



# Department of Defense INSTRUCTION

NUMBER 1338.18

January 7, 1998

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ASD(FMP)

SUBJECT: Armed Forces Clothing Monetary Allowance Procedures

- References:
- (a) DoD Instruction 1338.18, "Armed Forces Clothing Monetary Allowance Procedures," July 29, 1985 (hereby canceled)
  - (b) DoD Directive 1338.5, "Armed Forces Clothing Monetary Allowance Policy," March 9, 1998
  - (c) DoD Directive 1332.14, "Enlisted Administrative Separations," December 21, 1993
  - (d) DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," July 1996, authorized by DoD Instruction 7000.14, November 15, 1992
  - (e) DoD 4140.1-R, "DoD Materiel Management Regulation," January 1993, authorized by DoD Directive 4140.1, January 4, 1993

## 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) under reference (b) to update procedures and assign responsibilities concerning the administration of the Armed Forces clothing monetary allowances.

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense and the Military Departments (including the National Guard and Reserve components of the Military Services with respect to their members on full-time National Guard or active duty in support of the Guard and Reserve. Additionally, for civilian clothing allowances, it applies to National Guard and Reserve component personnel on orders to active duty over 179 days). The term "Military Services," as used herein, refers to the Army,

Navy, Air Force and Marine Corps. The term “appropriate official,” as used herein, refers to the Secretary of the Military Department concerned or the Commandant of the Marine Corps.

### 3. POLICY

It is DoD policy that:

3.1. A uniform system of providing individual clothing be maintained for enlisted personnel of the DoD Components. Quantities and kinds of items of individual clothing to be furnished shall be prescribed by the appropriate official for enlisted personnel in their Service.

3.2. An initial clothing allowance for uniform clothing issue shall be furnished each enlistee upon first enlistment into the Service. This shall be the actual required uniform items, or a cash allowance for required items not issued.

3.3. Cash replacement allowances for uniform items shall be paid to enlisted members to provide them funds for the replacement of military-unique items the appropriate official requires for wear.

3.4. Enlisted personnel upon assignment to a tour of duty or attainment of a status that requires the wearing of individual uniforms (other than special dress uniforms) different from uniforms required for most enlisted personnel of the same Service, may be authorized a special initial clothing allowance.

3.5. Enlisted personnel may be authorized a supplementary clothing allowance for uniform items when they are assigned to duty for which they are required to have, for the performance of such duty, additional quantities or special items of individual uniform clothing not normally required for most enlisted personnel in the same Service.

3.6. Enlisted personnel, regardless of where assigned, and officers assigned to a permanent duty station outside the United States, who are required by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, may be authorized a cash allowance for civilian clothing in the amount the Secretary determines under paragraph 5.4.3., below. Such clothing allowance is in addition to any uniform allowance to which the Service member is otherwise entitled.

3.7. Special purpose individual clothing and special distinctive uniforms required

for support of personnel in the accomplishment of assigned duties shall be carried as organizational clothing, and furnished under the issue-in-kind system.

#### 4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense for Force Management Policy, under the Under Secretary of Defense for Personnel and Readiness, shall:

4.1.1. Serve as the focal point on all matters concerning clothing monetary allowances for the DoD Components.

4.1.2. Provide procedures whereby enlisted personnel of the DoD Components are furnished an initial issue of individual uniform clothing adequate for the performance of their assigned duties, and a monetary allowance for the replacement of the initial issue.

4.1.3. Annually, not later than October 1, in coordination with the Under Secretary of Defense (Comptroller) (USD(C)), prescribe initial allowances against which initial issues are debited and, thereafter, a cash replacement allowance for initial clothing replacement.

4.2. The Under Secretary of Defense for Acquisition and Technology shall ensure that the Director, Defense Logistics Agency (DLA), shall establish prices for individual items of clothing the appropriate official prescribes for wear. By June 1 of each year, DLA shall provide a firm cost of clothing items to be issued in the next fiscal year to the Offices of the Assistant Secretary of Defense for Force Management Policy (ASD(FMP)) and USD(C), and the Secretaries of the Military Departments. Under normal circumstances, no price changes should occur during the fiscal year to which the clothing allowances pertain.

4.3. The Secretaries of the Military Departments shall provide proposed annual changes to their clothing allowances to the ASD(FMP) by July 1 before the beginning of the next fiscal year, based on the DLA June 1 prices of items the Services have authorized in their next fiscal year clothing bag.

