

UNITED STATES MARINE CORPS

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

> ASO 10121.1S MCCS

16 AUG 2022

AIR STATION ORDER 10121.1S

From: Commanding Officer, Marine Corps Air Station, Cherry Point

To: Distribution List

Subj: UNIFORM CLOTHING SALES AND ISSUE

Ref: (a) MCO P1700.27B

(b) MCO 4400.201 Vol 13

(c) MCO 1020.34H

Encl: (1) Report of Individual Clothing Shortage

- (2) Authorization for Clothing Alterations
- (3) NAVMC 604/604B Rev. 05-2014 (EF)
- (4) Standard DD Form 1149
- (5) NAVMC 10154
- 1. <u>Situation</u>. To provide current instruction and guidance concerning the sale and issue of individual uniform clothing by the Marine Corps Exchange (MCX), Military Clothing Sales Store (MCSS), Marine Corps Air Station Cherry Point (MCAS CHERPT), in accordance with reference (a).
- 2 Cancellation. ASO 10121.R w/CH 1, 2, 3.
- 3. <u>Mission</u>. The MCCS will provided clothing sales support services and issue to Marines, sailors, and organizations/units in order to maintain the combat readiness of those units. The MCSS, located in Building 3918, will be open during the following hours: 1000 2000 Monday through Friday, 1000 1800 on Saturday and Sunday. The processing of 604 forms will be completed between the hours: 1000-1600 Monday through Friday.

4. Execution

- a. Commander's Intent and Concept of Operations
- (1) <u>Commander's Intent</u>. 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 provide clothing sales support services and issue military clothing and accessories to Marines, sailors and organizations /units.
 - (2) Concept of Operations
 - (a) Only authorized patrons, as designated in reference (b), will be allowed access.
- (b) Exchanges or refunds of clothing will be on an item for item basis and will only be authorized when the following criteria is met:

DISTRIBUTION STATEMENT A. Approved for public release, distribution is unlimited.

- 1. The customer has a receipt and the clothing has not been altered, marked, worn, and is ready for sale or 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 defected 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 check will be made payable to Marine Corps Community Services (MCCS) and may exceed the amount of purchase by no more than \$25.00.
- (2) Credit and Debit cards are authorized for use. Those accepted are Visa, Master Card, Discover, American Express and the Star Card.
- (3) MCSS is a designated specialized retail-clothing outlet through which Marine Corps personnel based as MCAS CHERPT may obtain individual uniform clothing from regular stock or by special order service.
- (4) The store limited to a stock level based on average sales and issues. Operating stock consist of fast-moving and seasonal items are replenished regularly. Because of low demand some uniform clothing for female Marines and Officers is not carried in stock. The following guidelines are set forth to identify the procedures available to female Marines and Officers in requisitioning items of military clothing:
- (a) <u>Special Order</u>. MCSS requisitions the clothing items upon request. Average response time is 14 to 21 working days, depending on availability.
 - (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) <u>Items Temporality Out of Stock.</u> MCSS attempts to keep all standard Marine Corps clothing items on hand. However, when items a 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 or 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 of 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 day are required for the receipt of these items. Therefore personnel with limited time to serve at MCAS CHRPT 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 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 MCCS endorsed by the individual's Commanding Officer (CO).

(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 made in person at MCSS.
- (b) Items requested will be requisitioned by MCSS from the appropriated supply source. Individual 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 individual who failed to pick up the special order clothing will be governed by the procedure established in paragraph 4b (8).

(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 alteration will be at the expense of the individual except an alteration to outer clothing necessary during the first six months of services 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.
- (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 MCX.

c. Tasks

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

(a) Minimum Uniform Requirements

- $\underline{1}$. Provide personnel with a current listing of the minimum requirements list as set forth in the Marine Corps
- 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 damagers clothing and is to be utilized for those specific purposes.
- (b) <u>Clothing Requisitions</u>. Ensure that the Combined Individual Clothing Requisition and Issue Forms, enclosure (3), are prepared in accordance with reference (b) and signed by the CO or other officer authorized in writing to sign by, by direction. These requisitions will include the following information:
 - 1. Functional Account Number (FAN)
 - 2. Department of Defense Activity Address Code (DoDAAC)
- 3. To prevent forms from being altered, they will utilize the fillable NAVMC 604/604b form, the required blocks will be typewritten, and blocks in the quantity field that are not applicable will be left blank. The forms will be submitted in quadruplicate. Requisitions not in compliance with the proceeding instructions will be returned to the originating organization without action.
- (c) <u>Standard DD Form 1149 (enclosure (4))</u>. 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 National Stock Number (NSN) and type written and signed by the CO or other officer in writing to sign by, by direction. These requisitions will include all appropriate data, an activity accounting code, cost code, and unit price.
- <u>2</u>. The Standard DD Form 1149 will be submitted to MCSS. The original copy, will be retained by MCSS for accounting purposes.
- <u>3</u>. Requisitions not in compliance with the preceding instructions will be returned to the originating organization without action.
- (d) <u>Checkage Sales</u>. 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 replenishment 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 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 checkage sale, commanders shall ensure compliance with the following specific guidance:

