



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

AirStaO 10121.1R w/ch 1, 2, 3
MCCS

05 NOV 2001

AIR STATION ORDER 10121.1R w/ch 1, 2, 3

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

Subj: UNIFORM CLOTHING SALES AND ISSUES

Ref: (a) MCO P1700.27A
(b) MCO P10120.28F

Encl: (1) Report of Individual Clothing Shortages
(2) Authorization for Clothing Alterations
(3) NAVMC 604/604b Form
(4) Standard DD Form 1149
(5) NAVMC 10154

1. Situation. To provide current instruction and guidance concerning the sale and issuance of individual uniform clothing by the Marine Corps Exchange Military Clothing Sales Store (MCSS), Marine Corps Air Station (MCAS), Cherry Point in accordance with reference (a).

2. Cancellation. AirStaO 10121.1P.

3. Mission. The MCSS will provide clothing sales support to deploying organizations/units in order to maintain the combat readiness of those units. The MCSS, located in Building 4535, will be open during the following hours: 0800-1900 Monday through Friday, 0900-1800 on Saturday, and 1200-1700 on Sunday.
3198
2000
1000

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines and sailors, wherever stationed, must be ready to deploy at a moment's notice and perform their duties as assigned. The MCSS is required to furnish military clothing and accessories to deploying units.

(2) Concept of Operations

(a) Only authorized patrons, as designated in reference (b), will be allowed access.

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(b) No smoking is allowed in the store.

(c) No food or beverage on sales floor.

(d) Exchanges or refunds of clothing will be on an item for item basis and will only be authorized when the following criteria is met:

1 The customer has a receipt and the clothing has not been altered, marked, worn, and is ready for re-issue in all respects.

2 Clothing items that are defective to the extent that the appearance or serviceability is affected, may be replaced at no expense to the individual, provided the defective clothing or item is reported within 30 days of purchase and the defects were not caused by wear. The manager or supervisor in charge of the MCSS shall inspect the defective clothing to make the final decision.

b. Coordinating Instructions

(1) Personal checks drawn by the purchaser and travelers checks drawn in favor of the purchaser will be accepted as cash. Personal checks will be made payable to Marine Corps Community Services (MCCS) and ~~will not~~ exceed the amount of purchase **BY NO MORE THAN \$25.00.**
MAY

(2) Credit cards are authorized for use. Those accepted are Visa, Master Card, Discover, [^]and the Star Card.
AMERICAN EXPRESS,

(3) MCSS is a designated specialized retail-clothing outlet through which Marine Corps personnel based at MCAS Cherry Point may obtain individual uniform clothing from regular stock or by special order service.

(4) The store is limited to a 90 day stock level based on average sales and issues. Operating stock consisting of fast-moving and seasonal items are replenished daily. Because of low demand, some uniform clothing for female Marines is not carried in stock. **AND OFFICERS**
The following guidelines are set forth to identify the procedures available to female Marines in requisitioning items of military clothing:
AND OFFICERS

(a) Special Order. MCSS requisitions the clothing item upon request. Average response time is 14 to 21 working days, depending on availability.

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(b) Deposit. All special orders require 100 percent deposit.

(5) Special order service is provided for items of uniform clothing not carried in stock. The size range of standard uniform clothing is sufficient to meet most requirements. However, special measurement clothing will be requisitioned for authorized personnel as required.

(6) Advance payment is required for special order items and special measurement clothing.

(7) Items Temporarily Out Of Stock. MCSS attempts to keep all standard Marine Corps clothing items on hand. However, when items are temporarily out of stock, individuals will be issued an Individual Clothing Shortage Form, enclosure (1), to certify that an effort was made to obtain their required allowance of individual clothing. The form is valid for a period of two weeks. It is the responsibility of the individual Marine to check again with MCSS.

(8) Special Measurement Clothing

(a) Special measurement clothing is those items manufactured to the specific measurements of an individual. It is authorized for those individuals who cannot be fitted properly with standard tariff sizes, supplemental sizes, or by authorized alterations.

(b) The preparation of special measurement clothing requisitions will be accomplished by MCSS personnel. A qualified tailor at the Tailor Shop will take measurements. Photos for special measurement must be taken prior to order placement at the Station Photo Lab.

(c) Individuals who have special measurement clothing on order will receive an Individual Clothing Shortage Form. Normally, 60 to 90 days are required for the receipt of these items. Therefore, personnel with limited time to serve at MCAS Cherry Point should not submit special measurement clothing requisitions.

(d) The MCSS will notify the individual when special measurement clothing is received. Upon notification, individuals are urged to promptly pick up their clothing. Clothing will be held for 15 days from date of notification or one pay period, whichever is longer, at which time appropriate action will be taken for

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disposition of the clothing. In the event of transfer, individuals will submit a forwarding address to the MCSS.

(e) Future requisitions from individuals who fail to pick up the special measurement clothing will be required to submit a letter of request to the MCSS endorsed by the individual's commanding officer.

(9) Special Order Clothing

(a) In addition to the special measurement clothing mentioned above, special order service is provided for expeditious procurement of items of individual clothing not normally stocked. Requests for special orders must be made in person at MCSS.

(b) Items requested will be requisitioned by MCSS from the appropriated supply source. Individuals will receive an Individual Clothing Shortage Form to certify that they have clothing on order.

(c) When special order clothing is received by MCSS the procedures and individual responsibilities set forth in paragraph 4b(8)(d) will apply.