#### 5. PROCEDURES

##### 5.1. General

5.1.1. Under the Clothing Monetary Allowance System, enlisted personnel are credited with an initial allowance for uniform clothing items. The initial issue of clothing is debited against this initial allowance. After the 6th month of active duty, members accrue a cash replacement allowance for replacement of required military-unique clothing items the appropriate official prescribes for wear.

5.1.2. The ASD(FMP) must approve all departures from the prescribed Clothing Monetary Allowance System, such as an adjustment to the cash clothing replacement allowances for enlisted members when a Service implements an issue-in-kind system for units in a combat area.

5.1.3. Regardless of the system used to furnish individual clothing to enlisted personnel, a Service may recover such clothing when it is in the Government's best interest to do so, or in exercising control over such clothing.

5.1.4. There shall be three types of clothing allowances that cover initial and replacement requirements:

5.1.4.1. Initial clothing allowances,

5.1.4.2. Cash clothing replacement allowances, and

5.1.4.3. Extra clothing allowances.

5.1.5. Special measurement clothing and special measurement shoes shall be furnished to personnel on active duty, when necessary, at the established price of standard items of like type. Orthopedic footwear shall be provided as a medical appliance without charge to the Service member when the footwear is manufactured on a special orthopedic basis, and the member meets the usual criteria for military personnel to be furnished a medical appliance.

5.1.5.1. Orthopedic alterations to standard footwear may be at Government expense if the member meets the usual criteria for military personnel to be furnished a medical appliance.

5.1.5.2. In this latter case, the Service member is responsible for procuring the standard footwear to which the orthopedic alterations are made.

5.1.6. Articles of outer clothing issued to the Service member from Government supply shall be altered to fit the individual at Government expense at the

time of sale or issue. The member must bear the cost of further alterations, except that the Government may pay for alterations to outer clothing required because of change in physical profile that occurs during initial basic, or follow-on, training.

5.1.6.1. When it is impractical for the Government to pay directly for authorized alterations, the Service member may be paid a cash allowance not to exceed the estimated cost of the required alterations.

5.1.6.2. Replacement of outer clothing is authorized when physical profile changes during the first 6 months of military service are such that the cost of alterations would exceed the cost of replacement issues, and the Service member's commanding officer certifies the replacement issue is more economical than alterations. Issues shall be made from stocks of serviceable used clothing, when possible.

5.1.7. Service members shall be compensated for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable, incident to military training or service, if the loss was not caused by any fault or negligence of the Service member. The appropriate official or designated representative shall prescribe procedures for such compensation.

## 5.2. Initial Clothing Allowances

5.2.1. The appropriate official shall prescribe individual clothing items (and quantity) to be furnished to enlisted members, when such personnel are entitled to an initial clothing allowance under paragraph 5.2.2., below. Cash allowances may be prescribed for items not furnished-in-kind.

5.2.2. Enlisted personnel shall be furnished an initial clothing allowance only under the following circumstances:

5.2.2.1. Upon first enlistment in the Service, or reenlistment in the same branch of the regular Military Service if 3 months has expired from date of last discharge or release from active duty. When the Service member enlists from a Reserve component of the same Service, the initial allowance shall be reduced, under regulations of the appropriate official, or a designated representative, to account for the clothing required to be in the individual's possession upon call or recall to active duty.

5.2.2.2. Upon enlistment or reenlistment in a Service other than the one from which last discharged.

5.2.2.3. Upon first reporting for or upon recall to active duty for more than 6 months, after 3 months has expired from date of last discharge or release from active duty with the clothing required for service in a Reserve component. In these cases, the initial allowance shall be reduced under regulations of the appropriate official, or a designated representative, to account for clothing required to be in the person's possession upon call or recall to active duty.

5.2.2.4. Upon being restored to duty, after being sentenced to confinement and punitive discharge, to the extent needed to fill the individual's clothing requirement.

5.2.2.5. Upon reenlisting within 3 months of the last discharge or release from active duty, when the Service member did not receive the complete initial allowance or was required to turn in clothing under subparagraph 5.2.2.6., below.

5.2.2.5.1. The amount of the initial allowance authorized shall be reduced by the amount of clothing or the monetary value of like items of new clothing that remained in the Service member's possession upon date of last discharge or release from active duty.