- 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 than \$50.00 or for personnel who are scheduled for separation within 90 days (checkages for less than \$500.00 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 printed form.
- 5. All checkages 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) <u>Supplemental Issues</u>. When a supplemental issue of clothing is requested from MCSS, the CO will ensure that NAVMC 604/604b is accompanied by one of the following:
 - $\underline{1}$. A copy of the orders/web orders assigning the individual to the organization.
 - 2. A certification that the individual requires a supplemental issue.

(f) Recovery of Individual Uniform Clothing

- $\underline{1}$. COs will ensure that recovery of individual uniform clothing is in accordance with the guidelines established by reference (b).
- 2. Clothing will not be accepted unless it has been inventories and is accompanied by a Personnel 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 to include enlisted Navy personnel assigned to Marine Corps units.
- <u>3</u>. Sewing cost for supplementary issue oy will be funder 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.

NAVMC 604b

(h) 782 Gear

- 1. 782 gear is authorized for sale as replacement only to Active Duty military personnel.
- 2. No refund or exchanges on 782 gear.

(i) Star Card and Military Star Card Military

1 The Star Card and Military Star Card can be used by authorized military personnel and their family members to purchase military clothing.

 $\underline{2}$ Both accounts can be applied for at Customers Service. Marine Corps Exchange, Building 3918.

5. Administration and Logistics

a. The CO will prepare the NAVMC 604/604b. The MCSS personnel issuing the clothing will scan the verified form NAVMC 604. Distribution of the scanned forms will be as follows:

Original – MCSS retains	MCSS retains
Duplicate – Supply / Disbursing Officer	Supply / Disbursing Officer
Triplicate – CO	CO
Quadruplicate- Marine	Marine

b. The MCSS will scan the NAVMC 604 to the Disbursing Officer for checkage of the individual's pay account and reimbursement for the clothing issue.

6. Command and Signal

NAVMC 604

- a. Signal. This Order effective the date signed
- b. Command. This Order is applicable to the Marine Corps Reserve.

DISTRIBUTION: A



MARINE CORPS COMMUNITY SERVICES

MITARY CLOTHING SALES STORE (MCSS)
POSTAL SERVICE CENTER BOX 8009
CHERRY POINT, NORTH CAROLINA 28533-0009

ASO 10121.1S MCCS

From:					
To:					
Subj: REI	PORT OF INDVIDUAL O	CLOTHING SHOR	TAGES		
1. This is is/are.	is to certify that	the below-li	sted article/s	of individual clo	othing
	Not stocked, m By special ord		itioned from	MPB Philadelph	nia
	Temporarily ou submitted and	t-of-stock, receipt exp	re-supply pected appro	requisition has ximately	beer
	Date	•			
ITEM NO.	Article	SIZE	QTY	ACTION	
1.		Profession Add.			
2.					
3.		:			
4.					
5.			William And Company Company	,	
		-	By directi	on	

AUTHORIZATION FOR CLOTHING ALTERATIONS

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		SLEEVE				1
		BLUE SKIRT	/			
		BLUE COLLAR				-
		REMOVE SHOULDER WRINKLES				
		SECURE COLLAR HOOK	/	D		
		LOWER BLUE COLAR	/_	D		-
		ADJUST BUTTONS	1	D		
	AWC	COAT, ALL WEATHER, WOMAN	S	D		
		SLEEVE LENGTH	/	D		
		BELT		D		
	,	ADJUST BUTTON		D		
	KHAKI L/S	SHIRT, WOMAN'S		D		
	KHAKI S/S	SLEEVE LENGTH	9	D		
	WHITE	BUST	/	D		
	POLY/GAB-GRN	SKIRT, WOMAN'S		D		
	POLY/GAB-BLU	НЕМ	/	D		
	MATERNITY	WAIST	/	D		
	POLY/GAB-GRN	SLACK, WOMAN'S		D		
	POLY/GAB-BLU	WAIST	1	D		
	MATERNITY	SEAT		D		
		нем		D		
		ADJUST CROCH	,	D		
	BLUE	NCO STRIPES AND INSIGNIA		U		
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		INSIGNIA GRADE			-	
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					ore, BLDG 3918	
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	nave been completed."		with TM-1012		oranons are in accord	ancc

