accomplished by a direct exchange of garments (unserviceable for serviceable).

6101. DISTINGUISHING FEATURES. The facts that apply to the in-kind clothing issue system and help differentiate it from other systems in use are as follows:

1. Initial allowances are prescribed by the CMC.
2. No CRA is provided.
3. Replacement issues are made on an item-for-item basis.
4. Individual clothing records are maintained indicating the amounts of clothing issued and on charge to an individual.

6102. APPLICABILITY

1. The in-kind clothing issue system is used within the Marine Corps only when:

a. Clothing is issued to personnel of the Marine Corps Reserve by a Reserve organization.

b. Clothing is issued to reservists in the several officer procurement programs.

c. Clothing is issued to personnel attending initial active duty for training.

d. Clothing is issued to IRR's attending periods of active duty for training upon approval of the CG, MCRSC, Overland Park, Kansas.

2. Clothing for enlisted Navy reservists attached to Marine Corps Reserve units will be issued per the guidance contained in CHNAVRESINST 1540.3.

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INDIVIDUAL CLOTHING REGULATIONS

6103. ISSUE PROCEDURES AND MISCELLANEOUS INSTRUCTIONS

1. Instructions relative to issue procedures under the in-kind issue system as it applies to the Marine Corps Reserve, and to other particulars relative thereto except for those addressed in chapters 2 and 3, are contained in this chapter.

2. Articles of clothing furnished personnel under the in-kind issue system may be new or in Condition Code B (RC 1/2).

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 6

MARINE CORPS RESERVE CLOTHING SYSTEM

SECTION 2: ADMINISTRATION OF THE IN-KIND ISSUE SYSTEM

6200. GENERAL INFORMATION. The instructions contained in this section provide the data required for the implementation of the in-kind issue system and are equally applicable in effecting clothing issues to enlisted personnel of the Marine Corps Reserve.

6201. ALLOWANCES

1. Enlisted personnel of the Marine Corps Reserve (except reservists reporting for recruit training, those on active duty, those on extended active duty, or those on the FTS program) are furnished individual uniform clothing, within established allowances, by their parent Reserve organization through issues under the in-kind clothing issue system. The items which comprise current allowances for enlisted Marines are contained in a separate Marine Corps bulletin in the 10120 series which is published annually.

2. After initial issues have been effected, replacement of articles will be made on a direct exchange basis except for undershirts and drawers for men and the personal items cash allowance for women which are all one-time initial issues.

6202. PROCUREMENT BY INDIVIDUALS

1. Enlisted personnel requiring clothing will use a Combined Individual Clothing Requisition and Issue Slip (form NAVMC 604 or 604b, as appropriate) as their requisition for such clothing. These forms will be prepared per the instructions outlined herein.

2. A separate requisition is required for:

- a. Issues, in duplicate.
- b. Cash sales, in duplicate.
- c. Checkage sales, in triplicate.

3. These forms, properly prepared, will be submitted by the individual to the unit commander for approval and forwarding to the unit responsible officer. Instructions are contained on the reverse of these forms relative to the manner in which they will be prepared.

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6203

INDIVIDUAL CLOTHING REGULATIONS

6203. APPROVING FORM NAVMC 604 OR 604b

1. Approval of individual clothing requisitions submitted by enlisted personnel is the responsibility of their unit commander. When approving individual requisitions, unit commanders will ensure, by clothing inspections and comparison with the individual clothing record, that the articles requisitioned are actually required and are within prescribed allowances.
2. Approved requisitions will not be returned to the enlisted person but will be forwarded to the responsible officer by the unit commander.
3. Requests from personnel for gratuitous replacement of clothing articles should be disapproved when the articles are missing and there is no satisfactory explanation for the loss, or the articles are unserviceable and have not been in the individual's possession long enough to become unserviceable through normal use. Replacement issues for articles avoidably lost or destroyed will be made by cash sale or checkage of the individual's pay account.
4. The sale of all items of individual uniform clothing to personnel of the Marine Corps Reserve is authorized. In approving sales, unit commanders shall assure themselves that all articles sold are for the specific use of the individual concerned. Individual clothing issued or sold to these personnel is intended for wear while performing Reserve duty; it is not intended for wear for civilian work purposes or other unofficial wear by the individual.
5. Checkage sales when made to personnel of the Marine Corps Reserve will be accomplished in the same manner as for personnel who are furnished clothing under the CMA System (see paragraph 1602, preceding).

6204. INDIVIDUAL CLOTHING RECORD. Clothing on charge to enlisted personnel will be recorded on the Individual Clothing Record (form NAVMC 631 or 631A, as appropriate) and retained in the unit supply section. Responsibility for the preparation and maintenance of clothing records rests directly with the unit commander; however, details of administration may be delegated to appropriate assistants. Care shall be exercised by all personnel having

official access to the records to prevent unauthorized entries.

6205. UNIFORM ALTERATIONS

1. Activity commanders are responsible for the proper fit of uniform clothing on personnel of their respective commands and shall ensure that all alterations, either at Government expense or

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INDIVIDUAL CLOTHING REGULATIONS

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at the expense of the individual, conform to the intent of the regulations. The wearing of improperly fitted or improperly altered uniform clothing is prohibited. TM-10120-15/1 provides guidance on the proper fitting techniques of and authorized alterations to uniform clothing.

2. Activity commanders are cautioned that stocks of seldom used and/or altered clothing are not desirable and should be avoided. Local tailors should be cautioned not to cut away excess material when performing alterations so that realterations may be accomplished.

6206. TRANSFER OF ENLISTED PERSONNEL BETWEEN SELECTED MARINE CORPS RESERVE UNITS. When enlisted personnel are transferred within the SMCR, the individuals will be allowed to retain the uniform clothing in their possession. The individual clothing record of the person, along with the duplicate copies of individual clothing requisitions on file for replacement issues, will be placed in the person's SRB and forwarded to the reservist's new commander. At the time of transfer, the person's new commander shall conduct an inventory of the clothing in the enlisted reservist's possession. The inventory will be completed by an officer and compared with the quantity charged to the individual as listed on the clothing record. Discrepancies discovered by the inspections will be reconciled by issues/sales, as necessary, to complete the individual's clothing allowance. The type of replacement to be made will be predicated on the reason for the shortage (paragraph 5201 refers).

6207. DISPOSITION OF RECOVERED CLOTHING

1. Recovered individual uniform clothing suitable for renovation will be renovated by laundering or drycleaning, as appropriate, and will be given priority of issue over new items to meet replacement requirements.

2. All recovered clothing which is unserviceable and not suitable for reissue will be disposed of per normal disposal instructions.

Clothing which has not been worn, marked, or altered: (Condition Code A) will be processed per paragraph 6213, following.

3. Clothing which has been worn, marked, or altered (Condition Code B (RC 1/2)), and in all respects is fit for reissue, may be retained in an amount equal to a projected 180-day requirement. Clothing which is excess to a 180-day requirement shall be turned in to the nearest DoD disposal activity as declared service excess. Condition Code B recovered clothing will not be returned to the stores system.

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INDIVIDUAL CLOTHING REGULATIONS

6208. REPLACEMENT OF CLOTHING LOST, DESTROYED, OR DAMAGED

1. Individual clothing of enlisted personnel in the Marine Corps Reserve who receive clothing under the in-kind issue system may be replaced if such clothing has been lost, destroyed, damaged, or abandoned incident to their service provided:

a. Such clothing was necessary or proper under attendant circumstances for the individual concerned.

b. Such clothing was not in excess of the authorized allowance plus additional allowances, if presently entitled thereto.

c. The unit commander determines that there is no fault or negligence on the part of the individual.

2. Enlisted personnel entitled to clothing under the foregoing provisions of this paragraph, but who are unable to draw clothing prior to their transfer from the organization because of nonavailability of the replacement clothing, shall have placed in their SRB a certificate listing the articles due the individual and signed by an officer authorized to approve such issues. Upon joining a new organization, individuals shall be issued the items to which they are entitled.

a. For those members of the SMCR, the SRB shall be presented at the time of the clothing issue; and appropriate deletion shall be made from the certificate. After the articles have been issued, the certificate shall be removed from the SRB and destroyed.

b. For those members of the IRR, the approved form shall be forwarded to the CG, MCRSC, Overland Park, Kansas, for inclusion in the individual's SRB.

6209. INITIAL ISSUES AND REPLACEMENT ISSUES

1. All issues of individual uniform clothing are made on the basis

of form NAVMC 604 or 604b.

2. Inasmuch as personnel who receive clothing under the in-kind issue system do not receive a CRA, replacement issues are authorized as follows. Recovered and renovated clothing will be issued to meet these requirements.

a. Articles which have become worn and unserviceable through normal service use will be replaced on an in-kind basis when items and quantities are within authorized allowances. Unserviceable garments which are excess to authorized allowances will be recovered without replacement and disposed of as salvage.

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INDIVIDUAL CLOTHING REGULATIONS

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b. When physical profile changes of Marine Corps Reserve personnel who are within 6 months of their initial issue are such that authorized alterations will not provide a fit that meets acceptable standards of appearance, improperly fitted garments will be replaced on an in-kind basis. Reservists not within 6 months of their initial issue will be required to replace such items through cash or checkage sales.

3. In effecting issues under the foregoing instructions, issuing authorities shall make issues to enlisted personnel upon receipt of the properly approved form NAVMC 604 or 604b. If the issue involves a replacement, care shall be exercised by issuing personnel to ensure that the articles involving replacement are obviously unserviceable, and that articles are being surrendered by the proper individual or that the replacement is on an otherwise authorized basis. In the event articles are presented which are not unserviceable or not otherwise authorized to be replaced, the activity commander shall be promptly advised.

4. Requisitioning instructions for replacement issues of the women's black pump dress shoes are contained in UM 4400-15, paragraph 22008.5.

6210. ISSUE BY CHECKAGE OR CASH SALE

1. Replacement issues for articles of clothing avoidably lost or destroyed shall be accomplished by checkage of individual's pay account or cash sale.

2. Checkage sales are not authorized unless a personal hardship would accrue in the case of enlisted reservists. Checkage sales may be approved only under the provisions of paragraph 1602, preceding.

3. The sale of all items of individual uniform clothing to

personnel of the Marine Corps Reserve is authorized. In approving such sales, activity commanders shall assure themselves that articles to be sold are for the specific use of the individual concerned.

4. The approved form NAVMC 604 or 604b shall be used as the cash sale slip when cash sales of individual uniform clothing are made from Marine Corps Reserve unit stocks. Personnel of Marine Corps Reserve organizations located adjacent or in close proximity to an RCO/MCSS may purchase individual uniform clothing on a cash sale basis from available stocks of that outlet/store upon presentation of an approved form NAVMC 604 or 604b to authorize the sale. Upon completion of the sale, the reservist will sign the form NAVMC 604 or 604b in the space provided to indicate receipt of authorized items; and the RCO/MCSS representative will annotate the form

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INDIVIDUAL CLOTHING REGULATIONS

NAVMC 604 or 604b to indicate receipt of payment. The signed and receipted form NAVMC 604 or 604b will be returned via mail by the RCO/MCSS to the commanding officer of the unit listed on the individual's form NAVMC 604 or 604b.

6211. ISSUES OF ENLISTED PERSONNEL GRADE INSIGNIA. These items shall be provided on form NAVMC 604 or 604b to the reservist when the garment requiring them is either issued or sold to the individual, when replacement is required, or when the individual is promoted or reduced in grade.

6212. CLOTHING INSPECTIONS/INVENTORIES. Commanders of SMCR units shall cause annual clothing inspections/inventories to be held. These inspections/inventories shall serve to determine whether the clothing in the possession of enlisted personnel is in a serviceable condition and that the required quantity of clothing is also in their possession. Inspections/inventories shall always be made immediately upon transfer or joining of an individual.

6213. DISPOSITION OF EXCESS NEW CLOTHING. New uniform clothing for men and women (Condition Code A) which cannot be issued/sold to the individual for whom it was requisitioned and for which there is no other requirement during the next scheduled drill will be shipped to the RCO of the nearest MCRD, using a transfer document (DD Form 1348-1) as outlined in UM 4400-15.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 6

MARINE CORPS RESERVE CLOTHING SYSTEM

SECTION 3: REQUISITIONING

6300. MARINE CORPS RESERVE ESTABLISHMENT

1. Upon receipt of an approved form NAVMC 604 or 604b, requirements for like items will be consolidated, when feasible, and submitted per the instructions contained in UM 4400-15 or UM 4400-124, as applicable, to the ordering unit.
2. The name(s) of the individual(s) will be annotated in the "remarks" section of the unit supply document register. This will relate document numbers to the supporting form NAVMC 604 or 604b.
3. Pending receipt of clothing, form NAVMC 604 or 604b will be filed in alphabetical sequence.
4. Upon approval of the activity commander operating an RCO/MCSS, Reserve units located adjacent or in close proximity to the outlet/store may be issued uniform clothing if the required items are stocked and available for over-the-counter issues, per the instructions contained in the applicable RCO/MCSS operating procedures.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 6

MARINE CORPS RESERVE CLOTHING SYSTEM

SECTION 4: ACCOUNTING AND SUPPLY ADMINISTRATION

6400. RECEIPT AND ISSUE/SALE OF CLOTHING BY RESERVE UNITS. Upon receipt of clothing items requested, the form NAVMC 604 or 604b and the retained copy of the requisition will be removed from the file and processed as follows:

1. Segregate the clothing received, utilizing the retained copy of the requisition for determining items requested by the individual.
2. Issue/sell the items received. The individual will initial after each item received and, when issues have been completed, will sign in the space provided.