(d) Future requisitions from an individual who failed to pick up the special order clothing will be governed by the procedures established in paragraph 4b(8)(e).

(10) Alterations

(a) Articles of outer clothing provided to individual enlisted personnel, except utility uniforms, will be altered at the Government's expense when the sale or issue is affected. Subsequent alterations will be at the expense of the individual, except an alteration to outer clothing necessary during the first six months of service because of profile change, may be made at the Government's expense.

(b) Authorized alterations are described in reference (c).

(c) Alterations will not be made to individual uniform clothing if the cost of such alterations is in excess of 50 percent of the standard price of the item.

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(d) An Authorization for Clothing Alterations, enclosure (2), will be completed and signed by the manager or supervisor, then given to the individual purchasing the clothing. The Tailor Shop is the only authorized location for alterations. Upon completion of the authorized alterations, the signed form(s) will be retained by the Tailor Shop and returned to the Marine Corps Exchange (MCX).

c. Tasks

(1) Commanding Officers. Will be responsible for the following matters pertaining to individual clothing for personnel in their command:

(a) Minimum Uniform Requirements

1 Provide personnel with a current listing of the minimum requirements list as set forth in the Marine Corps Bulletin 10120 series.

2 Conduct periodic inspections, at least annually, within their command to ensure that personnel have in their possession all the individual uniform clothing items required by the minimum requirements list and that these items are in serviceable condition.

3 Conduct clothing inspections on new joins and immediately prior to their detachment.

4 Advise personnel that the clothing maintenance allowance that they receive is for the replacement or repair of unserviceable or damaged clothing and is to be utilized for those specific purposes.

(b) Clothing Requisitions. Ensure that the Combined Individual Clothing Requisition and Issue Forms (enclosure (3)) are prepared in accordance with reference (b) and signed by the commanding officer. If "By direction" is authorized, it will be indicated on the form by the individual signing the requisition. These requisitions will include the following information:

1 Functionality account number

2 Fund code

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3 Activity account number

4 Job order number

5 To prevent forms from being altered, they will be typewritten and lines drawn through the blocks in the quantity field that are not applicable. The forms will be submitted in quadruplicate. Requisitions not in compliance with the preceding instructions will be returned to the originating organization without action.

(c) Standard DD Form 1149 (enclosure (4)). Multi-use standard Requisition and Invoice/Shipping Document.

1 This form will be prepared in accordance with reference (b) and will identify each item by description and NSN and be typewritten and signed by the commanding officer or Supply Officer. These requisitions will include all appropriations data, an activity accounting code, cost code, and unit price.

2 The Standard DD Form 1149 will be submitted to MCSS in quadruplicate. The original, plus two copies, will be retained by MCSS for accounting purposes.

3 Requisitions not in compliance with the preceding instructions will be returned to the originating organization without action.

(d) Checkage Sales. Under the Clothing Monetary Allowance System, an individual is provided an annual cash clothing maintenance allowance that 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. Because of the administrative expense and effort required to effect and process a checkage sale, commanders shall ensure compliance with the following specific guidelines:

1 The criteria for checkage sales requires that the individual request only those items necessary to meet minimum clothing requirements and that the purchase cannot be delayed until funds are available.

2 Checkage sales shall not be authorized if the individual is in a non-pay status, if the clothing sale is for less

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than \$50.00 or for personnel who are scheduled for separation within 90 days (checkages for less than \$50.00 may be authorized for individuals who need clothing incident to confinement).

3 The requirement to make up clothing shortages for an inspection is not considered an emergency as per reference (b).

4 When a checkage sale is necessary a NAVMC 604/604b will be presented to MCSS in quadruplicate.

5 All checkage sales must have the word "Certified" handwritten in the space immediately following the words "checkage sales" in the "approved" block at the lower left corner of the NAVMC 604/604b to indicate that the approving section is in accordance with the preceding paragraph.

(e) Supplemental Issues. When a supplemental issue of clothing is requested from MCSS, the commanding officer will ensure that NAVMC 604/604b is accompanied by one of the following:

1 A copy of the orders assigning the individual to the organization.

2 A certification that the individual requires a supplemental issue.

(f) Recovery of Individual Uniform Clothing

1 Commanding officers will ensure that recovery of individual uniform clothing is in accordance with guidelines established by reference (b).

2 Clothing will not be accepted unless it has been inventoried and is accompanied by a Personal Effects Inventory Form (enclosure (5)) and cover letter. Unfit clothing items will be rejected.

(g) Name and Service Tapes

1 MCSS is the primary ordering service.

2 Form NAVMC 604/604b will be utilized for supplementary issue of the name tapes for camouflage utility uniforms

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to include enlisted Navy personnel assigned to Marine Corps units.

3 Sewing costs for supplementary issue only will be funded from local operation and maintenance funds, as appropriate.

4 Sewing costs for replacement tapes on an individual's uniforms will be borne by the individual Marine.

(h) 782 Gear

1 782 gear is authorized for sale as replacement only to Active Duty military personnel.