ENGLOSURE(2)

AUTHORIZATION FOR CLOTHING ALTERATIONS

DCN:

ENCLOSURE(2)

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	POLY/GAB-BLU	CHEST	/ D						
		WAIST	/D						
		SLEEVE	/ D						
		BLUE COLLAR	/ D						
		REMOVE SHOULDER WRINKLES	/ D						
		SECURE COLLAR HOOK	/ D						
		LOWER BLUE COLAR	/ D						
		SHORTEN BELT	/ D						
		ADJUST BUTTONS	/ D						
		SECURE SNAP	D						
	AWC	COAT, ALL WEATHER, MAN'S							
		SLEEVE LENGTH	/ D						
		BELT	D						
		ADJUST BUTTON	/ D						
	KHAKI	SHIRT, MAN'S		47					
		DECREASE SLEEVE LENGTH	D						
	POLY/GAB-GRN	TROUSER, MAN'S							
	POLY/GAB-BLU	WAIST	/D						
		SEAT	/ D						
		HEM	/ D						
		ADJUST CROCH	/D						
	BLUE	NCO STRIPES AND INSIGNIA							
		TROUSER STRIPES							
		INSIGNIA GRADE							
		SERVICE STRIPE							
-,-	NAME TAGS								
			Marine Corps Commu	unity Services 0220					
			Military Clothing Sale	es Store					
			MCAS Cherry Point, I	NC 28533					
SI	GNATURE OF INDIVIDU	AL	MCSS AUTHORIZATION						
rtify that	the above garments were re	ceived	"I certify that the abov	e alterations are in accrdance					
-14	have been completed "		with TM-10120-15/1"						

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	BUCKLE, Worlt (cont)		-			-	BOOTS MARINE	CORPS COMBAT temperate	Weather, ofer mohave pair					
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ď	NSIGNIA GRADE, EP: green on	Mack LG	+-+			-								
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	NSIGNIA, GRADE, EP: plastic, bl	ack, pair					CROWN DRESS C		one.	-				
	VECKTIE, KHAKI SHIRT, MAN'S, poly/wool, khaki, k	www.slogve				1	FRAME, SERVICE							
	SHIRT, MANS, polyAwool, khaki, q					-	GLOVES: cloth, wh							
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	OCKS white, athletic (3 pair pad	rage)					STRIPE SERVICE:	gold on Beades, pair (NCO), scedel, pair						
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	WEAT PANTS: green whinsignia	pair					WAISTPLATE: Insig	nia (SNCs only)	HILM - NORM - AND T					
3	WEATER: pull-over olive green	with enaulettes		-				nis w/o wreath (NCOs only)						
T	ROUSERS MAN'S all-season po	ky/wool gabardine, green, pair					WAISTPLATE: MINIO	nis: plain (LANCE CORPOR	ALS and below)	-	_	_		
10	RUNKS GENERAL PURPOSE IN NUERSHIRT, MAN'S: collon whi	ylon, olive green, pair												
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_	the clothing reques	ted under the type issue	indic	ated:	w				DATE					
IN	ITIAL ISSUE	FAN:				LACE	KNOWLEDGE	receipt of articles of	clothing indicated	above	and acc	cept		
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	/Insert offic	e stamp of issuing office)							re (when required)					

NAVMC 604 Rev $\,$ 05-2014 (EF) (Previous editions are obsolete and will not be used) SN: 0109-LF-986-6100

(COMMANDING OFFICER'S SIGNATURE)

(COMMANDING OFFICER'S PRINTED NAME & RANK)

,U.S.M.C

INSTRUCTIONS

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 by-direction.

2. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC)

The NAVMC 604/604B will be annotated with the requisitioning authority's DoDAAC. Requisition Authority is assigned an authority code of "00" with the use of the DoDAAC, enables the unit to create an authorize requisition against Marine Corps appropriations.

3. 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 Military Clothing Sales Store (MCSS). If used as an issue slip at an MCSS, the form will be used as follows:

- Original form will be annotated with the Functional Account Number (FAN), DoDAAC and filed in support of the MCSS a 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)
- Original form will be annotated with the FAN, DoDAAC and processed in Wide Area Work Flow (WAWF), and submitted 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.