3. Partial issues/sales will be accomplished as follows:

a. Initial/Replacement Issues. The reservist will initial the form NAVMC 604 or 604b after the items are received. Upon completion of the issue, the reservist will sign the form NAVMC 604 or 604b in the space provided. The original supports the disposition of the clothing received, will be annotated with the functional account number, and will be filed in alphabetical sequence by fiscal year. The duplicate will be distributed as follows:

(1) Initial Issues. Utilized for completion of the Individual Clothing Record (form NAVMC 631 or 631A) and destroyed.

(2) Replacement Issues. Filed directly behind the individual clothing record held in the unit supply section.

b. Cash Sales. At the time of sale, the reservist will sign the form NAVMC 604 or 604b in the space provided. Items which are not available for sale will be lined off and entered on a new form NAVMC 604 or 604b. The new form NAVMC 604 or 604b will be filed in alphabetical sequence, pending receipt of clothing on back order. The original sales slip, with items not available) lined out, will be attached to the retained copy of the Voucher for Disbursement and/or Collection (NavCompt Form 2277). The duplicate will be given to the individual making the purchase.

c. Checkage Sales. The reservist will initial the form NAVMC 604 or 604b after the items are received. Upon completion of the sales, the reservist will sign the form NAVMC 604 or 604b in the space provided. The completed original will be forwarded to the disbursing officer with form NAVMC 604A (original and

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INDIVIDUAL CLOTHING REGULATIONS

duplicate). The duplicate form NAVMC 604 or 604b will be annotated with the functional account number and filed in support of the returned signed copy of the form NAVMC 604a in date sequence and in a separate part of the cash/checkage sales portion of the voucher file. The triplicate form NAVMC 604 or 604b will be given to the individual making the purchase.

6401. DISPOSITION OF FUNDS DERIVED FROM CLOTHING SALES AND PREPARATION OF VOUCHERS FOR DISBURSEMENT AND/OR COLLECTION

1. Disposition of funds derived from the sale of individual uniform clothing to reservists and the preparation of the Voucher for Disbursement and/or Collection (NavCompt Form 2277) will be per UM 4400-15 and UM 4400-124, as appropriate. Monies derived from the sale of clothing to reservists may be deposited with the local

disbursing officer if available; otherwise, such monies will be deposited with the Marine Corps Support Activity, Kansas City, MO.

2. The following information will be shown on the NavCompt Form 2277:

- a. 17.1108.2731 RPMC (FY).
- b. Object Class 007.
- c. BCN (as appropriate).
- d. AAAN 00027.
- e. Type Code 3C.
- f. FAN 72805.

6402. INSTRUCTIONS FOR PURCHASE OF POSTAL MONEY ORDERS. Marine Corps Reserve units not directly supported by a disbursing office which must transmit funds derived from the sale of individual uniform clothing by means of a postal money order will purchase such postal money order as follows: The unit will deduct the cost of the postal money-order fee from the gross amount of the proceeds of sales. A record of the transaction will be shown on the face of the Voucher for Disbursement and/or Collection (NavCompt Form 2277) as follows:

Total funds derived from sales	\$20.00
Cost of postal money order	-1.25
Total value of cash transmitted	\$18.75

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 7

STOCK POINTS AND SOURCES OF SUPPLY (REGULAR ESTABLISHMENT)

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 7

STOCK POINTS AND SOURCES OF SUPPLY (REGULAR ESTABLISHMENT)

SECTION 1: SOURCES OF SUPPLY

7100. MEN'S/WOMEN'S INDIVIDUAL UNIFORM CLOTHING

1. The supply source for individuals of the Regular Establishment who are attached to activities operating or served by an RCO/MCSS shall be that outlet/store.
2. Individuals on special duty assignments who are unable to readily obtain individual uniform clothing from an RCO/MCSS may request the items through mail-order sales. See paragraph 1601.
3. When individuals not serviced by an RCO/MCSS are entitled to an issue of individual uniform clothing, commands will submit MILSTRIP requisitions to the Commander (RIC S9T), Defense Personnel Support Center, 2800 South 20th Street, Philadelphia, PA 19101-8419.

7101. MATERNITY UNIFORM ITEMS

1. The source of supply for all maternity uniform items is the Commander (RIC S9T), Defense Personnel Support Center, 2800 South 20th Street, Philadelphia, PA 19101-8419.
2. RCO's/MCSS's are authorized to stock all of the maternity uniform items for issue and sale.

7102. WOMEN'S PUMPS FOR ORGANIZATIONS AND INDIVIDUALS

1. The black pump dress shoes are not stocked in the Marine Corps Supply System. Approved pumps are made available to females through Marine Corps exchanges. Females will be provided with a cash allowance for purchase of one pair of pumps.
 - a. MCRD, Parris Island and MCCDC, Quantico. These activities will carry an approved pump.
 - b. Posts and Stations. Marine Corps exchanges at posts and stations where sufficient numbers of women marines are assigned will carry an approved pump when demands so justify.

2. When pumps are not stocked in the local Marine Corps exchange, individuals at activities of the Regular Establishment may request this item be ordered from another exchange. Or, if the individual desires, she may submit a request by mail order direct to the exchange officer at the MCRD, Parris Island. Such requests shall contain the name and grade of the individual, SSN, and home address or duty station, as appropriate. The Marine Corps exchange concerned may effect such a mail-order sale on a cash-with-order, cash-on-delivery, or deferred-payment basis, as approved by the commander. Shipping costs shall be borne by the individual. The individual shall indicate in her request the method of payment desired.

7103. NAME AND SERVICE TAPES. The source of supply for Marine Corps and Navy name and service tapes and instructions for requisitioning/purchase are published in a separate Marine Corps bulletin in the 10120 series.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 7

STOCK POINTS AND SOURCES OF SUPPLY (REGULAR ESTABLISHMENT)

SECTION 2: REQUISITIONING

PART A: SPECIAL MEASUREMENT UNIFORM CLOTHING

7200. GENERAL INFORMATION. Special measurement clothing consists of those items manufactured to the specific measurements of an individual. Special measurement clothing is authorized for supply only to those individuals who cannot be properly fitted with standard tariff or supplemental sizes Or by authorized alterations thereto.

7201. REQUISITIONING PROCEDURES

1. RCO/MCSS requisitions will be submitted per the instructions contained in MCO 4400.137.

2. Marine Corps commands/units which are not supported by an RCO/MCSS will submit requisitions per the instructions contained in UM 4400-15 or UM 4400-124, as applicable.

7202. PRICE. The price at which special measurement clothing will be sold to authorized personnel will be the standard price of the item listed in the current standard price list.

7203. DISPOSITION OF SPECIAL MEASUREMENT CLOTHING. Special measurement clothing which is excess to the needs of a command shall be turned in to the nearest Defense redistribution and marketing activity.

7204. MEASUREMENTS. The measurements to be taken to complete DD Form 358 or DD Form 1111 are self-explanatory. The only exception to the manner in which measurements are to be taken is shown in figure 7-1.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 7

STOCK POINTS AND SOURCES OF SUPPLY (REGULAR ESTABLISHMENT)

PART B: SPECIAL MEASUREMENT AND ORTHOPEDIC FOOTWEAR

7210. GENERAL INFORMATION. This part outlines procedures for requisitioning footwear for individuals who cannot be fitted properly with standard tariff or supplemental size boots or shoes.

7211. ENTITLEMENT AND ALLOWANCES

1. Special measurement footwear may be requisitioned for personnel who cannot be fitted from standard tariff size stocks.
2. Orthopedic footwear and orthopedic alterations to standard footwear will be furnished only to personnel of the Regular Establishment and Reserve on extended active duty.
3. The initial allowance of special measurement footwear shall be the same as that provided for in the applicable initial allowance list. When requisitioning for an individual for the first time, a "trial" pair will be ordered. When both low-quarter shoes and boots are required, the trial pair will be boots.

7212. DETERMINATION OF NEED

1. The necessity for special measurement footwear (including orthopedic footwear or orthopedic alterations) must be determined by a medical officer of the Navy.

2. If it is uncertain as to whether or not a requirement exists for special measurement footwear, the supply officer will refer the individual to a medical officer of the Navy Medical Department for final determination.

7213. ROUTINE PROCUREMENT

1. Upon determining that an individual cannot be fitted properly with standard tariff or supplemental size boots or shoes, the individual shall be referred to the local medical facility where a medical officer of the Navy Medical Department will measure the individual's feet.

2. The authority for the supply officer to initiate procurement action for special measurement footwear (including orthopedic footwear or orthopedic alterations to standard footwear) will be a

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INDIVIDUAL CLOTHING REGULATIONS

memorandum from the medical facility to the supply officer containing the following information:

a. A request that special measurement footwear (including orthopedic footwear or orthopedic alterations) be procured stating for whom the footwear is intended. A prescription prepared on a Special Measurement Blank - Boots and Shoes (DD Form 150) and signed by the medical department officer will be an enclosure to the memorandum.

b. Citation of the local station medical department allotment number and appropriation to be charged for procurement if the item is considered orthopedic footwear or an orthopedic alteration to standard footwear.

3. Upon receipt of the foregoing information, the supply officer will originate a request for the procurement of the footwear required. Requisitions will be prepared and submitted per the instructions contained in paragraph 7201.

7214. RECEIPT

1. Upon receipt, the supply officer will have the footwear delivered to the local medical facility for inspection and acceptance. Final inspection and acceptance are in all cases the responsibilities of the local medical facility.

2. When footwear does not properly fit the individual, the local medical facility will determine what modification of the special

measurement or orthopedic footwear is required. The local medical facility will appropriately annotate the fitting report and have the footwear and annotated fitting report returned to the Defense Orthopedic Footwear Clinic (RIC SIT), 495 Summer Street, Boston, MA 02210, for modification.

7215. ISSUE OR SALE

1. Special measurement footwear will be sold to authorized individuals at the current standard price.
2. Orthopedic footwear will be provided the authorized individual as a medical item without charge to the individual.
3. When orthopedic alterations to standard replacement footwear are made, the individual will be required to purchase the standard footwear only.

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INDIVIDUAL CLOTHING REGULATIONS

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7216. DISPOSITION OF FOOTWEAR. Special measurement or orthopedic footwear which is ordered for individuals who are discharged or deceased prior to receipt of the footwear shall be disposed of per DoD 4160.21-M.

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INDIVIDUAL CLOTHING REGULATIONS

INDIVIDUAL CLOTHING REGULATIONS

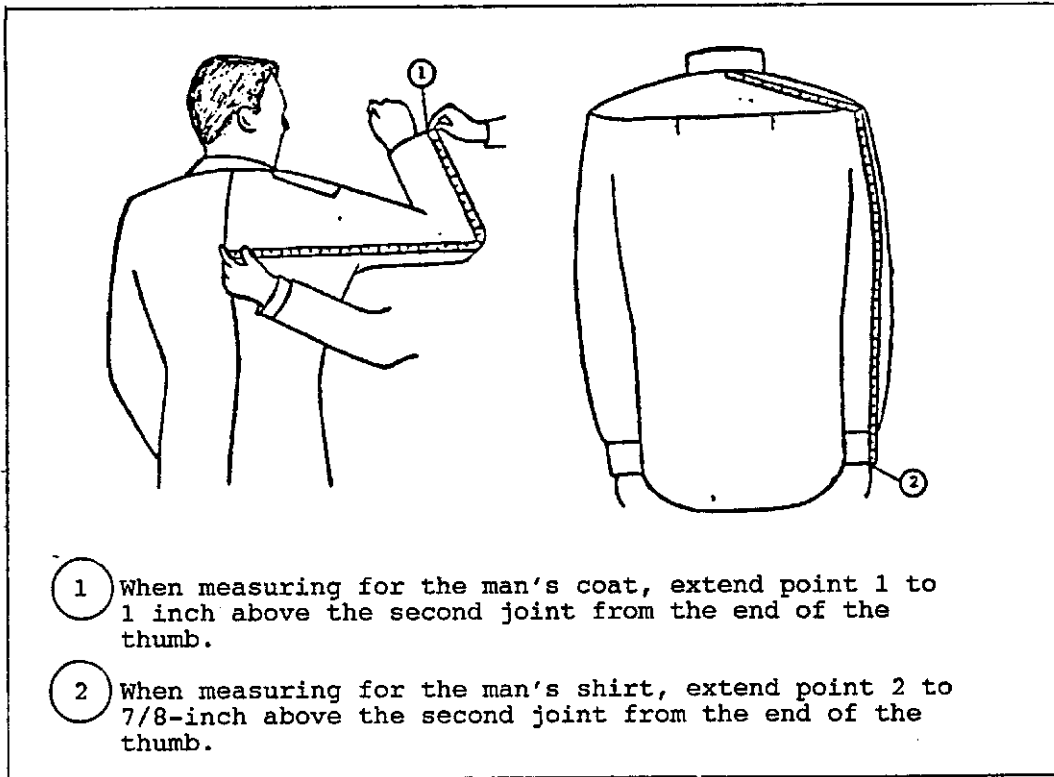


Figure 7-1.--Measurements for Shirt and Coat.

INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 8

MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL
CLAIMS REGULATIONS, ISSUES FOR THE BURIAL OF THE DEAD,
AND ISSUES FOR OTHER PURPOSES

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 8

MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL
CLAIMS REGULATIONS, ISSUES FOR THE BURIAL OF THE DEAD,
AND ISSUES FOR OTHER PURPOSES

SECTION 1: GENERAL INFORMATION

8100. SCOPE. The provisions of this chapter extend to the following categories of clothing issues:

1. Miscellaneous issues.
2. Replacement issues under the personnel claims regulations.

NOTE: The personnel claims regulations referred to herein are contained in JAGINST 5890.1,

enclosure (5).

3. Issues for the burial of the dead.
4. Issues for other purposes.

8101. MISCELLANEOUS ISSUES

1. Miscellaneous issues are those types of clothing issues which do not appropriately fit under the in-kind or CMA System.

2. The following types of clothing issues are considered "miscellaneous issues":

a. Issues made to absentees and deserters restored to full duty status.

b. Issues of a traveling uniform to prisoners (other than Marine Corps).

c. Issues for health and comfort of prisoners in a nonpay status.

d. Issues of a supplementary clothing allowance not specifically established in a supplementary allowance list (letter authorizations).

8102. REPLACEMENT ISSUES UNDER THE PERSONNEL CLAIMS REGULATIONS. Replacement issues under the personnel claims regulations are those in-kind reimbursements which are made to enlisted personnel for damage, loss, destruction, capture, or abandonment of uniform clothing incident to military service.

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8103. ISSUES FOR THE BURIAL OF THE DEAD. This type of issue is confined to providing the appropriate uniform required for the burial of the dead when uniforms of the deceased are not available or appropriate.

8104. ISSUES FOR OTHER PURPOSES

1. Issues for other purposes are defined as issues of individual clothing items from the account, which are financed by the allotment O&MMC held by the organization.

2. In general, this type issue consists of the following:

a. Issue of a traveling uniform to absentees, deserters, or returned prisoner personnel of the Army, Navy, Air Force, or Coast Guard.

b. Any clothing transferred from the individual clothing account to the organization for use as organizational property.

c. Issue of grade insignia, service stripes, and/or trousers stripes.

8105. ISSUES, HOW MADE. All of the preceding issues will be made on an item basis.

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INDIVIDUAL CLOTHING REGULATIONS

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MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL CLAIMS REGULATIONS, ISSUES FOR THE BURIAL OF THE DEAD, AND ISSUES FOR OTHER PURPOSES

SECTION 2: MISCELLANEOUS ISSUES

PART A: ISSUES TO ABSENTEES AND DESERTERS RESTORED TO A FULL DUTY STATUS

8200. ENTITLEMENT AND THE MANNER ISSUES ARE MADE

1. Individuals restored to a full duty status, after clothing has been recovered, shall be issued on an item basis those items indicated on the certificate of inventory contained in the individual's SRB as having been recovered in a serviceable condition. Worn gloves, underclothing, and socks which have been recovered will not be gratuitously replaced for the individual. The quantities of clothing which will be provided the individual under this authority will not exceed the amounts contained in the applicable MRL's current on that date.

2. When issues are made, the certificate will be removed from the SRB of the individual and used to support the supply officer's retained copy of the expenditure document used to expend the clothing so issued. If renovated clothing is not available, issues may be made from either of the following, in that order:

- a. Limited or substitute standard items.
- b. Oldest standard stock.

The individual will be required to purchase those items still

required after the preceding issue has been made, in order to bring the quantity of clothing in that person's possession up to the quantities prescribed in the applicable MRL.

3. Returning absentees and deserters who voluntarily report to a nonparent command will be required to purchase a minimum amount of uniform clothing items necessary to maintain acceptable standards of personal appearance until they have been transferred to their parent command and restored to a fully duty status. Serviceable uniform clothing may be purchased from available stocks of RC 1/2 clothing.

a. When it has been determined by the commander that a returning absentee or deserter attached to another command does not have access to sufficient funds for the purchase of required clothing, a checkage sale shall be processed to provide required clothing.

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b. The commander who approves the checkage shall ensure that the completed form NAVMC 604 or 604b is forwarded by a covering letter to the commander of the individual's parent unit in order that the checkage may be processed against the applicable pay record.

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SECTION 2: MISCELLANEOUS ISSUES

PART B: ISSUE OF A TRAVELING UNIFORM TO PRISONERS

8210. ENTITLEMENT AND METHOD OF ISSUE

1. When courts-martial prisoners are transferred and they do not possess the necessary traveling uniform, a suitable uniform, less insignia, will be issued as a "miscellaneous issue."

2. The traveling uniform will be expended from the individual's

clothing account. The expenditure document will include the individual's name, SSN, and a statement to the effect that the clothing has been issued to provide a necessary traveling uniform to a courts-martial prisoner.

3. This issue will be made from renovated clothing, when available. If renovated clothing is not available, issues will be made from either of the following, in that order:

- a. Limited or substitute standard items.
- b. Oldest standard stock.

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MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL CLAIMS REGULATIONS, ISSUES FOR THE BURIAL OF THE DEAD, AND ISSUES FOR OTHER PURPOSES

SECTION 2: MISCELLANEOUS ISSUES

PART C: ISSUES FOR HEALTH AND COMFORT

8220. HEALTH AND COMFORT ISSUES INCIDENT TO CONFINEMENT

1. Personnel who are confined to briggs on shore which are under Marine Corps jurisdiction will be required to have in their possession certain articles of individual uniform clothing as prescribed in SECNAVINST 1640.9, chapter 3.

2. Personnel who are in a pay status but who do not have the required items of clothing will be provided necessary articles on a cash and/or checkage sales basis. If, upon admission for confinement, personnel in a nonpay status do not possess the required articles, a health and comfort issue of individual uniform clothing, not to exceed the amounts prescribed by SECNAVINST 1640.9, shall be provided them as a "miscellaneous issue."

8221. ISSUES TO COURTS-MARTIAL PRISONERS GRANTED EMERGENCY LEAVE

1. Supply officers of activities designated as places of confinement for prisoners may, when directed by proper authority, provide necessary articles of uniform clothing to courts-martial prisoners who are granted emergency leave.

2. If an individual granted emergency leave is in a nonpay and

allowance status, the issue rendered the individual will be expended from the account as a miscellaneous issue. Upon return from such leave, the clothing furnished the individual will be applied against the clothing allowance to which the individual may be entitled; or, if the individual is not entitled to a clothing allowance, the outer garments furnished will be recovered. If the individual is in a pay and allowance status, the clothing furnished will be subject to checkage upon issue.

8222. ISSUES TO COURTS-MARTIAL PRISONERS AWAITING AUTHORITY TO BE RESTORED TO DUTY. OR AWAITING ACTION BY THE JUDGE ADVOCATE GENERAL OF THE NAVY OR APPELLATE REVIEW

1. Supply officers of activities designated as places of confinement may, when directed by proper authority, provide

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necessary uniform clothing to personnel who have completed confinement and are awaiting authority to be restored to full duty, or are awaiting action by the Judge Advocate General of the Navy or appellate review.

2. Personnel in the foregoing categories may be issued a minimum amount of uniform clothing necessary to maintain acceptable standards of personal appearance which is to be expended from the account as a miscellaneous issue. If authority is subsequently received to restore the individual to a full duty status, the clothing issued under the foregoing authority will be deducted from the remainder of the clothing to which the individual may be entitled. If the individual is not restored to a full duty status and is not otherwise entitled to an issue of clothing, then all outer garments furnished that individual will be recovered.

8223. HEALTH AND COMFORT ISSUE FOR HOSPITALIZED PERSONNEL. Enlisted Marines who are not in possession of their uniform clothing due to hospitalization (medical evacuees) (MEDEVACS) may be provided articles of uniform clothing as are necessary for the acceptable standards of personal appearance, which is to be expended from the account as a miscellaneous issue.

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MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL
CLAIMS REGULATIONS, ISSUES FOR THE BURIAL OF THE DEAD,
AND ISSUES FOR OTHER PURPOSES

SECTION 2: MISCELLANEOUS ISSUES

PART D: ISSUES OF SUPPLEMENTARY ALLOWANCES NOT SPECIFICALLY
ESTABLISHED IN PUBLISHED LISTS

8230. GENERAL INFORMATION. In general, all supplementary allowances have been assigned a specific code and functional account number (FAN) under which they are to be reported. Since all issues of this type cannot be provided a separate code or FAN for reporting purposes, those issues which are authorized and do not appear in a published supplementary allowance will be charged and issued as a miscellaneous issue.

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MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL
CLAIMS REGULATIONS, ISSUES FOR THE BURIAL OF THE DEAD,
AND ISSUES FOR OTHER PURPOSES

SECTION 3: REPLACEMENT ISSUES UNDER THE PERSONNEL CLAIMS
REGULATIONS

PART A: GENERAL INFORMATION

8300. SUBMISSION

1. The procedures outlined in JAGINST 5890.1, enclosure (5), and the instructions contained in this part will be observed in the submission, administration, and approval of claims submitted by enlisted personnel for the replacement of uniform clothing items under this provision.

2. Claims submitted under these instructions will include only articles of individual uniform clothing. Should an individual desire to submit a claim for personal property, an additional claim covering all items except individual uniform clothing must be submitted. In the latter case, the procedures outlined in JAGINST 5890.1, enclosure (5), will be observed; and the instructions contained in this part are not applicable.

8301. INFORMATION FOR ADJUDICATING AUTHORITIES

1. The money value of uniform clothing issued per the instructions contained in this part is ultimately chargeable against the DoD claims appropriations. Accordingly, a post audit of claims forwarded to HQMC is necessary to ensure that claims have been properly approved and are chargeable against the stated appropriation. In this connection, the appropriation can only be used in the payment of claims that are valid under JAGINST 5890.1, enclosure (5). Therefore, it is the responsibility of the adjudicating authority to determine the validity of each claim before approving it.

2. In order to clarify the meaning and implications of JAGINST 5890.1, enclosure (5), relative to classes of claims payable and to preclude misinterpretation by adjudicating authorities, the following is specifically devoted to discussion of some of the classes of claims.

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NOTE: Paragraph and enclosure referrals in the following are keyed to JAGINST 5890.1.

a. Paragraph 5b, Losses at Assigned Quarters or Other Authorized Places

(1) Major Elements Required. The important factors in this class of claim are:

(a) The damage or destruction is caused by fire, flood, hurricane, or an occurrence of equally serious importance.

(b) The location of the property at the time of such damage or destruction.

(2) Discussion

(a) Definition of Quarters. The term "quarters" for this purpose means quarters provided in kind by the Government wherever situated and quarters assigned by military authority, including permanent or temporary housing units on naval installations, or any quarters occupied by the claimant outside the United States.

(b) Definition of Other Authorized Places. "Other authorized places," as used in this class of claim, must be places designated by superior authority for the reception of the property.

(c) Exclusion. Losses in quarters inside the United States, which were not provided in kind by the Government or assigned by military authority, do not come within the purview of

these regulations.

b. Paragraph 5h, Theft From Possession of Claimant

(1) Major Elements Required. The important factors in this class of claim are:

(a) Positive evidence must exist to establish that the claimant exercised due care in the protection of such claimant's clothing and that a larceny, burglary, or housebreaking has occurred.

(b) The location of the property.

(2) Discussion

(a) Location of the Property. The loss must occur in quarters which were assigned or provided in kind or in other authorized places as defined in paragraph 8301.2a(2), preceding.

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(b) Exclusion. For this class of claim, losses of property from quarters in the United States, which quarters were not assigned or otherwise provided in kind by the Government, are not a valid basis for a claim.

c. Paragraph 5a. Transportation and Storage Losses

(1) Major Elements Required. The important factors in claims falling within this class are:

(a) The travel, storage, or shipment involved be either under orders, in connection with orders, or in the performance of military duty.

(b) There is no element of negligence on the part of the claimant when the loss arises while the property is in the claimant's personal custody and/or incident to transportation by a private conveyance.

(c) The loss, damage, or destruction arises incident to the act of transportation, storage, or shipment of the property.

(2) Discussion

(a) Losses Recoverable From Carrier. In those cases where a commercial carrier appears to bear liability for the loss and/or damage, a concurrent claim will be filed against that concern per the provisions of JAGINST 5890.1, enclosure (5), paragraph 15. Checks received in settlement of claims arising

under these provisions will be forwarded to the CMC (MHP-40), together with a copy of the claim and form NAVMC 604 or 604b effecting replacement.

(b) Insured Property. The instructions contained in the preceding paragraph regarding losses recoverable from carriers are equally applicable when the property is insured. (See JAGINST 5890.1, enclosure (5), paragraph 19d.)