2 No refund or exchange on 782 gear.

(i) Deferred Payment Plan (DPP)/Uniform Clothing Deferred Payment Plan (UCDPP)

1 DPP/UCDPP can be used by authorized military personnel and their family members to purchase military clothing.

2 Both accounts can be applied for at Customer Service, Marine Corps Exchange, Building 3918.

5. Administration and Logistics

a. The commanding officer will prepare the NAVMC 604/604b in quadruplicate. The MCSS personnel issuing the clothing will prepare form NAVMC 604 in quadruplicate. Distribution of the forms will be as follows:

NAVMC 604

Original & 2 copies - Disbursing Officer
Duplicate - MCSS retains
TriPLICATE - Commanding Officer
Quadruplicate - Marine

NAVMC 604b

Disbursing Officer
MCSS retains
Commanding Officer
Marine

b. The MCSS will submit NAVMC 604 in triplicate with the original of the NAVMC 604b to the Disbursing Officer for checkage of the individual's pay account and reimbursement for the clothing issue.

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6. Command and Signal

a. Signal. This Order effective the date signed.

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


ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A



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

AirStaO 10121.1R Ch 1
MCCS
02 NOV 2005

AIR STATION ORDER 10121.1R Ch 1

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

Subj: UNIFORM CLOTHING SALES AND ISSUES

Encl: (1) New Enclosure (3) insert to ASO 10121.1R

1. Situation. An updated NAVMC 604(B) has been published, which requires a change to the basic Order.

2. Mission. Remove Enclosure (3) of the basic Order and replace with corresponding pages contained in the enclosure.

3. Execution

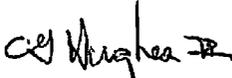
a. Commander's Intent. To ensure that the new Combined Individual Clothing Requisition and Issue Forms (NAVMC 604(B)) are prepared in accordance with reference (b).

4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

5. Command and Signal

a. Command. This Air Station Order Change is applicable to all of Marine Corps Air Station Cherry Point.

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


C. G. HUGHES II
Chief of Staff

DISTRIBUTION: A



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

ASO 10121.1R Ch 2

MCCS

8 JAN 2010

AIR STATION ORDER 10121.1R Ch 2

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

Subj: UNIFORM CLOTHING SALES AND ISSUES

1. Situation. To direct pen changes to the basic Order.

2. Execution

a. On the promulgation page, paragraph 3, line 3, change "Building 4535" to "Building 3198."

b. On the promulgation page Paragraph 3, change lines 4 and 5 to read, "be open during the following hours: 0800-2000 Monday through Friday, 1000-1800 Saturday and Sunday."

2. Filing Instructions. File this Change page immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "Robert D. Clinton".

ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A

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



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

ASO 10121.1R Ch 3
MCCS
19 DEC 2011

AIR STATION ORDER 10121.1R Ch 3

From: Commanding Officer
To: Distribution List

Subj: UNIFORM CLOTHING SALES AND ISSUES

1. Situation. To direct pen changes to the basic Order.
2. Execution

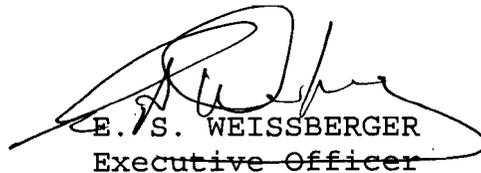
a. Page 2 paragraph 4.b.(1) change last sentence to exclude the phrase prohibiting writing of the check over the amount due, to read "Personal checks will be made payable to Marine Corps Community Services (MCCS) and may exceed the amount of purchase by no more than \$25.00."

b. Page 2 paragraph 4.b.(2) Add American Express to the list of cards accepted.

c. Page 2 paragraph 4.b.(4) change "because of low demand, some uniform clothing for female Marines is not carried in stock." To read "because of low demand, some uniform clothing for female Marines and officers is not carried in stock." Change the last sentence to read "The following guidelines are set forth to identify the procedures available to female Marines and officers in requisitioning items of military clothing:"

d. Change numeral at bottom of 'Ch 1' page to read 10 vice 9. Change numeral at bottom of 'Ch 2' page to read 11 vice 10.

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: A

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

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MARINE CORPS COMMUNITY SERVICES
MILITARY CLOTHING SALES STORE (MCSS)
Marine Corps Air Station
Cherry Point, NC 28533

Date

From: _____

To: _____
INDIVIDUAL'S NAME

Subj: REPORT OF INDIVIDUAL CLOTHING SHORTAGES

1. This is to certify that the below-listed article(s) of individual clothing is/are.

Not stocked, must be requisitioned from MPB Philadelphia by special order.

Temporarily out-of-stock, resupply Requisition has been submitted and receipt expected approximately

Date

<u>ITEM NO.</u>	<u>ARTICLE</u>	<u>SIZE</u>	<u>QTY</u>	<u>ACTION</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

By direction

ENCLOSURE (1)

05 NOV 2001

AUTHORIZATION FOR CLOTHING ALTERATIONS

DCN _____

Date

1. In accordance with MCO P10120.28E, authorization is granted to alter the following item of uniform clothing, as necessary for the person below.