5.2.2.5.2. The initial allowance provided for in this subparagraph may not be considered the "last authorization of an initial allowance" when determining entitlement to a cash clothing replacement allowance.

5.2.2.6. Retired enlisted personnel (including Service member of the Fleet Reserve and the Fleet Marine Corps Reserve) recalled to active duty after 3 months has expired from the date of last release from active duty or retirement. Only one such allowance shall be authorized during any period of 4 consecutive years.

5.2.2.7. Commissioned officers or warrant officers under temporary appointments who enlisted or reenlisted, or who reverted to service on active duty in an enlisted status, other than for purposes of retirement. Only one such allowance is authorized in any period of 4 consecutive years.

5.2.3. Upon entry into a status specified in paragraph 5.2.2., above, the Service member shall be provided an initial clothing allowance under one of the following methods, as prescribed by the appropriate official:

5.2.3.1. The Service member's account may be credited with the amount of the initial clothing allowance against which the authorized individual clothing is

furnished, or a portion thereof (with reference to the type of duty being performed and uniform clothing already in the individual's possession).

5.2.3.1.1. Payment of the amounts prescribed in the initial allowance as a cash allowance may be made immediately. The value of clothing furnished from military sources and amounts paid in cash shall be charged against the currently established credit.

5.2.3.1.2. If any of the prescribed items of clothing to be furnished against the established credit are not available for issuance to recruits by the conclusion of the initial basic training period, or to other members entitled to an initial clothing allowance under paragraph 5.2.2., above, within a period the Service considers appropriate, the initial allowance may be completed by paying the individual the balance remaining in cash.

5.2.3.2. The Service member may be furnished the initial clothing allowance on an item basis without establishing a monetary credit. Payment of the amounts prescribed in the initial allowance as cash allowances may be made immediately. Shortages of items being furnished on an item basis shall be recorded and issued when available to the Service member.

5.2.3.3. The total monetary value of the items furnished under subparagraph 5.2.3.1. or 5.2.3.2., above, plus any cash payments, may not exceed the amounts of initial clothing allowance established under subsection 5.7., below.

5.2.3.4. When prices on clothing provided under this Instruction change, appropriate adjustments in outstanding individual clothing credits shall be made, under procedures prescribed by the appropriate official.

5.2.4. If a Service member dies, is discharged, or is released from active duty before 6 months is completed from the date of entitlement to an initial allowance, the value of the initial clothing allowance shall be reduced to the items of clothing already supplied (or to the amount charged against the established credit) up to the time of death, discharge, or release.

### 5.3. Amount and Method of Payment of Cash Clothing Replacement Allowances

5.3.1. The appropriate official shall keep enlisted personnel informed of the amount of cash clothing replacement allowances for their Service.

5.3.2. The basic cash clothing replacement allowance is 70 percent of the

standard cash clothing replacement allowance established under subsection 5.7., below. It accrues to each enlisted member beginning with the first day of the month following the date of completion of 6 months of active duty without regard to time lost. The first payment shall be made upon completion of one year of uninterrupted military service in an amount equal to one-half the applicable fiscal year rate.

5.3.2.1. The 6-month period begins on the date of last authorization to the initial clothing allowance. However, when authorized under regulations of the Service concerned, enlisted members of the Reserve components who receive a reduced initial clothing allowance under paragraphs 5.2.2.1. and 5.2.2.3., above, may be authorized to accrue this allowance beginning with the first day of active duty in a pay status.

5.3.2.2. The basic cash clothing replacement allowance shall continue during the remainder of the first 3 years of continuous active duty, and is payable annually at the applicable fiscal year rate at the end of the Service member's anniversary month.

5.3.3. The standard cash clothing replacement allowance shall accrue to each enlisted person beginning the day after the date the individual completes 36 months of active duty without regard to time lost. The 36-month period begins on the date of last authorization to the initial clothing allowance and continues during the remaining period of continuous active duty. The standard cash clothing replacement allowance, established under subsection 5.7., below, is payable annually at the applicable fiscal year rate at the end of the member's anniversary month.

#### 5.4. Extra Clothing Allowances

##### 5.4.1. Special Initial and Replacement Allowances

5.4.1.1. Enlisted members may be authorized a special initial clothing allowance if assigned to a tour of duty, or if they attain a status, requiring the wear of uniform clothing (other than special dress uniforms) different from uniforms customary for most enlisted members of the same Service. Only one special initial clothing allowance is authorized during any period of continuous active duty.