(c) Losses by Postal Authorities. Claims based on the loss of property after it has been delivered to the post office for shipment to the owner do not come within the purview of the JAGINST 5890.1, enclosure (5). Such claims are a matter for adjudication by postal authorities under the provisions of the Post Office Manual, or by the Judge Advocate General of the Navy under the Navy General Claims Regulations.

(d) Losses Under Orders Authorizing a Delay En Route. Replacement issue of items of individual uniform clothing, if otherwise approvable under JAGINST 5890.1, enclosure (5), paragraph 5a, may be approved when such items are in the custody of a Marine owner (or carrier) at the time of loss, damage, or

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destruction and when the Marine is at the time performing travel under orders authorizing a delay en route.

d. Paragraph 4c. Unusual Occurrence

(1) Major Elements Required. The important factors in this class claim are:

(a) The damage or loss must be a direct result of extraordinary risk, differentiated from normal risk.

(b) The property is subjected to this risk by the performance of official noncombat duties by the claimant.

(2) Discussion

(a) Official Noncombat Duties. This phrase includes efforts to save Government property or human life, and performance of duty in connection with civil disturbances, public disorders, and public disasters. In the case of public disasters, it is important that a bona fide disaster exists. Damage to or destruction of utility clothing by battery acid, barbed wire, or sprayed paint or sustained in any other manner while personnel are engaged in duties for which utility clothing is normally intended does not meet the conditions set forth in this or any other class of claim under JAGINST 5890.1, enclosure (5), paragraph 4c. In

those activities in which some of the regularly assigned duties subject the uniform clothing of personnel to a potential risk or serious damage, activity commanders may submit requests for organizational table of equipment allowances of necessary protective clothing to the CMC (LPP-1).

(b) Abandonment or Destruction of Property. Property which has been abandoned or destroyed as opposed to discarded, when such abandonment or destruction was ordered by superior authority or necessitated by military emergency, meets the conditions required under this class of claim. However, "abandonment" is not to be interpreted to cover the act of discarding property.

e. Paragraph 5i. Property Used for the Benefit of the Government

(1) Major Element Required. The important factor in this class of claim is that the property (so used, or held for use for the benefit of the Government at the direction or request of superior authority or by reason of military necessity) is not property being used for the purpose for which it was intended.

(2) Discussion. Normal use of all articles of uniform clothing by personnel of the service constitutes use of the uniform for the benefit of the Government and is the purpose for which such property was intended.

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f. Paragraph 5, Claims Payable

(1) Major Elements Required. The important factors in this class of claim are:

(a) The proximate cause of the loss, damage, destruction, or abandonment was the negligent act or omission of agents or employees of the Government acting within the scope of their employment.

(b) The loss, damage, destruction, or abandonment occurred incident to the service of the claimant.

(2) Discussion and Discrepancies Under This Class

(a) Losses When Property is Located at Appropriately Designated Places. To consider that a loss of or damage to personal property was caused by negligence of the Government presupposes that there existed an obligation on the part of the Government or its agents or employees to safeguard the property of the claimant. Loss of property through pilferage, theft, or damage when the property is located at a place designated by superior

authority for the reception of such property, such as a warehouse, hospital, or baggage dump, or losses or damage arising from the separation of the owner from this property by reason of emergency hospitalization or similar emergencies where the Government is obligated to secure and safeguard the property, may be considered under this class.

(b) Circumstances Not Considered Under This Class

1 When Under Owner's Control. The Government's obligation does not extend to property in the custody or under the control of the owner. The owner of the property has an obligation to safeguard said property; and any loss or damage caused, in whole or in part, by active or passive negligence of the owner is not payable under JAGINST 5890.1, enclosure (5), paragraph 6k.

2 Property Stolen From Lockers. Replacement on an item basis of clothing stolen from lockers of the claimant should not be approved by the adjudicating authorities on the stated belief of investigating officers that the Government was negligent in not providing lockers with adequate locks. Any claim recognizable under this paragraph is to be supported by sufficient evidence to meet the factors contained herein with information to show that corrective measures have been taken or are contemplated to preclude recurrence of the incident. JAGINST 5890.1, enclosure (5), paragraph 5b, pertains. When losses or damage are of a recurrent nature and are established to have been caused by the negligent act or omission of specified persons who are subject to the Uniform Code of Military Justice, responsibility should be fixed and appropriate action should be taken under the code.

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3 Losses in Post Laundries. Claims based on loss of clothing in Marine Corps post laundries are not payable under JAGINST 5890.1, enclosure (5). Procedures covering such losses (or damage) are provided in MCO P4064.3.

3. The following are additional discrepancies in adjudicatory and administrative procedures:

a. Nonapplicability of Depreciation Factor. Since replacement is made on an item basis, a depreciation factor is not to be used. The supply officer merely enters the current standard cost of a replaced item under the "endorsements of issue" portion of the claim forms.

b. Investigation of Losses. In instances of claims for replacement of clothing which is missing, action is to be taken to show that a loss has occurred. Acceptance of the claimant's statement of the loss should be contingent upon the results of the

investigation or search instituted by the investigating officer.

c. Losses by Absentees and Deserters. Replacement of clothing, based on separation of the owners from their property because of unauthorized absence, is prohibited by JAGINST 5890.1, enclosure (5).

d. Completion of Claim Forms With or Without Exhibits. Ensure that all portions of DD Form 1842 are complete, to include a full and complete statement of the circumstances which lead to the submission of the claim.

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SECTION 3: REPLACEMENT ISSUES UNDER THE PERSONNEL CLAIMS REGULATIONS

PART B: PROCESSING AND DISTRIBUTION

8310. PROCESSING OF CLAIMS FOR ISSUE

1. Upon approval of the claim by the adjudicating authority, a copy will be returned to the claimant with a letter of instruction advising such claimant that issued items can be replaced in kind, utilizing form NAVMC 604, through the local commanding officer.
2. The supply officer will issue, on an item basis, such articles of individual uniform clothing as approved for issue by the adjudicating authority. Particular care will be exercised by supply officers to ensure that they do not issue clothing in an aggregate valuation greater than the amount of the claim approved by the adjudicating authority.
3. Notwithstanding the monetary restriction contained in paragraph 8310.2, preceding, special action is required when an official price change has been directed between adjudication of the claim and actual issue of the items. In such cases, the items will be issued at the unit prices in effect at the time of adjudication; and a price adjustment document will be prepared to offset the difference in prices. A monetary adjustment document, citing this paragraph as authority, will be prepared to adjust the difference (loss/gain) in prices resulting from a price change after the original submission of the claim.

4. The issue of items other than those listed on the claim, except substitutions of authorized, limited, or substitute standard in order to recoup the aggregate valuation of a claim, is not authorized. When the value of the clothing issued by the supply officer differs from the adjudicated total of the claim because of price revisions or the issuance of recovered clothing, a statement of the cause should be made on the schedule of property sheet of the claim form by the supply officer.

5. When an issue on an item basis is effected on the approved claim, the supply officer will endorse the claim indicating the action accomplished. The clothing so issued will be expended from the account. In addition to the claim forms required by the supply officer to effect issues, all issues will be supported by completed

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individual clothing requisitions (form NAVMC 604 or 604b, as appropriate). After issues are made, the supply officer will retain these requisitions in the supply officer's files with the copy of the approved claim.

8311. DISTRIBUTION OF CLAIM FORMS

1. Every effort will be made to settle all claims by initially effecting a complete issue in the amount of the approved claim. In those cases when the claim can be settled with the first issue, the original of the claim will be retained by the supply officer to support the supply officer's retained copy of clothing issued. One completed copy will be furnished the activity commander for the official files of the organization, and one completed copy will be forwarded to the CMC (MHP-40).

2. In those cases when only a partial issue can be effected at the first attempted settlement of the claim, the supply officer making the first partial issue will cause three additional certified copies of the claim to be prepared. The supply officer will indicate such partial issue by endorsing the claim accordingly. The quantity will be accounted for per the instructions contained in paragraph 8310, preceding. Distribution of the claim forms will be as follows:

a. The original and two copies will be filed in the individual's SRB.

b. One certified copy will be forwarded to the activity commander for the official files of the organization.

c. One certified copy of the claim with a copy of the completed form NAVMC 604 or 604b, as appropriate, will be submitted

to the CMC (MHP-40).

d. One certified copy will be retained by the supply officer to support the retained copy of the reported transaction.

3. In those unusual circumstances when a claim is not settled by two partial issues, the supply officer making the second partial issue will prepare three additional certified copies of the claim forms as reflecting all completed data thereon and make distribution of the claim forms as prescribed for partial issues. The customary distribution of the claim forms will be made when the third and final issues completing the settlement are made.

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MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL CLAIMS REGULATIONS, ISSUES FOR THE BURIAL OF THE DEAD, AND ISSUES FOR OTHER PURPOSES

SECTION 4: CLOTHING FOR BURIAL OF DECEASED MARINES

8400. ENTITLEMENT. If, upon the death of an individual of the Marine Corps, Marine Corps Reserve on active duty, or other eligible decedent (see NAVMEDCOMINST 5360.1) (does not include retired personnel), the decedent's uniforms are not available or suitable for burial purposes, the following means of obtaining such uniforms and accouterments are provided:

1. Officer Personnel. Items of uniform clothing, such as socks, shoes (if requested or required), underclothing, etc., which are common to all Marine personnel will be provided through normal supply channels. Uniform items and accouterments peculiar to officer personnel, including the cap (if requested or required), appropriate grade insignia, and ribbon bars, will be provided by the local Marine Corps exchange upon request by the commanding officer. At commands where no Marine Corps exchange is available, the unit supply officer will make arrangements to procure the preferred burial uniform. Reimbursement will be made from the applicable Naval Medical Command (NAVMEDCOM) appropriation as listed in current NAVMEDCOM instructions.

2. Enlisted Personnel. Necessary uniforms, including underclothing, socks, cap and shoes (if requested or required), appropriate grade insignia, and service stripes, will be provided through normal supply channels. Ribbons, ribbon bars, and badges will be provided by exchanges.

8401. PREFERRED BURIAL UNIFORM. The preferred burial uniform for deceased Marines is the blue uniform (white gloves may be obtained for damaged hands). If the blue uniform is not available, the service uniform will be used.

8402. REQUESTS FOR CIVILIAN CLOTHING. Upon request from the next of kin, a deceased Marine may be attired for burial in personal civilian clothing or clothing provided by the next of kin. If the uniform of the decedent is not available or suitable, a uniform or necessary items to complete the uniform will be obtained to complete the burial attire. If the next of kin refuses to use available or offered items of uniform, no other type of clothing may be provided at Government expense nor is reimbursement for such other clothing allowable. The next of kin shall be so informed.

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Reimbursement for civilian clothing is allowable only if the uniform of the decedent is not available, or is unsuitable, and uniform items cannot be provided in time to dress the remains without undue delay.

8403. METHOD OF ISSUE. Uniform clothing for deceased personnel will be provided through appropriate supply channels upon request of the activity commander. If available, new clothing will be issued for the burial of the dead.

8404. INDIVIDUAL PURCHASES OF UNIFORMS FOR BURIAL PURPOSES. The next of kin of an individual authorized to wear Marine Corps uniforms may purchase the necessary uniform for that deceased person for burial purposes only upon presentation of DD Form 256/ DD Form 214.

1. Officer. Contact the nearest Marine Corps exchange for support and assistance in obtaining necessary uniforms, accouterments, ribbons, ribbon bars, etc.

2. Enlisted. Contact the nearest RCO/MCSS for support and assistance. For those activities not located in close proximity to an RCO/MCSS, contact the Navy Uniform Support Center, Chesapeake, VA. Telephone numbers and address are contained in paragraph 1601.

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MISCELLANEOUS ISSUES, REPLACEMENT ISSUES UNDER PERSONNEL
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SECTION 5: ISSUES FOR OTHER PURPOSES

8500. ISSUE OF TRAVELING UNIFORMS TO ABSENTEES, DESERTERS, OR
RETURNED PRISONERS OF THE ARMY, NAVY, AIR FORCE, OR COAST
GUARD

1. Absentees, deserters, or returned prisoners who are held in temporary custody for return to their parent service may be issued a minimum traveling uniform. This issue will be financed by the local O&MMC allotment and reported as an "issue for other purposes."

2. This issue will be made only when the activity commander determines that the health and comfort or appearance of the individual warrants such an issue.

3. Normally, individuals who surrender or are apprehended will be returned to their parent service in the clothing worn at the time of return to military jurisdiction.

8501. ISSUE OF INDIVIDUAL CLOTHING PURCHASED AS ORGANIZATIONAL PROPERTY. Issue of organizational-type clothing will be furnished gratuitously by the organization on a loan basis and recovered upon transfer, separation, or when no longer required by the individual in the performance of assigned duties.

8502. ISSUE OF GRADE INSIGNIA, SERVICE STRIPES, TROUSERS STRIPES, AND/OR SNCO INSIGNIA WAISTPLATE

1. Grade insignia, service stripes, trousers stripes, and/or waistplate with insignia will be issued gratuitously to an individual on the following occasions:

a. Grade Insignia

(1) Issue of initial clothing allowance.

