



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 10120.3J  
FAC  
7 Nov 11

AIR STATION ORDER 10120.3J

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: PROCUREMENT OF CIVILIAN CLOTHING FOR DISCHARGED PERSONNEL

Ref: (a) MCO P10120.28G

Encl: (1) Sample letter for Requesting Civilian Clothing

1. Situation. To provide precise information for the execution of the procurement of civilian clothing for personnel discharged, per the reference.

2. Cancellation. AirStaO 10120.3H.

3. Mission. To provide concise direction for Marine Corps Air Station (MCAS) Cherry Point personnel in the process of procuring civilian clothing for discharged personnel.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To supply clothing to individuals who cannot afford adequate clothing when discharged.

(2) Concept of Operations. Commanding Officers (COs) will become familiar with the regulations contained in the reference pertaining to the authorization for, entitlement to, and accounting for civilian clothing and will personally review the requirements for each individual with a view toward effecting economy and protecting the welfare of discharged personnel.

b. Coordinating Instructions. The purchase of civilian clothing will be effected in the following manner on a "walk-through" basis, Monday through Friday, excluding holidays:

(1) Commanding Officers. The Commanding Officer will submit a letter of request similar to the enclosure in duplicate to the Director of Facilities (Code FAC, MCAS Cherry Point, North

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distribution is unlimited.

Carolina 28533). The guard assigned to safeguard the discharged individual and procure the required clothing will deliver the letter to the Facilities Development Officer, Building 163.

(2) Supervisor, Equipment and Realty Planning Division, Facilities Development

(a) The Supervisor will assign an International Merchant Purchase Authorization Card (IMPAC Card) authorizing the Supply Technician to accompany the guard and the discharged individual to the clothier. At the clothier, the Supply Technician shall ensure that the discharged individual purchases appropriate, properly fitted civilian clothing. All clothing will be purchased from a single source.

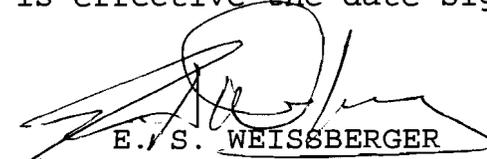
(b) Upon completion of such purchase, the Supply Technician, the guard, and the discharged individual will return to the Supervisor at Building 163, with the receipt from the vendor. The discharged individual will sign a certificate required to support the transaction. The guard and the discharged individual will return to the Administrative Officer of the discharged individual's parent unit who will make entries in the discharged individual's service record book.

5. Administration and Logistics. The Station Commanding Officer, and the Naval Health Clinic (NHC), Fleet Readiness Center, East (FRCEast) and Combat Logistics Company (CLC) 21 Commanding Officers concur with the contents of this Order insofar as it pertains to members of their respective command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.

  
E. S. WEISSBERGER  
Executive Officer

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HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 1808  
CHERRY POINT, NORTH CAROLINA 28533-0006

IN REPLY REFER TO:  
1000  
H&HS  
DD MMM YY

From: Commanding Officer, Headquarters and Headquarters Squadron  
To: Director, Facilities, Marine Corps Air Station, Cherry Point

Subj: REQUEST FOR CIVILIAN CLOTHING FOR PRIVATE FNAME I. LNAME  
XXXX USMC

Ref: (a) MCO P10120.28G  
(b) ASO 10120.3J

1. In accordance with references (a) and (b), it is requested that the following civilian clothing, suited to present climatic conditions, be furnished to Private LName:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

Note: The Commanding Officer will specify those items that are to be procured from the list of authorized articles in reference (a).

2. Private LName will be discharged from the United States Marine Corps with a "Type of Discharge" on dd mm yy.

U. R. OUT

ENCLOSURE (1)