4. 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 MCSS. Following issue, the original will be annotated with the FAN, DoDAAC 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.

5. 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 MCSS, the form will be used as follows:

- After issue is completed, MCSS will maintain a copy of the checkage request and prepare a form NAVMC 604 forms (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.
- After issue is completed, the MCSS will forward the original checkage request, to the local Disbursing Officer. The Disbursing Officer will enter the TODE and authenticate the certificate portion and forward to DFAS for reimbursement.

6. 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.

7. O&MMC FUNDED ISSUES

The DoDAAC will be annotated with the Supply Office with requisition 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.

NAVMC 604 (REV. 05-2014) 2ND PAGE

NA	ME (Last, First, Middle Initial)	BINED INDIVIDUAL					RADE	DATE	DoDAAC	-					
**************************************	The Contract of the Contract o														
SIC	S REQUESTED THAT THE BI SNATURE:	ELOW LISTED ARTICLES BI	E FURI	NISHED F	OR MY P	PERSO	NAL USE.		CURR ACDU (Da duly)	ite of la	ist entry fo	or active			
SIZE		ЕМ	QTY	UNIT	TOTAL PRICE		E	ITEM		QTY	UNIT	TOTA			
	ATHLETIC RUNNING SUIT JACKE	T)									FIGURE	PRIC			
	BAG, DUFFEL w/carrying strep						BLOUSE COM	RPS COMBAT UTILITY UN IBAT UTILITY: deser MARI	FORM AND ACCESSORIES						
	BELT, MARTIAL ARTS, color: BELT, REFLECTIVE, SAFETY		-			1	BLOUSE, COM	BAT UTILITY: woodland M.	KRPAT						
	BELT, TROUSERS, web, thaki		10-244-0-1-0-1				BOOTS MARK	VE CORPS COMBAT: not v	reather, olive mohave, pr			-			
-	BUCKLE fibelt web khall CAP GARRISON, WOMAN'S, All-se	ream matchings, assured					CAP COMBAT	UTILITY: field, desert MAR	PAT						
	CAP SERVICE WOMAN'S ATAONN	on poly/wool, unbarding preen				+	CAP COMBAT	UTILITY: field, woodland M UTILITY: parmon, desert A	ARPAT						
	COAT WOMAN'S: all-sesson polyAu COAT, WOMAN'S: all-weather	root gabardine green					CAP COMBAT	WILITY: gamaon, wooding	d MARPAT	1					
	GLOVES, leather black now			-		+	CAP COMBAT	LITILITY: garmson W/O EG	A desert MARPAT						
	INSIGINIA, BOS; garrison cap bla	ck, screwpost LEFT				1	NAME AND SE	UTEITY: gameon, W/O EG RVICE YAPE: embroidered	A woodland MARPAT	-					
	INSIGNIA, BOS: service cap, black INSIGNIA, BOS: service uniform of	r errewrinet					NAME AND SER	RYICE TAPE: embroidered	woodlend MARPAT (set of 3)						
	INSIGINIA BUILTON service con	black G	+			1	TROUSERS CO	OMBAT UTILITY, desert MA OMBAT UTILITY: wondand	RPAT pak						
-	INSIGNIA, GRADE, EP green on	khaki, pair					THEODERS, CC				-				
	INSIGNIA, GRADE, EP: preen on s INSIGNIA, GRADE, EP: plastic, bis	scanet, pair ack, pair				1	Agreem, mar-	BLUE UNIFORM IS	SUES						
	NECK TAB WOMAN'S: green						FRAME SERVICE								
-	SHIRT, WOMAN'S poly/wool, kha SHIRT, WOMAN'S poly/wool, kha	ki, long-sleeve					COAT, WOMAN	S: all-seuson polytwool ga	parding blue						
	SHOES, DRESS; oxford, black no.	r				-	GI.OVES cloth	while, pair dress cap, gold plated, sen	MANUEL STREET						
-	SKIRT, WOMANS: all-season poly SLACKS, WOMANS: all-season p	/woo! gabardine, green					INSIGNIA, BUTT	Oti. drasa cap, gold plated	LG LG						
- 1	SOCKS: boot nair	olywickii gabaruine, green, pair	-			-	INSIGNIA GRAD	DE, EP: gold and scarlet pu	γ.						
	SOCKS: dress, black, part						NECK TAB WOL				-				
+	SOCKS: white, athletic (3 pair pack STRIPE, SERVICE: green on scarte	age)					SKIRT WOMAN	S att-beason poly/work gal	ardine, Mus						
- 13	SWEAT PANTS: progn winging i	DAN				\vdash	STRIPE SERVICE	N'S: all-season polyterod of Et gold on scarlet, pair	abordine, blue, pair						
-	SWEAT SHIRT: green winsigna SWEATER: pull-over dive green	andle more destroy					STRIPE, TROUS	ER (NCO): scarlet, pair		-					
1	IRUNKS, GENERAL PURPOSE, III JNDERSHIRT: MAN'S cotton, white	vion, olive green, pair													
1	JNDERSHIRT: MAN'S cotton, white JNDERSHIRT: cotton, green	, v-neck						MATERNITY UNITORI	LISSUE		-				
-li	JADERSHIRT: SYNTHETIC, OLIVI	DRAB	-				BLOUSE woman	a maternity work uniform a	TARRAM MARE						
	964						NAME & SERVIC	's malerally work uniform, y E TAPE: embroidered desc	roodand MARPAT	-					
+			-				NAME & SERVIC	E TAPE, embroidered wood	Pand MARPAT (set of 3)						
							SHIRT WOMAN'S	S. malernay khaki loog-ali S: malernay khaki guarler	eye elecia						
+							SKIRT WOMAN'S	5. maternity, green		\pm	-				
						\vdash	TROUSERS WO	MAN'S maternity work, dead	III MARPAT						
1							SLACKS, WOMAN	MAN'S maternity work, woo	DIANG MAKPAT	-					
_			_			\vdash	TUNIC, WOMANY	3: malernity green							
_									TOTAL ISSUE						
	APPROVED: The Individuate the clothing request	ual named hereon is aut ted under the type issue	horize indic	ed to dra ated:	IW				DATE						
11	NITIAL ISSUE	FAN:				I ACI	KNOWLEDG	E receipt of articles	of clothing indicated	above	and acc	cept			
S	UPPLEMENTARY ISSUE	FAN:							propriate alterations h		en pres	cribed			
R	EPLACEMENT ISSUE	FAN:				Signature:									
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						and t	nat issues ha ng issued are	ive been made in fi	issue of the clothing one manner indicated appropriate alteration	Outer.	artialas a	o.f			
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(COMMANDING OFFICER'S SIGNATURE)