(2) Issue of a supplementary clothing allowance.

(3) First promotion to grade upon which entitlement is based.

(4) Issue of coats/shirts to combat returnees authorized per the instructions contained in chapter 10 of this Manual.

b. Service Stripes

(1) Issue of initial clothing allowance.

(2) Issue of a supplementary clothing allowance.

(3) Entitlement under time-in-service regulations.

(4) Issue of coats to combat returnees authorized per the instructions contained in chapter 10 of this Manual.

c. Trousers Stripes

(1) First promotion to noncommissioned grade.

(2) Issue of a supplementary blue uniform allowance to a noncommissioned officer.

d. SNCO Insignias Waist-late. First promotion to grade upon which entitlement is based while serving in a billet requiring the wearing of blues.

2. The quantities to be issued will be based on the amount of items in the current applicable NRL and any other additional allowance required to be possessed and maintained by the individual. When a supplementary clothing allowance is issued, the quantities of grade insignia and/or stripes to be issued will be limited to those contained in the supplementary allowance requiring these items.

3. Five pairs of Marine Corps grade insignia (plastic) per Marine will be issued gratuitously to them upon promotion.

4. Navy grade insignia (plastic) will be gratuitously issued to Navy personnel entitled to receive the special initial clothing allowance (Navy corpsmen, dental technicians, and religious program specialists) at the time of such issue and, subsequently, upon promotion, based on the number of camouflage coats issued.

5. The expense of additional grade insignia, service stripes, trousers stripes, or waistplates in excess of the preceding or to replace those worn out will be borne by the individual.

6. The preceding gratuitous issues will be made and financed by the local O&MMC allotment, except those issues as set forth in paragraphs 8502.1a(4) and 1b(4), preceding, which will be charged to the appropriation Military Personnel, Marine Corps.

INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 9

INDIVIDUAL CLOTHING RECORDS

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 9

INDIVIDUAL CLOTHING RECORDS

SECTION 1: GENERAL INFORMATION

9100. PRESCRIBED FORMS. For purposes of these regulations, the forms which are prescribed to be used as individual clothing records are the following:

1. Male Enlisted Personnel. Individual Clothing Record (Men's) (form NAVMC 631).
2. Women Enlisted Personnel. Individual Clothing Record (Women's) (form NAVMC 631A).

9101. RESPONSIBILITY FOR PREPARATION AND MAINTENANCE

1. Individual clothing records (when required) will be maintained in the individual's SRB.
2. Responsibility for the preparation and maintenance of clothing records rests directly with the activity commander; however, details of administration may be delegated to appropriate assistants.

9102. INSTRUCTIONS FOR UTILIZATION OF FORM NAVMC 631 OR 631A

1. In order to clearly describe the uses of the Individual Clothing Record (form NAVMC 631 or 631A), the instructions contained in the remainder of this chapter have been subdivided as follows:
 - a. Section 2 provides information relative to the use of form NAVMC 631 or 631A within the Marine Corps Reserve.
 - b. Section 3 provides information relative to the use of form NAVMC 631 or 631A within the Regular Establishment.
2. The individual clothing record has been designed for use in both the Regular and Reserve Establishments.
 - a. Columns 1 through 4, inclusive, and Certificate Nos. 1 and 2 will apply only to the clothing furnished personnel of the Marine Corps Reserve under the in-kind clothing system.
 - b. The remainder of the form applies to regulars and reservists on extended active duty/FTS. Once a reservist of the

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Marine Corps Reserve has been assigned to extended active duty/FTS, information pertaining to that individual in this active duty status will be recorded in columns 5 through 15, inclusive, and Certificate Nos. 3 through 5B.

c. Careful attention should be given to the columns and certificates to ascertain their applicability to either the Reserve or Regular Establishment.

9103. MULTIPLE USES OF THE INDIVIDUAL CLOTHING RECORD. The Individual Clothing Record (form NAVMC 631 or 631A) is designed to serve the following purposes:

1. For personnel of the Marine Corps Reserve:

a. To keep records relative to the clothing furnished under the in-kind issue system.

b. To record the inventory taken prior to the transfer to an extended active duty status.

c. To record clothing issues made after reporting for extended active duty.

d. To facilitate the determination of the extent of issues required to assure that an individual has the amounts of clothing authorized reservists of the Marine Corps Reserve at the time of their release to inactive duty.

e. To record the issue of additional clothing required by a reservist prior to reporting to Platoon Leaders Class (PLC) or Women Officer Candidate Course (WOCC) training.

2. For all personnel being transferred to and from combat areas:

a. To keep records of the clothing which was placed in storage at a clothing control point prior to transfer of personnel to a combat area. Upon return of personnel from a combat area, provisions are made for a followup record relative to the recovery of the clothing which was placed in storage.

b. To keep a record of the clothing which was taken to a combat area. This will provide data which might subsequently be required in order to effect replacement of such articles, when appropriate.

c. To record health and comfort issues made to individuals who

are hospitalized upon return from a combat area.

d. To record inventories upon arrival of individuals from a combat area, as required for further processing.

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e. To facilitate the determination of the extent of replacement issues required for all purposes and to record such issues as are made.

3. For all personnel on active duty as required for other alternate purposes:

a. To keep records of supplementary clothing allowances furnished.

b. To facilitate incorporation of additional information as might be required, one column is unassigned.

c. To record the inventory taken of all members at the time of separation and for recovery of uniforms for individuals discharged under the conditions cited in paragraph 1501.1, preceding.

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INDIVIDUAL CLOTHING REGULATIONS

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INDIVIDUAL CLOTHING RECORDS

SECTION 2: DETAILED INSTRUCTIONS RELATIVE TO THE PREPARATION,
USE, AND DISPOSITION OF INDIVIDUAL CLOTHING
RECORDS BY THE MARINE CORPS RESERVE

PART A: GENERAL INFORMATION

9200. ENTRIES WHEN REQUIRED

1. Only transactions which affect the "on hand" or "balance" column of the individual clothing records will be posted. These include the following:

a. Initial issues.

b. Issues that increase the balance of the articles on charge to the individual.

- c. Recoveries of articles for which no replacement is made.
2. Issues which do not affect the total quantity of clothing on charge to a reservist shall not be posted to the individual clothing record. These include the following:
 - a. Replacement issues made to replace like articles lost, worn out, or otherwise unserviceable which are replaced without charge on an item basis.
 - b. Items furnished a reservist on a checkage or cash sale basis.

9201. ENTRIES, HOW MADE

1. Entries to the "on hand" column and the space provided for the date of the onhand entry will be made in pencil. This is to facilitate the changing of the data contained therein, as may be necessary by issue or recovery entries. However, the one exception in this regard occurs when the inspection of the individual's clothing is made prior to transfer to extended active duty or FTS. At that time, the information under the "on hand" column and the date for the listed onhand figure will be reinscribed in ink or indelible pencil.
2. Entries in all other columns will be typewritten or made in ink or indelible pencil (signature made in one of the latter).

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9202 INDIVIDUAL CLOTHING REGULATIONS

9202. USE AND DESTRUCTION OF COMBINED INDIVIDUAL CLOTHING REQUISITION AND ISSUE SLIPS (FORM NAVMC 604 OR 604b)

1. Entries to the individual clothing record will be made from the duplicate copy of the Combined Individual Clothing Requisition and Issue Slip (form NAVMC 604 or 604b) when the amount of clothing authorized has been issued.
2. After an initial issue has been recorded on the individual clothing record, the duplicate form NAVMC 604/604b will be destroyed or filed, as appropriate.
3. When replacement issues to individuals are furnished with new or recovered clothing, the form NAVMC 604/604b will be annotated "new clothing" or "recovered clothing"; and the duplicate copy will be filed directly behind the individual clothing record. These slips will be destroyed when the person is transferred to the IRR or separated by reason of discharge, whichever is earlier. The foregoing is necessary, since replacement issues of this type are

not recorded in the individual clothing record inasmuch as they do not affect the amount of clothing on charge to the individual. The retention of these duplicate form NAVMC 604's/604b's will provide the commander with a check by which the person may determine when an individual is being provided an excessive amount of replacement clothing, and will provide information for determination of clothing items to be recovered upon separation when items received under the CMA System have been replaced under the in-kind issue system.

9203. ENTRIES MADE WHEN ENLISTED RESERVISTS ARE ORDERED TO EXTENDED ACTIVE DUTY OR FTS. When an enlisted reservist of the Marine Corps Reserve is ordered to extended active duty or FTS, Certificate No. 2 will be prepared prior to the reservist's transfer from the organization. When such entry is made, the information that previously was written in pencil under the "on hand" column (column 1) will be reinscribed in ink or indelible pencil. The date above such entry will also be entered in ink or indelible pencil. The individual clothing record will then be forwarded to the individuals new activity commander. At the time of assignment to initial active duty for training, the inspecting officer will include on Certificate No. 2 the following notation: "Inspected for transfer to initial active duty for training per Pub. Law No. 305, 84th Congress."

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INDIVIDUAL CLOTHING REGULATIONS

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9204. ESTABLISHMENT OF NEW INDIVIDUAL CLOTHING RECORDS

1. A new clothing record will be established for personnel of the Marine Corps Reserve under the following conditions:

- a. When a person initially joins the Marine Corps Reserve.
- b. When a reservist reenlists in the Marine Corps Reserve after the expiration of a prior enlistment.
- c. When a reservist resumes or establishes an inactive duty status with the Marine Corps Reserve upon separation from the Regular Establishment after a period of initial active duty for training or a tour of extended active duty/FTS.
- d. When male reservists enlist in the Marine Corps Reserve as an initial active duty trainee under Pub. Law 305, 84th Congress.

2. No recovery and reissue of clothing are necessary when a reservist of the Marine Corps Reserve reenlisted immediately upon discharge. However, a new clothing record will be prepared; and the "on hand" column (column 1) balance on the old form will be transferred to the new form. At this time, the clothing in the

possession of an individual will be inspected and a determination will be made as to whether discrepancies will be resolved by replacement issues made in kind or whether the individual will be obliged to resolve such discrepancies by cash sale or checkage. Replacement issues will not be made to reservists until their reenlistment in the Marine Corps Reserve has been actually accomplished.

9205. DISPOSITION OF INDIVIDUAL CLOTHING RECORDS

1. The individual clothing record is maintained and filed in the unit supply section. Upon an individual's transfer from one unit to another, the individual clothing record will be removed from the files of the unit supply section and inserted on the document side of that individual's SRB. Upon reporting in at the new unit, the individual's clothing record will be removed from the respective SRB and filed in the unit supply section.

2. Upon an individual's separation from the SMCR for reasons other than being ordered to extended active duty/FTS, that person's clothing record together with the SRB will be forwarded to Kansas City.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 9

SECTION 2: DETAILED INSTRUCTIONS RELATIVE TO THE PREPARATION, USE, AND DISPOSITION OF INDIVIDUAL CLOTHING RECORDS BY THE MARINE CORPS RESERVE

PART B: ISSUES TO ENLISTED PERSONNEL

9210. PORTIONS OF FORM NAVMC 631 OR 631A APPLICABLE TO THE MARINE CORPS RESERVE. Only columns 1 through 4, inclusive, and Certificate Nos. 1 and 2 will be used by the Marine Corps Reserve.

9211. POSTING ISSUES

1. Columns 2 and 3 have been reserved for recording issues made.

2. Entries reflecting an issue will be made as follows:

a. The amount furnished the reservist will be entered in the "issues" column (column 2 or 3).

b. A pencil entry will be made in column 1 reflecting the new "on hand" balance. If a previous onhand figure appeared in the

column, it will be erased and corrected according to the issue made.

c. The date of the issue will be indicated in the space provided behind the word "issues" in the title.

d. An entry will be made on Certificate No. 1 attesting to the issue described above indicating information as follows:

(1) Date Made. Indicate the date of issue shown on the form NAVMC 604 or 604b from which the posting is made.

(2) Organization Where Made. Indicate the organization shown on form NAVMC 604 or 604b as the issuing office.

(3) Issue Per Column. Indicate the number of the column to which the posting reflecting the issue was made.

(4) Attested To By. To be signed by the witnessing officer who verifies the preceding entries and destroys the form NAVMC 604 or 604b from which the entries are made.

(5) Date Attested. Indicate the date the preceding entries and attestation are made.

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INDIVIDUAL CLOTHING REGULATIONS

3. The duplicate form NAVMC 604/604b from which the preceding entries are posted will be destroyed by the officer making the attestation, after the entries have been made and verified in the individual clothing record.

9212. POSTING RECOVERIES

1. Column 4 has been reserved for recording recoveries made.

2. Entries reflecting a recovery will be made as follows:

a. The amount recovered from the reservist will be entered in the "recovery" column (column 4).

b. The date of the recovery will be indicated in the space provided behind the word "recovery" in the title.

c. The entries made on Certificate No. 1 apply, except that, in lieu of an issue, the recovery will be shown under the "recovery per" column item in the certificate.

