COMBINED INDIVIDUAL CLOTHING REQUISTION AND ISSUE SLIP (MEN'S) (10120) NAVMC 604 Rev.08-09 (EF) (Previous editions are obsolete and will not be used)

NAME (Last, First, Middle Initial)						GRADE	DATE				
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		UNIT PRICE	TOTAL PRICE	SIZE	ITEM			UNIT PRICE	TOTAL PRICE	
	BAG, DUFFEL: w/carrying strap										
	BELT, MARTIAL ARTS, color:										
	BELT, REFLECTIVE, SAFETY										
	BELT, TROUSERS, web, khaki BUCKLE, f/belt (coat) M					MARINE CORPS COMBAT UTILITY UNIFO	IFORM AND ACCESSORIES				
	BUCKLE: f/belt, web, khaki					BLOUSE, COMBAT UTILITY: desert MARPAT	•				
	CAP, GARRISON, MAN'S: all-season poly/wool gabardine, green					BLOUSE, COMBAT UTILITY: woodland MARE					
	CLASP, NECKTIE					BOOTS, MARINE CORPS COMBAT: hot weat					
	COAT, MAN'S: all-season poly/wool gabardine, green, w/belt COAT, MAN'S: all-weather					OOTS, MARINE CORPS COMBAT: temperate weather, olive mohave, pr AP, COMBAT UTILITY: field, desert MARPAT					
	CROWN, SERVICE CAP: all-season poly/wool, gabardine, green						AP, COMBAT UTILITY: field, woodland MARPAT				
	DRAWERS, MAN'S: cotton, white, pair					P, COMBAT UTILITY: garrison, desert MARPAT					
	GLOVES, leather, black, pair					-	COMBAT UTILITY: garrison, woodland MARPAT				
	INSIGINIA, BOS: garrison cap, black, screwpost LEFT INSIGNIA, BOS: service cap, black, screwpost					CAP, COMBAT UTILITY: garrison, W/O EGA desert MARPAT CAP, COMBAT UTILITY: garrison, W/O EGA woodland MARPAT					
	INSIGNIA, BOS: service cap, black, screwpost INSIGNIA, BOS: service uniform collar, black, pair					ME AND SERVICE TAPE: embroidered desert MARPAT (set of 3)					
	INSIGNIA, BUTTON: service cap, black LG					NAME AND SERVICE TAPE: embroidered wo	IE AND SERVICE TAPE: embroidered woodland MARPAT (set of 3)				
	INSIGNIA, GRADE, EP: green and khaki, pair					ROUSERS, COMBAT UTILITY: desert MARPAT, pair					
	INSIGNIA, GRADE, EP: green and scarlet, pair					TROUSERS, COMBAT UTILITY: woodland MA	odland MARPAT, pair				
	INSIGNIA, GRADE, EP: black, pair				-						
	NECKTIE, KHAKI SHIRT, MAN'S: poly/wool, khaki, long-sleeve										
	SHIRT, MAN'S: poly/wool, khaki, duarter-length-sleeve					BLUE UNIFORM ISSUES	3				
	SHOES: dress, black, pair					BELT, COAT, MAN'S: cotton, white					
	SOCKS: boot, pair					COAT, MAN'S: all-season poly/wool gabardin	T, MAN'S: all-season poly/wool gabardine, blue				
	SOCKS: dress, black, pair					CROWN, SERVICE CAP white					
	SOCKS: white, athletic (3 pair package)					FRAME, SERVICE CAP GLOVES: cloth, white, pair					
	STRIPE, SERVICE: green on scarlet, pair SWEAT PANTS: green w/insignia, pair					INSIGNIA, BOS: collar, gold plated, pair					
	SWEAT SHIRT: green w/insignia						INSIGNIA, BOS: dress cap, gold plated, screwpost				
	SWEATER: pull-over, olive green, with epaulettes					INSIGNIA, BUTTON: dress cap, gold plated L					
	TROUSERS, MAN'S: all-season poly/wool gabardine, green, pair TRUNKS, GENERAL PURPOSE: nylon, olive green, pair					INSIGNIA, GRADE, EP: gold and scarlet, pair STRIPE, SERVICE: gold on scarlet	r				
	UNDERSHIRT, MAN'S: cotton, white, crew-neck					STRIPE, SERVICE. gold on scallet STRIPE, TROUSER (NCO) scallet, pair					
	UNDERSHIRT: cotton, green					TROUSERS, MAN'S: all-season poly/wool gat	oardine, blue, pair				
	UNDERSHIRT: SYNTHETIC, OLIVE, DRAB					WAISTPLATE: insignia (SNCOs only)					
						WAISTPLATE: insignia w/o wreath (NCOs on WAISTPLATE: plain (LANCE CORPORALS a					
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					TOTAL ISSUE						
APPROVED: The individual named hereon is authorized to draw the clothing requested under the type issue indicated:					DATE						
	INITIAL ISSUE FAN:				I ACKNOWLEDGE receipt of articles of clothing indicated above and accept						
	SUPPLEMENTARY ISSUE					these items as fitting properly, or appropriate alterations have been prescribed.					
	REPLACEMENT ISSUE FAN:			I hereby CONSENT to checkage of my pay account in the amount indicated under total issue.							
CHECKAGE SALE FAN:				SIGNATURE:							
REFERENCE:					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.						
(Insert office stamp of issuing office)					Witnessing Signature (when required)						
O&MMC FUNDED ISSUE UNIT											
(COMMANDING OFFICER'S SIGNATURE) (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 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. <u>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</u>.