Name _____ Rank _____ SSN _____ Unit _____
(Last name & initial)

<u>QTY</u>	<u>ITEM</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
_____	POLY/GAB-GRN COAT, MAN'S		
_____	POLY/GAG-BLU CHEST _____ I _____ D	_____	_____
	WAIST _____ I _____ D	_____	_____
	SLEEVE _____ I _____ D	_____	_____
	BLUE COLLAR _____ I _____ D	_____	_____
	BLUE SKIRT _____ I _____ D	_____	_____
	REMOVE SHOULDER WRINKLES _____	_____	_____
	SECURE COLLAR HOOK _____	_____	_____
	LOWER BLUE COLLAR _____	_____	_____
	SHORTEN BELT _____	_____	_____
	ADJUST BUTTONS _____	_____	_____
	SECURE SNAP _____	_____	_____
_____	AWC COAT AL WEATHER MAN'S		
	SLEEVE LENGTH _____ I _____ D	_____	_____
	BELT _____ I _____ D	_____	_____
	ADJUST BUTTON _____ I _____ D	_____	_____
_____	KHAKI SHIRT MAN'S		
	DECREASE SLEEVE LENGTH _____	_____	_____
_____	POLY/GAB-GRN TROUSER, MAN'S		
_____	POLY/GAB-BLU WAIST _____ I _____ D	_____	_____
	SEAT _____ I _____ D	_____	_____
	HEM _____ I _____ D	_____	_____
	ADJUST CROTCH _____ I _____ D	_____	_____
_____	BLUE NCO STRIPES AND INSIGNIA		

ENCLOSURE (2)

AirStaO 10121.1R

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TROUSER STRIPES
INSIGNIA GRADE
SERVICE STRIPE

____ NAME TAGS

SIGNATURE OF INDIVIDUAL
"I certify that the above
garments were received and
alterations have been
completed."

MCSS AUTHORIZATION
"I certify that the above
alterations are in
accordance with
TM-10120-15/1."

COMBINED INDIVIDUAL CLOTHING REQUISITION AND ISSUE SLIP (WOMEN'S) (10120)

AirSta0 10121.1R Ch1

NAVMC 604B Rev. 08-03 (EF) (Previous editions are obsolete and will not be used)

SN: 0109-LF-986-7300

NAME (Last, First, Middle Initial)	GRADE	SSN	DATE
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IT IS REQUESTED THAT THE BELOW LISTED ARTICLES BE FURNISHED FOR MY PERSONAL USE.

CURR ACDU (Date of last entry for active duty)

SIGNATURE: _____

SIZE	ITEM	QTY	UNIT PRICE	TOTAL PRICE	SIZE	ITEM	QTY	UNIT PRICE	TOTAL PRICE
	BAG, DUFFEL, w/carrying strap								
	BELT, MARTIAL ARTS, color								
	BELT, REFLECTIVE, SAFETY								
	BELT, TROUSERS, web, khaki								
	BUCKLE, fball, web, khaki								
	CAP, COMBAT: woodland camouflage pattern					MARINE CORPS COMBAT UTILITY UNIFORM AND ACCESSORIES			
	CAP, GARRISON, WOMAN'S: all-season poly/wool, gabardine, green					BOOTS, MARINE CORPS COMBAT: hot weather, olive mohave, pair			
	CAP, SERVICE, WOMAN'S: all-season poly/wool, gabardine, green					BOOTS, MARINE CORPS COMBAT: temperate water, olive mohave, pair			
	COAT, COMBAT: woodland camouflage					CAP, COMBAT UTILITY: field, desert MARPAT			
	COAT, WOMAN'S: all-season poly/wool gabardine, green					CAP, COMBAT UTILITY: field, woodland MARPAT			
	COAT, WOMAN'S: all-weather					CAP, COMBAT UTILITY: garrison, desert MARPAT			
	DECAL: Marine Corps emblem					CAP, COMBAT UTILITY: garrison, woodland MARPAT			
	GLOVES: leather, black, pair					COAT, COMBAT UTILITY: desert MARPAT			
	INSIGNIA, BOS: dress cap, gold plated, screwpost					COAT, COMBAT UTILITY: woodland MARPAT			
	INSIGNIA, BOS: garrison cap, black, screwpost					NAME & SERVICE TAPE: embroidered desert MARPAT (set of 3)			
	INSIGNIA, BOS: service cap, black, screwpost					NAME & SERVICE TAPE: embroidered woodland MARPAT (set of 3)			
	INSIGNIA, BOS: service uniform collar, black, pair					TROUSERS, COMBAT UTILITY: desert MARPAT, pair			
	INSIGNIA, GRADE, EP: gold on scarlet, pair					TROUSERS, COMBAT UTILITY: woodland MARPAT, pair			
	INSIGNIA, GRADE, EP: green on khaki, pair								
	INSIGNIA, GRADE, EP: green on scarlet, pair								
	INSIGNIA, GRADE, EP: plastic, black, pair								
	NAME & SERVICE TAPE: embroidered, green w/black letter (set of 3)					BLUE UNIFORM ISSUES			
	NECK TAB, WOMAN'S: green					CAP, DRESS: white, vinyl			
	SHIRT, WOMAN'S: poly/wool, khaki, long-sleeve					COAT, WOMAN'S: all-season poly/wool gabardine, blue			
	SHIRT, WOMAN'S: poly/wool, khaki, short-sleeve					GLOVES: cloth, white, pair			
	SHOES, DRESS: oxford, black, pair					INSIGNIA, BOS: collar, gold plated, pair			
	SKIRT, WOMAN'S: all-season poly/wool gabardine, green					NECK TAB, WOMAN'S: black			
	SLACKS, WOMAN'S: all-season poly/wool gabardine, blue, pair					SHIRT, WOMAN'S: white			
	SLACKS, WOMAN'S: all-season poly/wool gabardine, green, pair					SKIRT, WOMAN'S: all-season poly/wool gabardine, blue			
	SOCKS: boot, pair					SLACKS, WOMAN'S: all-season poly/wool gabardine, blue, pair			
	SOCKS: dress, black, pair					STRIPE, TROUSER (NCO): scarlet, pair			
	SOCKS: white, athletic (3 pair package)								
	STRIPE, TROUSER (NCO): scarlet, pair								
	STRIPE, SERVICE: green on scarlet, pair								
	STRIPE, SERVICE: gold on scarlet								
	SWEAT PANTS: green w/insignia, pair					MATERNITY UNIFORM ISSUE			
	SWEAT SHIRT: green w/insignia					COAT: women's maternity work uniform, woodland MARPAT			
	SWEATER: pull-over, olive green, with epaulettes					NAME & SERVICE TAPE: embroidered woodland MARPAT (set of 3)			
	TROUSERS, COMBAT: woodland camouflage pattern, pair					SHIRT, WOMAN'S: maternity, khaki, long-sleeve			
	TRUNKS, GENERAL PURPOSE: nylon, olive green, pair					SHIRT, WOMAN'S: maternity, khaki, short-sleeve			
	UNDERSHIRT: cotton, green					SKIRT, WOMAN'S: maternity, green			
	UNDERSHIRT: cotton, white, v-neck					SLACKS, WOMAN'S: woodland MARPAT			
						SLACKS, WOMAN'S: maternity, green			
						TUNIC, WOMAN'S: maternity, green			