9213. RECORDING INVENTORIES

1. When an inventory of clothing is taken, such inventory should be verified against the "on hand" column (column 1).

2. Normally, an inventory of an individual's clothing will not result in any quantitative entries in the individual clothing record. Discrepancies will be resolved by either a replacement issue made in kind, checkage, or cash sale, as appropriate. In any event, the quantity on charge to the individual would not be altered; hence, the "on hand" column (column 1) figure will remain unchanged.

3. An inventory resulting in no quantitative changes in the figure in the "on hand" column (column 1) will be entered on the individual clothing record as follows:

a. The date appearing in the "on hand" column (column 1) will be erased, and the date of the inventory will be included in lieu thereof.

b. The entries for Certificate No. 1 apply, except that, in lieu of an issue, the inventory will be attested to under the "on hand per" column item.

4. In the event the inventory to be recorded represents a transfer inspection, the preceding instructions apply, except that, under the "on hand per" column, the word "transfer" will be written next to the "on hand" column designated.

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INDIVIDUAL CLOTHING REGULATIONS

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9214. RESUMPTION OF AFFILIATION WITH THE MARINE CORPS RESERVE
BY RESERVISTS RELEASED FROM EXTENDED ACTIVE DUTY/FTS
PROGRAM

1. Chapter 10 outlines procedures that are applicable in the processing of personnel who are returned from a combat area for discharge or release from active duty. The instructions contained in chapter 10 provide that individuals of the Marine Corps Reserve being released from active duty will have in their possession upon release clothing in at least the amount authorized individuals of the Marine Corps Reserve under regulations which are applicable at the time of the individual's release.

2. If an affiliation with the Marine Corps Reserve is established after last separating from extended active duty/FTS, a new individual clothing record will be prepared for the reservist. The new record will indicate in the "on hand" column (column 1) such quantities that comprise the present applicable allowances for personnel of the Marine Corps Reserve, inasmuch as the individual will have at least that amount of clothing on hand prior to

separation from extended active duty/FTS.

3. When a new individual clothing record has been established for personnel of the Marine Corps Reserve in accordance with the preceding instructions, the individual's old clothing record may be destroyed.

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INDIVIDUAL CLOTHING REGULATIONS

CHAPTER 9

INDIVIDUAL CLOTHING RECORDS

SECTION 3: INSTRUCTIONS RELATIVE TO THE PREPARATION, USE, AND DISPOSITION OF THE INDIVIDUAL CLOTHING RECORD BY THE REGULAR ESTABLISHMENT

9300. PORTIONS OF THE FORM APPLICABLE TO THE REGULAR ESTABLISHMENT. Only columns 5 through 15, inclusive, and Certificate Nos. 3 through 5B will be used when the individual clothing record is used by the Regular Establishment.

9301. INTRODUCTION FOR USE WITHIN THE REGULAR ESTABLISHMENT. The individual clothing record will be introduced for use within the Regular Establishment under the following conditions only:

1. To record the issue made to personnel of the Marine Corps Reserve when the individuals report for extended active duty/FTS (bringing the amount of clothing furnished by the Marine Corps Reserve up to the prescribed MRL).
2. To record supplementary clothing issues.
3. To record the inventory of the clothing placed in storage and the clothing to be taken with the individual when processed for transfer to a combat area.
4. To record health and comfort issues made to hospitalized personnel.
5. To record an inventory of the member's uniform clothing at the time of separation and for recording the recovery of uniforms for individuals discharged under the conditions cited in paragraph 1501.1, preceding.

9302. USE OF THE FORM TO RECORD ISSUES MADE TO PERSONNEL OF THE MARINE CORPS RESERVE REPORTING FOR EXTENDED ACTIVE DUTY, FTS, OR INITIAL ACTIVE DUTY FOR TRAINING

1. When a reservist of the Marine Corps Reserve is ordered to extended active duty/FTS, the activity commander of the Reserve unit will, prior to effecting the transfer, cause an inventory of the individual's clothing to be made. The results of the inventory will be included, in ink or indelible pencil, in the "on hand" column (column 1) and will be attested to on Certificate No. 2. The clothing record will then be forwarded to the individual's new activity commander.

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2. Upon reporting for active duty, the reservist will be provided with quantities of clothing that comprise the difference between the amounts indicated in column 1 as being on hand upon transfer and the quantities prescribed in the MRL. This issue will be posted to the "active duty issue" column (column 5) and will likewise be attested to on Certificate No. 3. In those cases of issue to initial active duty trainees, the following notation will be inserted after the parentheses on Certificate No.3: "For initial active duty trainee in accordance with Pub. Law No. 305, 84th Congress."

9303. USE OF THE FORM TO RECORD SUPPLEMENTARY AND SPECIAL INITIAL CLOTHING ISSUES

1. When an individual is provided with clothing under a supplementary or special initial clothing allowance, such issue will be recorded on the individual clothing record. If the individual does not have a clothing record at the time of issue, one will be established for that individual.

2. The entry will be recorded in column 13 or 14, as available, and will be attested to on Certificate No. 4. The type of supplementary and/or special initial allowance will be indicated under the appropriate item in the certificate.

3. The duplicate form NAVMC 604/604b may be destroyed after the preceding entries have been made and verified.

9304. MULTIPLE USES FOR PERSONNEL TRANSFERRED TO AND FROM COMBAT AREAS

1. The individual clothing record serves multiple purposes when used in administering the individual clothing for personnel transferred to and from combat areas. These uses include:

a. The recording of clothing inventory/storage data prior to transfer of the individual to a combat area.

- b. The recording of health and comfort issues.
- c. The recording of inventories on return from the combat area.
- d. The recording of replacement issues of clothing to personnel returned from a combat area.
- e. The recording of the withdrawal of the individual's clothing from storage.

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INDIVIDUAL CLOTHING REGULATIONS

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2. The administrative procedures necessary to accomplish the foregoing are by entries made on the individual clothing record. Accordingly, in order to keep all such information in one segment of these regulations, so as to minimize cross-referencing, instructions relative to the maintenance of individual clothing records for the foregoing purposes are contained in chapter 10.

9305. USE OF FORM TO RECORD INVENTORY AT THE TIME OF SEPARATION.

When an individual is being released from active duty, the activity commander will cause an inventory to be made of the individual's clothing. The inventory will become a permanent page in the individual's SRB. Clothing inventories will also be effected for individuals discharged under the conditions cited in paragraph 1501.1, preceding (MCO P4050.38B, paragraph 9607 refers).

9306. USE AND DESTRUCTION OF FORM NAVMC 604 OR 604b

1. Entries to the individual clothing record will be made from the duplicate copy of the Combined Individual Clothing Requisition and Issue Slip (form NAVMC 604/604b) or a copy of the shipping document which will be inserted on the document side of the individual's SRB after clothing issues are made.

2. After an issue has been recorded on the individual clothing record, the duplicate form NAVMC 604/604b or a copy of the shipping document will be removed from the SRB and destroyed.

3. An individual clothing record is not required for those persons of the Regular Establishment or reservists on extended active duty/FTS program to show evidence of receipt of the initial clothing allowance.

9307. DISPOSITION OF INDIVIDUAL CLOTHING RECORDS

1. The individual clothing record of an individual is filed in the individual's SRB. Accordingly, the individual clothing record will be forwarded with the SRB when an individual is discharged or separated from extended active duty/FTS program.

2. In those cases when it becomes necessary to establish a new individual clothing record for an individual by reason of reenlistment, the information relative to supplementary issues furnished the person will be brought forward to the new individual clothing record.

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CHAPTER 10

INSTRUCTIONS REGARDING PERSONNEL TRANSFERRED TO AND FROM COMBAT AREAS

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CHAPTER 10

INSTRUCTIONS REGARDING PERSONNEL TRANSFERRED TO AND
FROM COMBAT AREAS

SECTION 1: GENERAL INFORMATION

10100. APPLICABILITY

1. The instructions contained in this chapter apply to Marine Corps enlisted personnel of units in combat areas or under orders to proceed to combat areas, or to Marine Corps enlisted personnel in or under orders to proceed to areas where emergent conditions exist. These instructions also cover, separately, Navy enlisted personnel who are attached to Marine Corps units wherein they were authorized special initial clothing allowances.
2. Except in time of war declared by the Congress, the terms "combat areas" and "areas where emergent conditions exist" as used in these instructions shall include areas where personnel are subject to hostile fire or explosion of hostile mines, or where they are on duty in an area in which they are in imminent danger of being exposed to hostile fire or explosion of hostile mines and in which, during the period they are on duty in that area, other members of the uniformed services are subject to hostile fire or explosion of hostile mines. As a general rule and for the purpose of these regulations, combat areas and areas where emergent conditions exist include those wherein organizations do not operate under formal accountability and the CRA is suspended.
3. When it has been determined by the activity commander that any area in which that commander's troops or any segment of said troops are performing duty meets the foregoing requirements, the activity commander shall inform the CMC (LP) who, in turn, will notify the Secretary of the Navy and request that such individual designate the area as a "combat area" or "an area where emergent conditions exist." Upon this designation, the activity commander will be authorized to suspend the CRA and furnish gratuitous issues of clothing items to personnel.
4. The term "clothing control point" as used in these instructions refers to an activity or area as designated by the CMC where individuals will store their clothing not needed in a combat area. It is likewise the point at which the CRA is suspended and the

required items of clothing are furnished as gratuitous issues. On those occasions when the term "processing area" is used within these regulations, it will be synonymous with clothing point.

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10101 INDIVIDUAL CLOTHING REGULATIONS

10101. SUSPENSION OF REPLACEMENT ALLOWANCES

1. CRA's will be suspended for Marine Corps personnel while they are performing duty in a combat area.
2. Navy enlisted personnel attached to Marine Corps units will continue to draw the CRA which is provided them by the Navy.

10102. REPLACEMENT OF CLOTHING. Marine Corps and Navy enlisted personnel assigned to duty in a combat area will be furnished Marine Corps uniform replacement clothing, without charge, with issue made on an item basis.

10103. APPLICABLE DATES FOR SUSPENSION AND RESUMPTION OF REPLACEMENT ALLOWANCES

1. The date of suspension of CRA's, for purposes of these instructions, is the day following the date on which the individual is processed at the clothing point; i.e., the day after the individual's clothing has been prepared for storage and inventories taken and recorded in columns 6 and 7 of the individual clothing record. This date may be obtained from the Individual Clothing Record (form NAVMC 631/631A).
2. The date of resumption of credit for CRA's will be the day following the date of processing of the individual upon return to the clothing control point for rotation purposes; i.e., the day following the date that replacement issues are provided or the date the individual retrieves (or receives) clothing from storage, as appropriate. This date may be obtained from the individual clothing record.

10104. USE OF INDIVIDUAL CLOTHING RECORD FOR PERSONNEL BEING TRANSFERRED TO AND FROM A COMBAT AREA. Inasmuch as the use of the individual clothing record is also involved in other procedures which are applicable when a person is transferred to or from a combat area, the specific instructions relative to the manner in which entries are made to this record in these situations are described in sections 2 and 3 of this chapter.

10105. ISSUES UPON RETURN FROM A COMBAT AREA

1. The several types of issues to which an individual may be entitled upon return from a combat area are treated individually within this chapter.

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2. Officers effecting issues at a clothing control point will exercise particular care to ensure that garments furnished individuals are of proper fit.

10106. CONDITION OF CLOTHING FURNISHED UNDER THE IN-KIND ISSUE SYSTEM. Articles of clothing furnished personnel as replacement issues under the in-kind issue system while in a combat area and on returning from a combat area may be new or in Condition Code B (RC 1/2).

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CHAPTER 10

INSTRUCTIONS REGARDING PERSONNEL TRANSFERRED TO AND FROM COMBAT AREAS

SECTION 2: PROCEDURES FOR PERSONNEL TRANSFERRED TO A COMBAT AREA

10200. QUANTITY OF CLOTHING REQUIRED FOR TRANSFER. Personnel transferred to a combat area will be required to have in their possession those items in the MRL as prescribed in these regulations for personnel on the CMA System or as otherwise prescribed by HQMC.

10201. RESPONSIBILITIES

1. Activity commanders will be responsible for ensuring that issues and/or sales to take care of deficiencies and replacement of unserviceable clothing have been completed prior to transfer of the individual to a combat area.

2. Activity commanders operating clothing control points will be responsible for ensuring that the service records of individual Marines being transferred into an area where the CRA is suspended contain a properly completed form NAVMC 631/631A.

10202. INVENTORIES REQUIRED PRIOR TO TRANSFER OF AN INDIVIDUAL FROM THE CLOTHING CONTROL POINT

1. Prior to the departure of an individual from the clothing control point, an inventory will be made of that individual's clothing. This inventory will ensure that the person has on hand serviceable garments to take into the combat area and will likewise serve to ascertain the quantities of clothing which the individual will leave behind in storage.

2. The terms "items stored" and "items taken" as used in these instructions pertain only to items and quantities prescribed in the MRL plus those additional items which personnel may have been furnished under a supplementary clothing allowance. All other clothing will be considered "personal effects," and form NAVMC 631/631A is used for minimum requirements and supplementary clothing allowances.