5.4.1.2. During the first 3 years of military service, beginning on the date the special initial clothing allowance is authorized, enlisted personnel shall accrue the standard cash clothing replacement allowance, established under subsection 5.7., below, as prescribed for other enlisted personnel of the same Service. It is payable

annually at the applicable fiscal year rate effective at the end of the Service member's anniversary month.

5.4.1.3. A special cash clothing replacement allowance, established under subsection 5.7., below, shall accrue to enlisted personnel after completion of 36 months of active duty without regard to time lost. The 36-month period begins the date the special initial clothing allowance was last authorized, and continues for the remainder of the continuous active duty period in the status under which the Service member was authorized the special initial clothing allowance. It is payable annually at the applicable fiscal year rate effective at the end of the Service member's anniversary month. During the period the special cash clothing replacement allowance is payable, the Service member is not entitled to any other cash clothing replacement allowance.

#### 5.4.2. Supplementary Clothing Allowance

5.4.2.1. The appropriate official, or a designated representative, may prescribe a supplementary clothing allowance for uniform items in an amount not to exceed 20 percent of the initial clothing allowance established by the ASD(FMP) under subsection 5.7., below. The supplementary clothing allowance may be authorized only for persons assigned to duty in a special organization or detail where the nature of the duty necessitates the member have, as a military requirement, additional quantities or special items of individual uniform clothing normally not required for most enlisted members in the same Service.

5.4.2.2. Examples of personnel for whom a supplementary clothing allowance would be prescribed include military police; recruiters; special units regularly assigned as escorts for bodies of deceased members; the 89th Airlift Military Wing, Special Missions, Airlift Military Command; senior enlisted personnel assigned to the Commandant of the Military Academy Staffs; and those assigned to areas where climate requires special clothing.

5.4.2.3. On the anniversary of the initial supplementary clothing allowance payment, a subsequent supplementary clothing allowance may be authorized for a member remaining in the qualifying assignment, provided the member is projected to remain in the assignment for at least an additional 6 months.

5.4.2.4. Regulations prescribing a supplementary clothing allowances shall be coordinated among the Services and with the office of the ASD(FMP) to ensure personnel under similar conditions are treated equitably as far as practicable.

The approval authority within the Service shall exercise discretion as to the category of personnel to whom the allowance is extended as well as the amount.

5.4.2.5. The supplementary clothing allowance is in addition to any other clothing allowance the Service member is otherwise authorized.

5.4.2.6. A Service member who has received a supplementary clothing allowance may not be authorized a subsequent supplemental allowance for the same items upon reassignment to duty requiring the wear of uniform clothing for which the allowance is provided, if less than 12 months have elapsed between the effective date of the new assignment and the last supplementary clothing allowance payment. However, the appropriate official, or a designated representative, may waive this rule if they deem it appropriate.

5.4.2.7. Approvals for supplementary clothing allowances shall show the estimated number of personnel to whom the allowance shall be granted, the amount authorized for each member, the estimated annual cost, and the justification for the supplementary allowance.

5.4.3. Civilian Clothing Allowances. Service members directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, may be authorized a civilian clothing allowance. By law, an officer is authorized a civilian clothing allowance only if the officer's permanent duty station is outside the United States. Examples of duty circumstances justifying a direction to wear civilian attire include: intelligence gathering; situations where wearing the uniform could compromise the mission or the safety of the member or those in contact with the member; or duty in a foreign country where the host-nation government prohibits U.S. military personnel from wearing their military uniform, as noted in the Department of Defense Foreign Clearance Guide, DoD 4500.54-G.

5.4.3.1. Permanent Duty Civilian Clothing Allowance. The amount payable as a civilian clothing allowance is established by the ASD(FMP) as prescribed in this subparagraph and in subsection 5.7., below.

5.4.3.1.1. Upon assignment to permanent duty qualifying a member for a civilian clothing allowance, Service members will receive an initial permanent duty civilian clothing allowance in the amount established by the ASD(FMP) in accordance with subsection 5.7., below. It is payable upon authorization by the Service concerned.

