

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

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/belt (coat)								
	BUCKLE: f/belt, 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/belt								
	COAT, MAN'S: all-weather								
	CROWN, SERVICE CAP: all-season poly/wool, gabardine, green								
	DECAL: Marine Corps emblem					<b>MARINE CORPS COMBAT UTILITY UNIFORM AND ACCESSORIES</b>			
	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					<b>BLUE UNIFORM ISSUES</b>			
	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 (lance 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)

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 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. 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.