3. The foregoing inventories will be recorded as follows: The "items stored" column (column 6) in the individual clothing record will be completed, indicating the items which are placed in storage. The "items taken" column (column 7) will indicate the items which the individuals retain in their possession while in a

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combat area. The inventory of the items to be retained by the individuals (reflected in column 7) will be attested to on Certificate No. 4. The inventory of the clothing to be placed in storage will also be attested.

10203. DISPOSITION OF CLOTHING AFTER INVENTORY AT THE CLOTHING CONTROL POINT. The following procedures will be followed and disposition made of the clothing determined by the inventory to be in excess of that required in a combat area:

1. The amount of clothing which will be authorized for storage under this authority will be restricted to that amount which, when added to the items taken, will not exceed the amounts prescribed in the MRL plus those additional items which personnel may have been furnished under a supplementary clothing allowance.

2. All such quantities of clothing (as determined above) will be indicated in column 6 of the individual clothing record, which will be prepared in duplicate. The inventory will be attested to by the completion of Certificate No. 4 in the clothing record. Both copies of the certificate will be signed by the witnessing officer making the attestation.

3. After the foregoing has been completed, the clothing will be placed in a fiberboard box, clothing bag, or duffel bag, as appropriate. The container employed will be secured after the duplicate inventory has been included therein.

4. Certificate No. 5 will be prepared in duplicate and signed by the inventorying officer and individual attesting to the inventory and storage action. When this certification has been made, the duplicate copy of the clothing record will be included within the container used to store the clothing. The original clothing record will be filed with the individual's SRB.

5. In the event that the clothing is received for storage at a point wherein it will require further transfer to a personal effects and baggage center (PEBC), the officer will indicate the following information in that portion of Certificate No. 5 in the clothing record designated "stored at":

"Received at (indicate organization). To be forwarded for storage to (indicate appropriate PEBC)."

6. A shipping tag or other locator identification card will be prepared indicating the name, grade, and SSN of the individual whose clothing is being stored. This tag or card will be securely attached to the container in which the clothing is stored. In addition, if a clothing or duffel bag is used to store clothing, the bag will bear identification markings as required by current uniform regulations.

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10204. STORAGE OF CLOTHING AT PERSONAL EFFECTS AND BAGGAGE CENTERS

1. Clothing prepared for storage will be handled as follows:

a. Within the Continental Limits of the United States. In all cases, clothing will be forwarded to the PEBC, Marine Corps Base, Camp Lejeune or Camp Pendleton, as appropriate.

b. Outside the Continental Limits of the United States. Clothing will be stored at the clothing control point.

2. In those cases when clothing is recovered for storage at areas other than the bases at which the PEBC's are located, supply officers will, prior to shipping such parcels, write to the officer in charge of the cognizant PEBC, advising of the number of such containers for storage and requesting shipping instructions.

3. The subject clothing which is received by the PEBC's will be

handled within those organizations per existing instructions for the operation of those activities.

4. Activity commanders will ensure that the concerned PEBC's receive transfer rosters of personnel being returned from combat areas so that the stored clothing might be made available to such personnel at the continental clothing control points upon their return.

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CHAPTER 10

INSTRUCTIONS REGARDING PERSONNEL TRANSFERRED TO AND FROM COMBAT AREAS

SECTION 3: PROCEDURES REGARDING CLOTHING FOR PERSONNEL BEING RETURNED FROM A COMBAT AREA

PART A: GENERAL INFORMATION

10300. INFORMATION. In order to conserve shipping space and to minimize stocks of clothing in organizations overseas, all issues under this part, except for the health and comfort issues as may be made for travel from a combat area, will be made after the individual arrives in the United States or at the other duty station to which the individual may be assigned.

10301. SCOPE

1. For purposes of administrative requirements pertinent to clothing of enlisted personnel being returned from a combat area, the following categories are established:

a. Personnel being transferred from a combat area to another active duty assignment within the Marine Corps.

b. Personnel being returned to the United States for discharge or release from active duty.

c. Hospitalized personnel transferred from the combat area.

2. In addition to the preceding, such issues of clothing as may be required by any of the foregoing categories of personnel for health and comfort purposes for travel from a combat area are treated separately within this part.

10302. INVENTORIES FOR PERSONNEL RETURNING FROM A COMBAT AREA

1. Clothing inventories for personnel returning from a combat area will be accomplished as follows:

- a. After arrival at the clothing control point.
- b. During the voyage (when required by instructions from higher authority).

2. For purposes of conducting the inventories as cited in paragraph 10302.1, the clothing in the individual's possession will be verified against the list of clothing in that person's

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possession upon initial arrival at the clothing control point (column 7 of the clothing record).

3. Replacement of the shortages determined by the inventories shall be based on the future status of the individual. This applies particularly to those individuals who are being returned from a combat area for discharge or release from extended active duty.

4. Clothing which was kept in storage for the individual during a tour of duty in a combat area will be obtained and handled per the instructions contained in this chapter which apply to the particular category of person being processed.

5. Activities operating clothing control points will:

- a. Endorse the original orders of combat returnees with the following statement:

"Form NAVMC 631/631A is/is not in SRB. Form NAVMC 604/604b for gratuitous replacement of missing or damaged required uniform clothing was/was not issued."

- b. Maintain, for a period of 6 months, copies of form NAVMC 604/604b which were issued to combat returnees authorizing gratuitous replacement of missing or damaged uniform clothing.

6. Commands joining combat returnees whose SRB's do not contain form NAVMC 631/631A or 604/604b and whose original orders indicate they are authorized gratuitous replacement of required uniform clothing will:

- a. Query the clothing control point by message, citing the individual's name, grade, SSN, and date of departure from the clothing control point. The message will request information

regarding which items of uniform clothing and the quantity of each item that are authorized for gratuitous replacement.

b. Prepare a form NAVMC 604/604b for gratuitous replacement of authorized uniform clothing items upon receipt of reply from the clothing control point and effect the issue.

c. Require the individual Marine to purchase or submit a personnel claim for all other missing items of uniform clothing.

7. Commands joining combat returnees whose original orders do not indicate that they were processed through a clothing control point

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(such as MEDEVACS and individuals on emergency leave with permanent change of station) will:

a. Initiate tracer action and obtain all clothing in storage at the clothing control point or remaining at the individual's former parent unit.

b. Upon receipt of uniform clothing, perform all clothing inventory functions required of the clothing control point.

c. Prepare a form NAVMC 604/604b for gratuitous replacement of missing or damaged uniform clothing items and effect the issue, if required.

d. Process a personnel claim under the provisions of section 3 of chapter 8 for the items listed as being in storage when an individual Marine's SRB (form NAVMC 631/631A) indicates that there is clothing in storage, and the clothing control point cannot locate this clothing.

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SECTION 3: PROCEDURES REGARDING CLOTHING FOR PERSONNEL BEING RETURNED FROM A COMBAT AREA

PART B: HEALTH AND COMFORT ISSUES FOR TRAVEL FROM A COMBAT AREA

10310. ENTITLEMENT

1. Activity commanders will ensure that personnel transferred from a combat area to the United States or to another duty assignment outside of the combat area have in their possession at least the minimum amount of clothing necessary for health and comfort.

2. If personnel being transferred do not have in their possession the minimum amount of the clothing contained in figure 10-1, they will be furnished on an item basis sufficient amounts to ensure that deficiencies are filled before transfer is effected.

10311. MINIMUM TRAVELING UNIFORM. For the purpose of these instructions, the minimum amount of clothing required for health and comfort consists of the items contained in figure 10-1, as appropriate to the season when travel is performed.

10312. ISSUES, HOW MADE

1. Issues made per the instructions contained in this part will be effected gratuitously on an item basis and charged to the appropriation Military Personnel, Marine Corps.

2. The issues will be supported by the Combined Individual Clothing Requisition and Issue Slip (form NAVMC 604/604b), prepared in duplicate. The original of the form will be retained by the supply officer to support the expenditure of the clothing so furnished. The duplicate will be disposed of as follows:

a. If the individual's SRB is still available at the time of such issue, the form NAVMC 604/604b will be used to record the issue as outlined in paragraph 10312.3, following.

b. In the event that the SRB has already been returned to the United States or other points outside a combat area before such clothing issue is made, the duplicate form NAVMC 604/604b will be mailed to the address to which the SRB was mailed or delivered.

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3. Health and comfort issues made under these instructions will be entered in column 8 or 9, as appropriate, of the individual clothing record and will be attested to on Certificate No. 4. Clothing so provided the individual will be considered when subsequent inventories and determinations of entitlement to replacement issues are made. In the event that the health and comfort issue is made to a hospitalized individual for whom a clothing record has not been established, such record will be

opened and issue reflected therein.

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INSTRUCTIONS REGARDING PERSONNEL TRANSFERRED TO AND FROM COMBAT AREAS

SECTION 3: PROCEDURES REGARDING CLOTHING FOR PERSONNEL BEING RETURNED FROM A COMBAT AREA

PART C: PERSONNEL DEPARTING FROM A COMBAT AREA TO ANOTHER ACTIVE DUTY ASSIGNMENT

10320. GENERAL INFORMATION. The instructions contained in this part apply to all enlisted personnel who are departing from a combat area for another active duty assignment. These provisions are not applicable to individuals who are departing from the combat area for processing relative to discharge or separation from active duty.

10321. RESUMPTION OF REPLACEMENT ALLOWANCES. When enlisted personnel report to a permanent duty station subsequent to a tour of duty in a combat area where replacement of clothing was made on an in-kind basis, the activity commander will show on the unit diary the date that the clothing processing for rotation was accomplished. Credit for the CRA will be resumed per the provisions of paragraph 10103.2, preceding.

10322. CLOTHING INVENTORIES OF ITEMS TAKEN

1. A clothing inventory will be taken at the clothing control point or during the voyage from a combat area when required by instructions from higher authority. The inventories described will only consider those items which were taken with the individual when assigned to a combat area.
2. It is possible when inventories are taken during the voyage that the individual's clothing record will not be on hand to verify clothing taken to the combat area. In these cases, the clothing in the individual's possession should be verified with the clothing required to be taken to a combat area.
3. Inventories which are conducted after arrival at the clothing control point will be accomplished with the individual clothing record in evidence. The items in the possession of the individual will be verified against those recorded in column 7 ("items taken").

4. For the discrepancies determined by the inventories, individual clothing requisitions will be prepared in duplicate. The aforementioned inventories will be recorded in the individual's

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clothing record by making the following notation in column 10: "(All items correct or form NAVMC 604/604b prepared for shortages.)." This entry will be attested to on Certificate No. 4 on the reverse of the clothing record.

10323. REPLACEMENT ISSUES FOR ITEMS TAKEN

1. Items which are determined to be missing will be furnished the individual on an item basis and will be considered as gratuitous issues. Unserviceable items will likewise be replaced on an item-for-item basis.

2. Replacement issues resolving discrepancies discovered for items taken will be recorded by indicating under column 11 of the clothing record the items provided the individual. This entry will be attested to on Certificate No. 4. The preceding information will be derived from the duplicate of the form NAVMC 604/604b used to effect the issue.

10324. INVENTORY AND REPLACEMENT OF ITEMS STORED

1. The procedures for inventorying and issuing replacements for items stored and items taken are distinct and should not be commingled.

2. Replacement of articles which have been placed in storage is authorized only when shortages are discovered or when items have deteriorated due to storage. This authorized replacement will be accomplished on an item-for-item basis, not to exceed the total amounts that were authorized for storage. Replacement issues for personnel who are being processed for discharge or released from active duty will be limited to the issues of minimum traveling uniform.

3. Clothing placed in storage prior to the transfer of the individual to a combat area will be returned in the stored container to the individual and inventoried in the presence of a witnessing officer. The duplicate clothing record within the container will be used to verify the clothing.

4. Certificate No. 5A of the individual clothing record will be used to record recoveries of stored clothing when made in person by

the individual.

a. If the quantity and condition of all items are correct, those portions at the end of the certificate indicated in parentheses will be deleted; and the certificate will be signed by the individual and the witnessing officer.

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b. If a discrepancy is found between the recovered clothing and that which was indicated as having been placed in storage, replacement will be furnished persons on an item basis by issues without charge, if authorized under instructions which are applicable for the processing of the several categories of personnel. The authority for such issue will be form NAVMC 604/604b which must be approved by the activity commander. When the issue is made resolving the discrepancies, a posting will be made under column 11, 12, or 15, as appropriate, and will be attested to by completing that portion of the certificate which is in parentheses and which reads "(issue per column ___ made to compensate for discrepancies discovered)." The number of the column in which the issue is recorded will be indicated, and the remaining statement contained in parentheses relative to the attachment of a form NAVMC 604/604b will be deleted.

c. In the event it is not possible to resolve discrepancies by baking issues at the processing activity, the two copies of the form NAVMC 604/604b which are prepared to serve as the authority for such issue will be appended to the individual's clothing record. The certification in parentheses which reads "(issue per column ___ made to compensate for discrepancies discovered)" will be deleted. The activity commander of the organization to which the individual has been assigned will ensure that the clothing which is due the individual is provided the individual and that entries therefor are made in the individual's clothing record.