TOTAL ISSUE

APPROVED: The individual named hereon is authorized to draw the clothing requested under the type issue indicated:

INITIAL ISSUE	FAN: _____
SUPPLEMENTARY ISSUE	FAN: _____
REPLACEMENT ISSUE	FAN: _____
CHECKAGE SALE	FAN: _____

REFERENCE _____

(Insert office stamp of issuing office)

DATE _____

I ACKNOWLEDGE receipt of articles of clothing indicated above and accept these items as fitting properly, or appropriate alterations have been prescribed.

SIGNATURE: _____

I hereby CONSENT to checkage of my pay account in the amount indicated under total issue.

SIGNATURE: _____

I CERTIFY that I have witnessed the issue of the clothing enumerated above and that issues have been made in the manner indicated. Outer articles of clothing issued are the proper size, or appropriate alterations have been prescribed.

Witnessing Signature (when required)

O&MMC FUNDED ISSUE UNIT APPROPRIATION DATA

_____, U.S.M.C. _____ (COMMANDING OFFICER'S PRINTED NAME & RANK)

_____, U.S.M.C. _____ (COMMANDING OFFICER'S SIGNATURE)

ENCLOSURE (3)

INSTRUCTIONS

AirSta0 10121.1R Ch1

1. This form will be used for clothing issues under the monetary or in-kind allowance systems. It may also be used for issues made on a cash or checkage basis. Each form must be approved by the individual's commanding officer (CO) or other officer authorized in writing to sign by direction.

2. INITIAL OR SUPPLEMENTARY ISSUES

Upon completion, in accordance with MCBul 10120 (Individual Clothing Allowances), a NAVMC 604/604B used as an individual clothing request for initial or supplementary issue will be submitted to the individual's immediate CO for approval. The form will then be forwarded to the clothing officer or the appropriate Retail Clothing Outlet (RCO)/Military Clothing Sales Store (MCSS). If used as an issue slip at an RCO/MCSS, the form will be used as follows:

RCO - Original form will be annotated with the Functional Account Number (FAN) and filed in support of the RCO's copy of the expenditure transaction. A copy of the NAVMC 604/604B will be forwarded to the individual's CO for appropriate entry into the individual's clothing record (Form NAVMC 631/631A).

MCSS - Original form will be annotated with the FAN, attached to the Standard Form (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal), and if applicable, forwarded to the Defense Finance and Accounting Service (DFAS) for reimbursement. A copy will be retained by the MCSS and another copy provided for the individual's CO to make appropriate entry on the NAVMC 631/631A.

3. REPLACEMENT ISSUES

Upon completion, a NAVMC 604/604B used as an individual clothing request for an in-kind replacement issue will be forwarded to the individual's CO for approval. If approved by the individual's CO, the form will be forwarded to the clothing officer or the appropriate RCO/MCSS. Following issue, the original will be annotated with the FAN and filed in support of the expenditure transaction, if applicable. A copy will be provided for the individual's CO for appropriate entry on the NAVMC 631/631A.

4. CHECKAGE SALES

A NAVMC 604/604B used as an individual checkage request must include monetary values of the items to be sold. The individual's CO shall write the word "Certified" in the block to the right of the annotated "CHECKAGE SALE" block. At the time of sale, the individual drawing the clothing will be required to sign the original, consenting to the checkage. If used as checkage request at an RCO/MCSS, the form will be used as follows:

RCO - After issue is completed, the RCO will maintain a copy of the checkage request and prepare a form NAVMC 604A (Transmittal of Clothing Issue Slips) in quadruplicate. The original and two copies of the NAVMC 604A will be forwarded to the individual's CO or Disbursing Officer (depending on local SOP) with the original NAVMC 604/604B checkage request. The Unit Diary Section/Disbursing Officer will enter the Transcript of Data Extraction (TODE) and date on a copy of the NAVMC 604A, authenticate the certificate portion of the form, and return this copy to the RCO to be filed with the RCO's copy of the checkage request.

MCSS - After issue is completed, the MCSS will forward the original checkage request, attached to a SF 1034, to the local Disbursing Officer. The Disbursing Officer will enter the TODE and authenticate the certificate portion and forward to DFAS for reimbursement. The MCSS will retain a copy of the NAVMC 604/604B checkage request and SF 1034.