5.4.3.1.2. On the anniversary month of the member commencing the qualifying assignment, a replacement permanent duty civilian clothing allowance is payable if the member is projected to serve at least six additional months in a qualifying permanent duty assignment. It is payable upon authorization of the Service concerned. The replacement permanent duty civilian clothing allowance equals one-third of the initial permanent duty civilian clothing allowance. If the member is projected to remain in the assignment less than six months beyond the anniversary month, the replacement civilian clothing allowance will not be authorized. However, if the member then actually serves six or more months in the assignment past the anniversary month, the replacement allowance will be paid.

5.4.3.1.3. An initial permanent duty civilian clothing allowance shall not be paid more than one time in any 3-year period, or if the member has been out of a qualifying permanent assignment for less than 12 months. If the member receives a follow-on permanent assignment requiring the wear of civilian clothing within 3 years of receiving an initial permanent duty civilian clothing allowance, or within 12 months of occupying a qualifying permanent assignment, the member will continue to be paid the permanent duty replacement civilian clothing allowance on the original anniversary date.

5.4.3.1.4. As an exception to policy, the office of the ASD(FMP) may authorize a Service to pay the initial civilian clothing allowance and up to two replacement allowance payments in an up-front lump sum to members projected to continue to meet the eligibility criteria for a civilian clothing allowance on a career basis. Such a lump-sum payment will be made only one time in a member's career and that is when the member first becomes eligible for the civilian clothing allowance. On the first and second anniversaries of a lump-sum initial payment, if it is determined the member will not actually be remaining in a qualifying civilian clothing allowance position for at least the next six months, the annual unearned portion for the year(s) not served in a qualifying assignment will be recouped from the member. On the third and subsequent anniversaries of the member being eligible for the allowance, the member will be paid the permanent duty replacement civilian clothing allowance under subparagraph 5.4.3.1.2., above.

5.4.3.1.5. A member who has received a temporary duty civilian clothing allowance (subparagraph 5.4.3.2., below) within the preceding 12 months of commencing an assignment authorizing a permanent duty civilian clothing allowance will have the permanent duty civilian clothing allowance offset by the applicable prevailing temporary duty civilian clothing allowance. Otherwise, the temporary duty

civilian clothing allowance authorized under subparagraph 5.4.3.2, below, is in addition to the permanent duty civilian clothing allowance.

5.4.3.2. Temporary Duty Civilian Clothing Allowance. Generally, the temporary duty civilian clothing allowance is for use when the permanent allowance is not applicable. The amounts authorized by the Service concerned shall be within the maximum amount payable as prescribed in subparagraphs 5.4.3.2.1 through 5.4.3.2.3., below.

5.4.3.2.1. When competent authority determines the member will be on temporary duty at least 15 consecutive or accumulative days within a 30-day period, the maximum amount payable shall be one-third of the initial permanent duty civilian clothing allowance prescribed in accordance with subsection 5.7., below. (This 15-day qualification requirement does not apply to Explosive Ordnance Disposal and Explosive Detector Dog personnel on United States Secret Service Support duty, Defense Courier Service couriers, and On-Site Inspection Agency military personnel; these personnel may be authorized up to the maximum temporary duty civilian clothing allowance for 30 days upon their initial temporary duty travel requirement.)

5.4.3.2.2. When competent authority determines the member will be on temporary duty 30 or more consecutive or accumulative days in any 36-month period, the maximum amount payable is two-thirds the initial permanent duty civilian clothing allowance, as established by ASD(FMP) in accordance with subsection 5.7., below, less any amount paid within the past 36-month period for temporary duty under subparagraph 5.4.3.2.1, above.

5.4.3.2.3. The maximum amount payable in civilian clothing allowances for all temporary duty performed in any 36-month period will not exceed the maximum prescribed for the 30-day period. However, in exceptional circumstances, the appropriate official, or the designated official, may make an exception to that 36-month rule and authorize an additional payment of a temporary duty civilian clothing allowance. This authority may not be delegated below the Assistant Secretary level in the Army, Navy and Air Force, or the Deputy Chief of Staff for Manpower and Reserve Affairs in the Marine Corps.

5.4.3.3. The appropriate official, or a designated representative, shall prescribe the procedures for approval of the civilian clothing allowances within their Service.

5.4.3.4. The appropriate official, or a designated representative, shall

prescribe reduced allowances, as appropriate, for personnel serving under conditions where the full authorized civilian clothing allowance is not required.

5.4.3.5. During the period an enlisted member is on an assignment requiring the wear of civilian clothing, the cash clothing replacement allowance for uniform clothing items continues to accrue to the enlisted member, as prescribed in subsection 5.3., above.