5. If column 11 or 12, as appropriate, has been used to reflect replacement issues for items taken and is not available to record replacement issues for items stored, column 15 may be appropriately labeled and used for this purpose.

6. If shipment of the clothing to the individual becomes necessary, it will be accomplished at Government expense. Certificate No. 5B will be completed for this purpose.

10325. REPLACEMENT OF PERSONAL EFFECTS. Any replacement of personal effects as defined in paragraph 10202.2, preceding, will be initiated per JAGINST 5890.1, enclosure (5).

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INSTRUCTIONS REGARDING PERSONNEL TRANSFERRED TO AND
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BEING RETURNED FROM A COMBAT AREAPART D: PERSONNEL DEPARTING FROM A COMBAT AREA FOR DISCHARGE
OR RELEASE FROM EXTENDED ACTIVE DUTY

10330. GENERAL INFORMATION. For purposes of these instructions, three categories of personnel are considered:

1. Those personnel who are being discharged or released from extended active duty who are not affiliated with the Marine Corps Reserve and who do not have obligated military service under the Universal Military Training and Service Act, as amended.
2. Personnel of the Marine Corps Reserve who do not have obligated military service under the Universal Military Training and Service Act, as amended.
3. Personnel of the Marine Corps Reserve who have obligated military service under the Universal Military Training and Service Act, as amended.

10331. NONRESUMPTION OF REPLACEMENT ALLOWANCE

1. Enlisted personnel departing from a combat area for discharge or release from active duty will not be placed on a monetary allowance for clothing prior to discharge nor will the CRA be resumed.
2. The maintenance of clothing in amounts prescribed in the MRL is waived in those cases where personnel are transferred from a combat area to another activity temporarily while awaiting separation or discharge.

10332. CLOTHING INVENTORIES OF ITEMS TAKEN AND ITEMS STORED. Those portions of part C of this section apply as relate to the taking of inventories of items taken and items stored.

10333. REPLACEMENT OF ITEMS TAKEN AND ITEMS STORED

1. Items which are determined to be missing or unserviceable as a

result of this inventory will be replaced per the following instructions. Replacements of these items will be made to ensure

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that the individual possesses, at the time of separation or discharge, at least the amount of clothing authorized individuals of the Marine Corps Reserve under regulations applicable at the time of discharge or separation. Replacement will not be made in quantities in excess of the Reserve MRL.

2. Replacement issues made will be reflected in column 12 of the clothing record and will be attested to on Certificate No. 4.

3. The foregoing procedures for the replacement of items taken are equally applicable for items stored; however, attestation relative to actions taken on items in storage will be made on Certificate No. 5A.

4. In the event replacement issues authorized under this section for items taken cannot be made prior to the transfer of the individual to an activity which is operating under the CMA System, a form NAVMC 604/604b will be prepared listing thereon all articles due the individual; and the following notation shall be placed on the face thereof:

"DUE INDIVIDUAL PER CHAPTER ____ OF THE ICR."

10334. ISSUE OF MINIMUM TRAVELING UNIFORM

1. The items which comprise the traveling uniform for travel from a combat area or for travel within the United States for discharge or release from active duty are identical, except for the items of the utility uniform which may be issued troops being returned via surface transportation when such issues are necessary and authorized by the activity commander.

2. Personnel being discharged or separated from extended active duty will be required to have in their possession at the time and place of discharge or separation at least the amounts of clothing appropriate to the season. If they do not have these items, the same will be provided the individual by issues made on an item basis. Such issues will be considered as gratuitous issues. Normally, such issues will be made to individuals whose stored clothing is not available at the time of separation or discharge, or to personnel traveling en route from a combat area. The other replacement issues which are provided the individual per the instructions contained in this section will normally preclude the issue of the traveling uniform within the United States.

3. When required, the preceding issues will be made, notwithstanding the fact that the individual's clothing record might indicate that the person has in storage at some other point the amounts of clothing which make up the minimum traveling uniform. In this connection, whenever practicable, the stored clothing should be made available to the individual to preclude

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excessive issues under this authority. Accordingly, when personnel have been provided with a traveling uniform, they should not require the additional uniform provided for in this paragraph.

4. Clothing furnished personnel under this authority will be made on the basis of approved form NAVMC 604/604b. Postings will be made from the duplicate form NAVMC 604/604b to column 12 of the clothing record and attested to on Certificate No. 4.

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PART E: HOSPITALIZED PERSONNEL RETURNED FROM A COMBAT AREA

10340. GENERAL INFORMATION

1. The purpose of this part is to provide instructions concerning the furnishing of articles of clothing as are necessary for the health, comfort, or appearance of hospitalized personnel returned from a combat area.

2. These provisions apply to Navy enlisted personnel as well as Marine enlisted personnel when such personnel were attached to or serving with Marine Corps units at the time of evacuation.

10341. CATEGORIES CONSIDERED

1. In the case of personnel who have been previously rendered an issue of replacement items by issues without charge, but who have

been separated from their clothing upon hospitalization, the issues made per this part will be in addition to those already made to the individual.

2. In those instances when personnel are hospitalized prior to receiving replacement articles, the issues made under this part will be deducted from the articles to which the individual is otherwise entitled.

10342. RESUMPTION OF REPLACEMENT ALLOWANCE. The CRA will be resumed for hospitalized personnel who are returned from a combat area to the United States, or other area for further hospitalization, where they would cease drawing clothing by gratuitous issues. Such resumption of replacement allowance will commence the day after departure from the combat area.

10343. INVENTORIES. The clothing of returned hospitalized personnel will be inventoried by activity commanders who, under the provisions of MCO 6320.2, administer Marine Corps enlisted personnel confined in service hospitals. The results of such inventories will be included in column 10 of the clothing record and attested to on Certificate No. 5A, as appropriate.

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10344 INDIVIDUAL CLOTHING REGULATIONS

10344. REPLACEMENT ISSUES

1. Items which are deemed appropriate for issue under these instructions will be furnished the individual on an item basis by gratuitous issues.

2. Issues which are effected per these instructions will be included in column 9 of the clothing record and attested to on Certificate No. 4.

10345. TRANSFER OF STORED ITEMS TO HOSPITAL. If, at the time of arrival of an enlisted Marine patient at a hospital, the clothing which that individual had placed in storage at a clothing control point has not arrived at such hospital, nor has notification relative to its forthcoming shipment been received, the activity commander administering such Marine patients will comply with the provisions of MCO 6320.2.

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Men

Quantity		<u>Article</u>
<u>Summer</u>	<u>Winter</u>	
1	1	BELT, TROUSERS: web, khaki
1 1/	1 1/	BOOTS, COMBAT: black leather or tropical
1	1	BUCKLE: f/belt, web, khaki
1	1	BUCKLE: f/belt, coat
1	1	CAP, GARRISON, MAN'S: all-season, green
1 1/	1 1/	CAP, COMBAT: woodland camouflage pattern, cotton
1	1	CLASP, NECKTIE
1	1	COAT, MAN'S: all-weather
1	1	COAT, MAN'S: all-season, green, w/belt
1 1/	1 1/	COAT, COMBAT: woodland camouflage pattern, cotton
3	3	DRAWERS, MAN'S: cotton, white, pair
0	1	GLOVES, LEATHER: black, pair
1	1	INSIGNIA, BRANCH OF SERVICE: cap, black, screwpost, left
1	1	INSIGNIA, BRANCH OF SERVICE: collar, black, pair
2	2	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on khaki (man's), pair
1	1	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on scarlet, pair
1 2/	1 2/	INSIGNIA, GRADE, ENLISTED PERSONNEL: black, plastic, pair
1	1	NECKTIE: khaki
1	2	SHIRT, MAN'S: polyester/wool, khaki, long-sleeve
1	0	SHIRT, MAN'S: polyester/wool, khaki, quarter-length-sleeve
1	1	SHOES, DRESS: black, pair
3	3	SOCKS, MAN'S: black, pair
3 1/	3 1/	SOCKS: w/cushion sole, pair
1	1	STRIPE, SERVICE: green on scarlet, pair
1	1	TROUSERS, MAN'S: all-season, green, pair
1 1/	1 1/	TROUSERS, COMBAT: woodland camouflage pattern, cotton, pair
2	2	UNDERSHIRT: cotton, white, crew-neck
2 1/	2 1/	UNDERSHIRT: cotton, brown

1/ These items will be furnished only when travel conditions warrant the wear of the utility uniform and when authorized by the activity commander.

2/ A total of three pairs are authorized for personnel furnished the utility uniform items per footnote 1, preceding.

Figure 10-1.--Health and Comfort Minimum Traveling Uniform.

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Women

Quantity		<u>Article</u>
<u>Summer</u>	<u>Winter</u>	
1 1/	1 1/	BELT, TROUSERS: web, khaki
1 1/	1 1/	BOOTS, COMBAT: black leather or tropical
1 1/	1 1/	BUCKLE: f/belt, web, khaki
1	1	CAP, GARRISON, WOMAN'S: all-season, green
1 1/	1 1/	CAP, COMBAT: woodland camouflage pattern, cotton
1	1	COAT, WOMAN'S: all-weather
1	1	COAT, WOMAN'S: all-season, green
1 1/	1 1/	COAT, COMBAT: woodland camouflage pattern, cotton
0	1	GLOVES, LEATHER: black, pair
1	1	HANDBAG, WOMAN'S: black
1	1	INSIGNIA, BRANCH OF SERVICE: cap, black, screwpost, left
1	1	INSIGNIA, BRANCH OF SERVICE: collar, black, pair
2	2	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on khaki (woman's), pair
1	1	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on scarlet, pair
1 2/	1 2/	INSIGNIA, GRADE, ENLISTED PERSONNEL: black, plastic, pair
1	1	NECK TAB, WOMAN'S: green
1	2	SHIRT, WOMAN'S: polyester/wool, khaki, long-sleeve
1	0	SHIRT, WOMAN'S: polyester/wool, khaki, short-sleeve
1	1	SHOES, DRESS, WOMAN'S: oxford, black, pair
1	1	SKIRT OR SLACKS, WOMAN'S: all-season, green
3 1/	3 1/	SOCKS: w/cushion sole, pair
1	1	STRIPE, SERVICE: green on scarlet, pair
1 1/	1 1/	TROUSERS, COMBAT: woodland camouflage pattern, cotton, pair
2 1/	2 1/	UNDERSHIRT: cotton, brown

1/ These items will be furnished only when travel conditions warrant the wear of the utility uniform and when authorized by the activity commander.

2/ A total of three pairs are authorized for personnel furnished the utility uniform items per footnote 1, preceding.

Figure 10-1.--Health and Comfort Minimum Traveling
Uniform--Continued.

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APPENDIX A

ABBREVIATIONS/ACRONYMS

The following abbreviations and acronyms are included in this Manual and are provided to enhance the understanding of its contents:

AAA	Activity Account Number
ACRI	Automated Clothing Recruit Issue
CG	Commanding General
CHNAVRESINST	Chief, Naval Reserve Instruction
CMA	Clothing Monetary Allowance
CMC	Commandant of the Marine Corps
COMMARCORLOGBASES	Commander, Marine Corps Logistics Bases
CONUS	Continental United States
CRA	Clothing Replacement Allowance
CURR ACDU	Current Active Duty Date
CY	Calendar Year
DM	Due Member
DoD	Department of Defense
DPSC	Defense Personnel Support Center
DSSC	Direct Support Stock Control
FAN	Functional Account Number
FMF	Fleet Marine Force
FTS	Full-Time Support

FY	Fiscal Year
HQMC	Headquarters Marine Corps
ICR	Individual Clothing Regulations
IRR	Individual Ready Reserve

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JAGINST	Judge Advocate General Instruction
JUMPS/MMS	Joint Uniform Military Pay System/Manpower Management System
MCC	Monitor Command Code
MCCDC	Marine Corps Combat Development Command
MCJROTC	Marine Corps Junior Reserve Officer Training Corps
MCLB	Marine Corps Logistics Base
MCO	Marine Corps Order
MCRD	Marine Corps Recruit Depot
MCRSC	Marine Corps Reserve Support Center
MCSS	Military Clothing Sales Store
MEDEVACS	Medical Evacuees
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MOS	Military Occupational Specialty
MRL	Minimum Requirements List
MSGBn	Marine Security Guard Battalion
NAVMEDCOM	Naval Medical Command
NROTC	Naval Reserve Officer Training Corps
O&MMC	Operation and Maintenance, Marine Corps
OCC	Officer Candidate Course

OCS	Officer Candidate School
OIC	Officer in Charge
OQR	Officer Qualification Record
PEBC	Personal Effects and Baggage Center
PLC	Platoon Leaders Class

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PQDR	Product Quality Deficiency Report
PY	Prior Year
RC 1/2	Recovered Clothing Sold at One-Half Price
RCO	Retail Clothing Outlet
RIC	Routing Identifier Code
RUC	Reporting Unit Code
SMCR	Selected Marine Corps Reserve
SNCO	Staff Noncommissioned Officer
SRB	Service Record Book
SSN	Social Security Number
TAD	Temporary Additional Duty
TM	Technical Manual
TRNG	Training
UM	Users Manual
WOCC	Women Officer Candidate Course