5. ISSUES ON A CASH SALE BASIS (MARINE CORPS RESERVE)

A NAVMC 604/604B used as an individual cash sale request must be annotated with the words "Cash Sale" in the top right corner of the form. Values of clothing being sold must be entered and totaled on the form by the unit responsible officer. The original will be filed in support of the retained copy of form NAVCOMPT 2277 (Voucher for Disbursement and/or Collection). A copy will be provided to the individual.

6. O&MMC FUNDED ISSUES

A NAVMC 604/604B used for Operation and Maintenance Marine Corps (O&MMC) funded issues will be annotated with the complete unit appropriation data (required for completion of form NAVCOMPT 2277) and filed in support of the supply/property control officer's retained copy of the expenditure transaction. O&MMC funded issues cannot be included on the same NAVMC 604/604B as an initial issue, replacement issue, supplementary issue, or cash/checkage sale.

COMBINED INDIVIDUAL CLOTHING REQUISITION AND ISSUE SLIP (MEN'S) (10120)

AirSta0 10121.1R Ch1

NAVMC 604 Rev.08-03 (EF) (Previous editions are obsolete and will not be used)

SN: 0109-LF-986-6100

NAME (Last, First, Middle Initial)	GRADE	SSN	DATE
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IT IS REQUESTED THAT THE BELOW LISTED ARTICLES BE FURNISHED FOR MY PERSONAL USE.

CURR ACDU (Date of last entry for active duty)

SIGNATURE: _____

SIZE	ITEM	QTY	UNIT PRICE	TOTAL PRICE	SIZE	ITEM	QTY	UNIT PRICE	TOTAL PRICE
	BAG, DUFFEL: w/carrying strap								
	BELT, MARTIAL ARTS, color								
	BELT, REFLECTIVE, SAFETY								
	BELT, TROUSERS, web, khaki								
	BUCKLE, f/bell (coat)								
	BUCKLE, f/bell, web, khaki								
	CAP, COMBAT: woodland camouflage pattern								
	CAP, GARRISON, MAN'S: all-season poly/wool gabardine, green								
	CLASP, NECKTIE								
	COAT, COMBAT: woodland camouflage pattern								
	COAT, MAN'S: all-season poly/wool gabardine, green, w/bell								
	COAT, MAN'S: all-weather								
	CROWN, SERVICE CAP: all-season poly/wool, gabardine, green								
	DECAL, Marine Corps emblem					MARINE CORPS COMBAT UTILITY UNIFORM AND ACCESSORIES			
	DRAWERS, MAN'S: cotton, white, pair					BOOTS, MARINE CORPS COMBAT: hot weather, olive mohave, pr			
	GLOVES, leather, black, pair					BOOTS, MARINE CORPS COMBAT: temperate weather, olive mohave, pr			
	INSIGNIA, BOS: dress cap, gold plated, screwpost					CAP, COMBAT UTILITY: field, desert MARPAT			
	INSIGNIA, BOS: garrison cap, black, screwpost					CAP, COMBAT UTILITY: field, woodland MARPAT			
	INSIGNIA, BOS: service cap, black, screwpost					CAP, COMBAT UTILITY: garrison, desert MARPAT			
	INSIGNIA, BOS: service uniform collar, black, pair					CAP, COMBAT UTILITY: garrison, woodland MARPAT			
	INSIGNIA, BUTTON: dress cap, gold plated					COAT, COMBAT UTILITY: desert MARPAT			
	INSIGNIA, BUTTON: service cap, black					COAT, COMBAT UTILITY: woodland MARPAT			
	INSIGNIA, GRADE, EP: gold on scarlet, pair					NAME AND SERVICE TAPE: embroidered desert MARPAT (set of 3)			
	INSIGNIA, GRADE, EP: green on khaki, pair					NAME AND SERVICE TAPE: embroidered woodland MARPAT (set of 3)			
	INSIGNIA, GRADE, EP: green on scarlet, pair					TROUSERS, COMBAT UTILITY: desert MARPAT, pair			
	INSIGNIA, GRADE, EP: plastic, black, pair					TROUSERS, COMBAT UTILITY: woodland MARPAT, pair			
	NAME & SERVICE TAPE: green w/black lettering (set of 3)								
	NECKTIE, KHAKI								
	SHIRT, MAN'S: poly/wool, khaki, long-sleeve								
	SHIRT, MAN'S: poly/wool, khaki, quarter-length-sleeve								
	SHOES: dress, black, pair								
	SOCKS: boot, pair								
	SOCKS: dress, black, pair					BLUE UNIFORM ISSUES			
	SOCKS: white, athletic (3 pair package)					BELT, COAT, MAN'S: cotton, white			
	STRIPE, SERVICE: green on scarlet, pair					COAT, MAN'S: all-season poly/wool gabardine, blue			
	STRIPE, SERVICE: gold on scarlet					CROWN, SERVICE CAP			
	STRIPE, TROUSER (NCO): scarlet, pair					FRAME, SERVICE CAP			
	SWEAT PANTS: green w/insignia, pair					GLOVES: cloth, white, pair			
	SWEAT SHIRT: green w/insignia					INSIGNIA, BOS: collar, gold plated, pair			
	SWEATER: pull-over, olive green, with epaulettes					TROUSERS, MAN'S: all-season poly/wool gabardine, blue, pair			
	TROUSERS, COMBAT: woodland camouflage pattern, pair					WAISTPLATE: insignia (SNCOs only)			
	TROUSERS, MAN'S: all-season poly/wool gabardine, green, pair					WAISTPLATE: insignia w/o wreath (NCOs only)			
	TRUNKS, GENERAL PURPOSE: nylon, olive green, pair					WAISTPLATE: plain (flanca corporals and below only)			
	UNDERSHIRT, MAN'S: cotton, white, crew-neck								
	UNDERSHIRT: cotton, green								