## 5.5. Reserve Components

### 5.5.1. Uniform Clothing Allowances

5.5.1.1. Items of individual clothing required by Reserve component personnel on active duty for periods of less than 6 months or on inactive duty, are normally furnished under an issue-in-kind system, in accordance with regulations prescribed by the appropriate official. Enlisted women may be authorized a cash allowance for personal items not available in the defense supply systems, not to exceed the cash allowance established by the ASD(FMP) under paragraph 5.7.5., below.

5.5.1.2. Enlisted personnel assigned to or associated with Naval Reserve units who are first promoted to chief petty officer and those in pay grade E-7 and above who have not been paid a cash clothing allowance for an initial outfit of clothing previously, may be authorized a cash allowance for the purchase of an initial outfit of clothing not to exceed one-half the special initial allowance for uniform clothing items prescribed for chief petty officers on active duty. Enlisted personnel in pay grade E-7 or above may be authorized a cash clothing replacement allowance in the same amount at such times as the Secretary of the Navy determines. Such determination is to be made in accordance with the principles established for the payment of clothing replacement allowances to officers of the Naval Reserve.

5.5.2. Civilian Clothing Allowances. Members of the Reserve Components on active duty over 179 days shall be authorized civilian clothing allowances under paragraph 5.4.3, above.

## 5.6. Retention and Disposition of Clothing Obtained Under Clothing Monetary Allowance System

5.6.1. Enlisted personnel who are discharged or released from active duty may keep all clothing items in their possession obtained under the Clothing Monetary Allowance System, if any one of the following applies:

5.6.1.1. Except as provided in subparagraph 5.6.1.4., below, Service members who are required by law to perform further military service in the Reserve components shall use such clothing in performing this military service. Replacement clothing is normally provided under an issue-in-kind system, in accordance with paragraph 5.5.1., above.

5.6.1.2. Personnel who voluntarily enlist in a Reserve component of the same Service after discharge or release from active duty must use the clothing kept at the time of discharge or release in the performance of their Reserve duties. Replacement clothing is normally provided under an issue-in-kind system in accordance with paragraph 5.5.1., above.

5.6.1.3. Items of uniform clothing obtained under the Clothing Monetary Allowance System and in the possession of an individual when discharged for reasons listed in sections E. through M. of enclosure 3 to DoD Directive 1332.14 (reference (c)), or who is interned or discharged as an alien enemy, shall be taken from the individual and retained for military use. Under conditions the appropriate official prescribes, the individual may keep uniform items that are or can be rendered nondistinctive, as an outfit of clothing suitable for civilian purposes to be worn home. When items the individual keeps are insufficient in type or quantity to be worn home for civilian purposes, additional items of civilian outer clothing may be provided to the individuals, as prescribed by regulations of the Service concerned.

5.6.1.4. Service members who have served less than 6 months on active duty, subsequent to last authorization to an initial clothing allowance, shall be allowed to keep one complete uniform, appropriate to the season, to wear home. This does not apply to enlisted personnel discharged to accept a commission or appointment as an officer or warrant officer; these individuals may retain all clothing in their possession, provided appropriate reductions are made in the reimbursements authorized for the purchase of required uniforms and equipment for officers and warrant officers under regulations of the Service concerned.

5.6.1.5. In a national emergency, in time of war, or at such other times as recovery of clothing is necessary in the Government's best interest, such clothing may be recovered except for one uniform, appropriate to the season, to wear home.

5.6.2. Personnel, upon approval of a sentence involving confinement and punitive discharge, shall have all outer articles of uniform clothing in their possession taken from them.

5.6.3. Service members discharged or released from service with 3 years or less active duty must turn in the overcoat issued to them under the initial clothing monetary allowance authorization, if the overcoat has a useful wear life of more than 36 months, except if the overcoat is required because of seasonal conditions.

5.6.4. All uniform clothing of enlisted personnel recovered shall be returned to stock for reissue or processed for disposal in the Government's best interest, as prescribed by the appropriate official.

### 5.7. Allowances

5.7.1. The ASD(FMP) approves and announces, to the Military Services and to the Defense Finance and Accounting Service (DFAS), the monetary value of allowances authorized by this Instruction. The rates are published in DoD 7000.14-R, Volume 7A (reference (d)). All replacement allowances shall be paid at the applicable fiscal year rates. All other allowances may not exceed the monetary values prescribed. To permit some flexibility in the system, the Services shall have authority to make minor changes, to reflect the substitution of like items, or take advantage of economic ordering points. Changes may not exceed 2 percent of the approved initial allowance. These changes shall be made only after coordination with the DLA and determination that funds are available to accommodate increases.

