



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. Situation. 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. Mission. The MCSS will provide 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) 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 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:

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) Special Order. 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) Items Temporality Out of Stock. 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 be 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) Commanding Officers. Will be responsible for the following matters pertaining 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

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 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 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 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.

2. The Standard DD Form 1149 will be submitted to MCSS. The original copy, 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 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) Supplemental Issues. 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:

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

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 inventoried 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.

3. Sewing cost for supplementary issue of tapes 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 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.

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:

NAVMC 604

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

NAVMC 604b

MCSS retains
 Supply / Disbursing Officer
 CO
 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

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



B. C. BURKS

DISTRIBUTION: A



MARINE CORPS COMMUNITY SERVICES
 MILITARY CLOTHING SALES STORE (MCSS)
 POSTAL SERVICE CENTER BOX 8009
 CHERRY POINT, NORTH CAROLINA 28533-0009

ASO 10121.1S
 MCCS

From: _____

To: _____

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 requisitioned from MPB Philadelphia
 By special order.

Temporarily out-of-stock, re-supply 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)

AUTHORIZATION FOR CLOTHING ALTERATIONS

DCN: _____

Date: _____

In accordance with TM-10120-15/1B, authorization is granted to alter the following items of uniform clothing as necessary for the below individual.

Name: _____ Rank: _____ Phone: _____ Unit: _____

QTY	AUTH.	ITEM.		UNIT COST	TOTAL COST
_____	POLY/GAB-GRN	COAT, WOMAN'S			
_____	POLY/GAB-BLU	CHEST	___/___ D		
		WAIST	___/___ D		
		SLEEVE	___/___ D		
		BLUE SKIRT	___/___ D		
		BLUE COLLAR	___/___ D		
		REMOVE SHOULDER WRINKLES	___/___ D		
		SECURE COLLAR HOOK	___/___ D		
		LOWER BLUE COLAR	___/___ D		
		ADJUST BUTTONS	___/___ D		
_____	AWC	COAT, ALL WEATHER, WOMAN'S			
		SLEEVE LENGTH	___/___ D		
		BELT	___/___ D		
		ADJUST BUTTON	___/___ D		
_____	KHAKI L/S	SHIRT, WOMAN'S			
_____	KHAKI S/S	SLEEVE LENGTH	___/___ D		
_____	WHITE	BUST	___/___ D		
_____	POLY/GAB-GRN	SKIRT, WOMAN'S			
_____	POLY/GAB-BLU	HEM	___/___ D		
_____	MATERNITY	WAIST	___/___ D		
_____	POLY/GAB-GRN	SLACK, WOMAN'S			
_____	POLY/GAB-BLU	WAIST	___/___ D		
_____	MATERNITY	SEAT	___/___ D		
		HEM	___/___ D		
		ADJUST CROCH	___/___ D		
_____	BLUE	NCO STRIPES AND INSIGNIA			
		TROUSER STRIPES	___		
		INSIGNIA GRADE	___		
		SERVICE STRIPE	___		
_____	NAME TAGS				

Marine Corps Community Services 0220
 Military Clothing Sales Store, BLDG 3918
 MCAS Cherry Point, NC 28533

 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"

ENCLOSURE (2)

AUTHORIZATION FOR CLOTHING ALTERATIONS

DCN: _____

Date: _____

In accordance with TM-10120-15/1B, authorization is granted to alter the following items of uniform clothing as necessary for the below individual.

Name: _____ Rank: _____ Phone: _____ Unit: _____

QTY.	AUTH.	ITEM.		UNIT COST	TOTAL COST
_____	POLY/GAB-GRN	COAT, MAN'S			
_____	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			
		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 Community Services 0220
 Military Clothing Sales Store
 MCAS Cherry Point, NC 28533

 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"

ENCLOSURE (2)

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

NAME (Last, First, Middle Initial)	GRADE	DATE	DoDAAC
IT IS REQUESTED THAT THE BELOW LISTED ARTICLES BE FURNISHED FOR MY PERSONAL USE SIGNATURE:			CURR ACDU (Date of last entry for active duty)

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

TOTAL ISSUE

DATE _____

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:

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)

(Insert office stamp of issuing office)

(COMMANDING OFFICER'S SIGNATURE)

, U.S.M.C

(COMMANDING OFFICER'S PRINTED NAME & RANK)

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 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

ENCLOSURE (3)

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.

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ENCLOSURE (3)

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No 0704-0246
OMB approval expires Apr 30, 2009

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 the Department of Defense, Executive Service Directorate (HFM 0246). 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 THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1 FROM: (Include ZIP Code)	SHEET NO. 0	NO. OF SHEETS 0	3. 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					
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)						UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS (g)	UNIT PRICE (h)	TOTAL COST (i)
001													0.00
													0.00
													0.00
													0.00
													0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO						17. SPECIAL HANDLING					
18 RECEIPT SHIPMENT DATE	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19 RECEIPT POSTED	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)