(COMMANDING OFFICER'S PRINTED NAME & RANK)

NAVMC 604B Rev. 05-2014 (EF) (Previous editions are obsolete and will not be used) SN: 0109-LF-986-7300

,U.S.M.C

INSTRUCTIONS

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 <u>feach form must be approved by the individual's commanding officer (CO) or other officer authorized in writing to sign by by-direction.</u>

2. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC)

The NAVMC 604/604B will be annotated with the requisitioning authority's DoDAAC. Requisition Authority is assigned an authority code of "00" with the use of the DoDAAC, enables the unit to create an authorize requisition against Marine Corps appropriations.

3. 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 Military Clothing Sales Store (MCSS). If used as an issue slip at an MCSS, the form will be used as follows:

- Original form will be annotated with the Functional Account Number (FAN), DoDAAC and filed in support of the MCSS a copy of the expenditure transaction. A copy of the NAVMC 604/604B will be forwarded to the individual's CQ for appropriate entry into the individual's clothing record (Form NAVMC 631/631A).
- Original form will be annotated with the FAN, DoDAAC and processed in Wide Area Work Flow (WAWF), and submitted to the Defense Finance
 and Accounting Service (DFAS) for reimbursement. A copy will be relained by the MCSS and another copy provided for the individual's CO to make
 appropriate entry on the NAVMC 631/631A.

4. 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 MCSS. Following issue, the original will be annotated with NAVMC 631/631A.

5. 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 MCSS, the form will be used as follows:

- After issue is completed, MCSS will maintain a copy of the checkage request and prepare a form NAVMC 604 forms (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 604/804B checkage request.
- After issue is completed, the MCSS will forward the original checkage request, to the local Disbursing Officer. The Disbursing Officer will enter the TODE and authenticate the certificate portion and forward to DFAS for reimbursement.

6. 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 (Voucher for Disbursement and/or Collection). A copy will be provided to the individual.

7. O&MMC FUNDED ISSUES

The DoDAAC will be annotated with the Supply Office with requisition 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.

NAVMC 604 (REV. 05-2014) 2ND PAGE

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