5.7.2. By August 1 of each year, the Military Services shall provide the full list of items (including new items introduced into the supply system) they project to include in their clothing bag for the fiscal year to begin October 1 of the following year to the Defense Personnel Support Center (Clothing and Textiles) (DPSC(C&T)), as directed in DoD 4140.1-R (reference (e)), with an information copy to the Office of the ASD(FMP) and the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)). For example, by August 1, 1997, the requirements for the fiscal year (FY) 99 clothing bag contents shall be submitted. The Services shall use this bag list projection (in combination with DPSC's projection of what the added items may cost at issue time) in preparing their budget submission for that next subsequent FY. DPSC(C&T) will also advise the Services of any known projections of cost increases of currently issued items that would fall outside the normal inflation factor that should be considered by the Service budget offices in formulating their next subsequent year budget requirements.

5.7.3. By the following May 1, each Service shall provide DPSC(C&T) the final listing of clothing that will be issued in their Service's clothing bag in the FY

starting October 1 of that same year. No changes in the content of the clothing bags shall be made after May 1 of a given year; for example, no changes will be in the content of the FY99 bags after May 1, 1998.

5.7.4. By June 1 each year, DPSC shall provide firm prices of those items, along with support data, to the office of the ASD(FMP), with copies to the OUSD(C) and to the Services.

5.7.5. Estimates of the useful wear life of individual items in each Service's clothing bag serve as a base line for calculations for replacement allowance for individual issues. Adjustments to the wear life of an item shall be supported by a full justification of the change.

5.7.6. The ASD(FMP) sets the amount used in computing the cash allowance for enlisted women's personal items not included in the clothing bag. The amount shall be increased annually by the factor specified by the OUSD(C) to account for inflation.

5.7.7. By July 1 each year, the Services shall forward their clothing and replacement allowance rates for the next FY to the office of the ASD(FMP), based on the June 1 DLA price data. For example, by July 1, 1998, the Service's shall forward rate data for FY99. Material provided by the Services in support of the annual changes shall include a table for male and female enlisted personnel in the format at enclosure E1.

5.7.8. The Services should manage their clothing program in a way that ensures items are added or deleted as of the beginning of the FY. Changes shall not be made after requirements are submitted in accordance with paragraph 5.7.2., above.

5.7.9. The cash clothing replacement allowances for uniform items provide enlisted members funds to replace military-unique items the appropriate official requires for wear. The allowances are based on estimated wear life of issued military-unique items. They are not to cover the cost of repair, dry cleaning, or laundering of clothing. Replacement allowances are not intended to totally fund a member's uniform or clothing purchases. The useful wear-life estimates applied to items in formulating the cash replacement allowances represent averages based on normal wear and tear of a particular item, and the allowance is intended to finance replacement of only the range and depth of the uniquely military items included in the initial issue. Since the initial issue represents the minimum uniform requirements, Service members, particularly careerists, may find it convenient or advantageous to

acquire and maintain more than the initial issue and, consequently, incur greater costs than provided for in the replacement allowances. Further, any unusual wear and tear, damage, or loss of various articles may result in out-of-pocket costs. Similarly, since replacement allowances are based on prices charged at military clothing stores, individual decisions to purchase uniform items elsewhere may increase the cost to the individual of maintaining the initial issue.

5.8. Organizational Clothing. Special-purpose individual clothing required for support of personnel to accomplish assigned duties shall be carried as organizational issue. Organizational clothing includes special distinctive uniforms such as those required for Service bands or mounted troops. No monetary credits or payments are provided to Service members for obtaining or replacing these items, since they are furnished under the issue-in-kind system.

## 6. EFFECTIVE DATE

This Instruction is effective April 1, 1998.