TOTAL ISSUE

APPROVED: The individual named hereon is authorized to draw the clothing requested under the type issue indicated:

	INITIAL ISSUE	FAN:
	SUPPLEMENTARY ISSUE	FAN:
	REPLACEMENT ISSUE	FAN:
	CHECKAGE SALE	FAN:

REFERENCE: _____

(Insert office stamp of issuing office)

O&MMC FUNDED ISSUE UNIT
APPROPRIATION DATA: _____

U.S.M.C

(COMMANDING OFFICER'S SIGNATURE)

(COMMANDING OFFICER'S PRINTED NAME & RANK)

DATE _____

I ACKNOWLEDGE receipt of articles of clothing indicated above and accept these items as fitting properly, or appropriate alterations have been prescribed.

SIGNATURE: _____

I hereby CONSENT to checkage of my pay account in the amount indicated under total issue.

SIGNATURE: _____

I CERTIFY that I have witnessed the issue of the clothing enumerated above and that issues have been made in the manner indicated. Outer articles of clothing issued are the proper size, or appropriate alterations have been prescribed.

Witnessing Signature (when required)

ENCLOSURE (3)

INSTRUCTIONS

AirSta0 10121.1R Ch1

1. This form will be used for clothing issues under the monetary or in-kind allowance systems. It may also be used for issues made on a cash or checkage basis. Each form must be approved by the individual's commanding officer (CO) or other officer authorized in writing to sign by direction.

2. INITIAL OR SUPPLEMENTARY ISSUES

Upon completion, in accordance with MCBul 10120 (Individual Clothing Allowances), a NAVMC 604/604B used as an individual clothing request for initial or supplementary issue will be submitted to the individual's immediate CO for approval. The form will then be forwarded to the clothing officer or the appropriate Retail Clothing Outlet (RCO)/Military Clothing Sales Store (MCSS). If used as an issue slip at an RCO/MCSS, the form will be used as follows:

RCO - Original form will be annotated with the Functional Account Number (FAN) and filed in support of the RCO's copy of the expenditure transaction. A copy of the NAVMC 604/604B will be forwarded to the individual's CO for appropriate entry into the individual's clothing record (Form NAVMC 631/631A).

MCSS - Original form will be annotated with the FAN, attached to the Standard Form (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal), and if applicable, forwarded to the Defense Finance and Accounting Service (DFAS) for reimbursement. A copy will be retained by the MCSS and another copy provided for the individual's CO to make appropriate entry on the NAVMC 631/631A.

3. REPLACEMENT ISSUES

Upon completion, a NAVMC 604/604B used as an individual clothing request for an in-kind replacement issue will be forwarded to the individual's CO for approval. If approved by the individual's CO, the form will be forwarded to the clothing officer or the appropriate RCO/MCSS. Following issue, the original will be annotated with the FAN and filed in support of the expenditure transaction, if applicable. A copy will be provided for the individual's CO for appropriate entry on the NAVMC 631/631A.

4. CHECKAGE SALES

A NAVMC 604/604B used as an individual checkage request must include monetary values of the items to be sold. The individual's CO shall write the word "Certified" in the block to the right of the annotated "CHECKAGE SALE" block. At the time of sale, the individual drawing the clothing will be required to sign the original, consenting to the checkage. If used as checkage request at an RCO/MCSS, the form will be used as follows:

RCO - After issue is completed, the RCO will maintain a copy of the checkage request and prepare a form NAVMC 604A (Transmittal of Clothing Issue Slips) in quadruplicate. The original and two copies of the NAVMC 604A will be forwarded to the individual's CO or Disbursing Officer (depending on local SOP) with the original NAVMC 604/604B checkage request. The Unit Diary Section/Disbursing Officer will enter the Transcript of Data Extraction (TODE) and date on a copy of the NAVMC 604A, authenticate the certificate portion of the form, and return this copy to the RCO to be filed with the RCO's copy of the checkage request.

MCSS - After issue is completed, the MCSS will forward the original checkage request, attached to a SF 1034, to the local Disbursing Officer. The Disbursing Officer will enter the TODE and authenticate the certificate portion and forward to DFAS for reimbursement. The MCSS will retain a copy of the NAVMC 604/604B checkage request and SF 1034.

5. ISSUES ON A CASH SALE BASIS (MARINE CORPS RESERVE)

A NAVMC 604/604B used as an individual cash sale request must be annotated with the words "Cash Sale" in the top right corner of the form. Values of clothing being sold must be entered and totaled on the form by the unit responsible officer. The original will be filed in support of the retained copy of form NAVCOMP 2277 (Voucher for Disbursement and/or Collection). A copy will be provided to the individual.

6. O&MMC FUNDED ISSUES

A NAVMC 604/604B used for Operation and Maintenance Marine Corps (O&MMC) funded issues will be annotated with the activity Accounting Number and the appropriate allotment accounting information (Fund Code and Job Order Number) and filed in support of the supply/property control officer's retained copy of the expenditure transaction. O&MMC funded issues cannot be included on the same NAVMC 604/604B as an initial issue, replacement issue, supplementary issue, or cash/checkage sale.

NAVMC 604 (REV 10-02) 2ND PAGE

ENCLOSURE (3)

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0245
Expires Dec 31, 1999

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
	7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY
2. TO: (Include ZIP Code)	9. AUTHORITY OR PURPOSE			
	10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)
3. SHIP TO - MARK FOR	12. DATE SHIPPED (YYYYMMDD)			b.
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS DATA	AMOUNT
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ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CON-TAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO					17. SPECIAL HANDLING					
18. RECEIPT SHIPMENT DATE	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
	PACKED BY						POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
	TOTAL									

ENCLOSURE (4)

05 NOV 2001
AIRSTAO 10121.1R

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

Form Approved
OMB No. 0704-0246
Expires Dec 31, 1999

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (D704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.

ENCLOSURE (4)

AIRSTAO 10121.1R
05 NOV 2001

SHEET NO.		NO. OF SHEETS		6. REQUISITION NUMBER		11a. VOUCHER NUMBER AND DATE					b. VOUCHER NUMBER AND DATE	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES					UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CONTAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)					(c)	(d)	(e)	(f)	(g)	(h)	(i)
SHEET TOTAL												

05 NOV 2001

PERSONAL EFFECTS INVENTORY (4050)

NAVMC 10154 (REV. 1-91) (EF) (3-83 edition will be used)
 SN: 0109-LF-083-2000 U/I: 10D PER PAD

Do not use this form to inventory organizational clothing and/or government property

ORIGINATING ORGANIZATION				DATE	
NAME		SSN		GRADE	ORGANIZATION
COMPONENT	STATUS	NAME OF NEXT OF KIN		RELATIONSHIP	

HOME ADDRESS OF MARINE

Below and on the reverse is a list of military and civilian articles found in the baggage of the person which was inventoried this date.

S-Serviceable		U-Unserviceable		MILITARY ARTICLES							
QUANTITY		ARTICLES		QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U			S	U		
		BADGES, MARKSMANSHIP				HANDBAG				TROUSERS, GREEN, A/S	
		BAG, DUFFEL				HOOD RAIN				TROUSERS, GREEN, POLY	
		BELT, COAT, GREEN ALL SEASON				INSIGNIA,BOS,BLACK (ALLTYPE)				TROUSER, GREEN, WOOL	
		BELT, COAT, GREEN, POLYWOOL				INSIGNIA,BOS,GOLD (ALLTYPE)				UNDERSHIRT	
		BELT, COAT, GREEN,WOOLSERGE				INSIGNIA,GRADE,ENLISTED,PR.				USMC DECALS	
		BELT, COAT, WHITE				MEDALS				WAISTPLATE, INSIGNIA	
		BOOT, COMBAT LEATHER				NECK TABS, COLLAR, GREEN				WAISTPLATE, PLAIN	
		BOOT, TROPICAL,HOT WEATHER				NECK TABS, COLLAR, BLACK					
		BUCKLE, BET				NECKTIE, BLUE					
		BUCKLE, COAT				NECKTIE, KHAKI					
		BUTTON, INSIGNIA, GOLD				RIBBONS, SERVICE					
		CAP,GARR,GREEN,ALL SEASON				SHIRT, LONG SLEEVE					
		CAP,GARR,GREEN,POLYWOOL				SHIRT, SHORT SLEEVE					
		CAP,GARR,GREEN,WOOL SERGE				SHIRTWAIST, WHITE					
		CAP, COMBAT, UTILITY				SHOE, DRESS, BLACK, PR.					
		CAP, SERVICE, GREEN				SHOE,DRESSOXFORD,BLACK,PR					
		CAP, DRESS, WHITE				SHOE,DRESS,PUMP,BLACK, PR.					
		CARD, ID (DD FORM 2)				SKIRT, BLUE					
		CLASP, NECKTIE				SKIRT, GREEN, ALL SEASON					
		COAT, ALL-WEATHER, GRAY				SKIRT, GREEN, POLY					
		COAT, BLUE, DRESS				SKIRT, GREEN, WOOL					
		COAT CAMOUFLAGE				SLACKS, GREEN, A/S					
		COAT, GREEN, ALL SEASON				SLACKS, GREEN, POLY					
		COAT, GREEN, POLYWOOL				SLACKS, GREEN, WOOL					
		COAT, GREEN, WOOL SERGE				SOCKS, BLACK, PR.					
		CROWN, SERVICE CAP				SOCKS,CUSHIDNSOLE,GR ORBLK					
		DRAWERS, WHITE, PR.				STOCKINGS, NYLON, PR.					
		FRAME, SERVICE CAP				SWEATER SERVICE					
		GLOVES,CLOTH,BLACK,PR.				TAG, ID					
		GLOVES,CLOTH,BLACK,PR.				TROUSERS, BLUE, PR.					
		GLOVES, LEATHER, PR.				TROU. COMBAT,CAMOUFLAGE					

OPTIONAL ARTICLES*

QUANTITY		ARTICLES		QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U			S	U		
		SWEATER, SERVICE, GREEN									
		SWEATER, SERVICE, GREEN									
		SWEATER, SERVICE, GREEN									
		SWEATER, SERVICE, GREEN									

*Optional articles of uniform clothing will be treated as civilian clothing for inventory purposes.