  
Francis M. Rush, Jr.  
Acting Assistant Secretary of Defense  
Force Management Policy

Enclosures - 1

1. Monetary Allowances for Uniform Clothing - Computation Example

E1. ENCLOSURE 1MONETARY ALLOWANCES FOR UNIFORM CLOTHING - COMPUTATION EXAMPLE  
AIR FORCE - FY97 FEMALE

NSN (DPSC Rev 12)	Item of Issue - Air Force Women	QTY	FY97 Unit Price	Total Price	Net Change from FY96	Useful Wear Life (Mo's)	Annual Replacement Allowance
NON DPSC ITEM	BADGE, ID, Personnel	2	1.82	3.64	0.08	12	1.82
8465-01-117-8699	BAG, Duffel, Nylon, OG	1	15.85	15.85	0.60	120	1.59
8440-01-052-9736	BELT, Cotton, Web, Bl, w/Blk Clip	1	1.10	1.10	0.10	12	1.10
8440-01-181-4411	BELT, Trousers, Web, Bl, W/Silver Clip	1	1.10	1.10	0.10	12	1.10
8430-01-198-1354	BOOTS, Combat, w/Speed Lacing	1	62.10	62.10	-1.30	17	43.84
8315-00-300-0327	BUCKLE, Belt, Trousers, Brass	1	0.45	0.45	0.05	12	0.45
8315-01-413-7833	BELT, Belt, Chromium, Plated	1	1.15	1.15	0.00	12	1.15
8405-01-381-5558	CAP, Garrison, Ply/WI BI	1	5.55	5.55	-0.20	12	5.55
8415-01-134-3175 & 393-7813	CAP, Woodland Cam	2	5.20	10.40	-1.45	12	5.20
8405-01-175-2252	COAT, All weather w/removable liner	1	77.10	77.10	-14.80	60	15.42
8405-01-378-0030	COAT, Service, WI/Poly, Trop, 10 oz	1	84.40	84.40	1.70	36	28.13
8415-01-390-8537	COAT, Cam, HW BDU	2	23.40	46.80	-8.60	12	23.40
8415-01-084-1639	COAT, Cam, Temperate BDU	2	21.45	42.90	-0.60	24	10.73
8440-01-161-7119	GLOVES, Leather, Blk, Unisex	1	15.55	15.55	-0.35	36	5.18
8445-01-072-3725	HANBAG, Black	1	22.95	22.95	-0.45	18	15.30
8455-01-112-7681	INSIGNIA, BoS, US	1	1.15	1.15	0.00	20	0.69
8410-01-299-9538	JACKET, Poly/WI Gab, Bl	1	72.45	72.45	-1.50	60	14.49
8445-01-242-1009 & 375-8394	NECKTAB, Blue	2	2.25	4.50	-0.10	12	2.25

**MONETARY ALLOWANCES FOR UNIFORM CLOTHING - COMPUTATION EXAMPLE**  
**AIR FORCE - FY97 FEMALE continued**

NSN (DPSC Rev 12)	Item of Issue - Air Force Women	QTY	FY97 Unit Price	Total Price	Net Change from FY96	Useful Wear Life (Mo's)	Annual Replacement Allowance
8410-01-378-4004	SHIRT, Ctn/Poly, LS (Tuck-in)	3	14.35	43.05	-11.40	12	14.35
8410-01-378-2906	SHIRT, Ctn/Poly, SS (Tuck-in)	3	12.70	38.10	-12.15	12	12.70
8435-01-075-8037	SHOES, Oxford , Black	1	29.50	29.50	-0.60	44	8.05
8410-01-224-0508 & 375-8495	SKIRT, w/poly, tropical, 10 oz	2	22.75	45.50	-1.00	36	7.58
8410-01-224-0455 & 375-8474	SLACKS, WI/Poly, 10 oz	2	25.35	50.70	-0.90	36	8.45
8440-00-543-7773	SOCKS, Ctn/Nylon, Blk	4	0.85	3.40	0.00	6	1.70
8440-01-053-6768	SOCKS, Cushion Sole	4	2.10	8.40	0.00	6	4.20
8445-01-071-7475	NAME TAG, Ind, Bl, Plastic	2	0.25	0.50	0.00	20	0.15
7210-01-286-0963	TOWEL, Bath, Ctn, Wh	2	3.45	6.90	-0.10	N/A	
8415-01-390-8554	TROUSERS, Cam, HW BDU	2	26.35	52.70	3.60	12	26.35
8415-01-084-1705	TROUSERS, Temperate BDU	2	24.30	48.60	3.90	24	12.15
8420-01-112-1472	UNDERSHIRT, Qtr Sleeve, Brn	5	2.60	13.00	-0.25	6	5.20
Cash Allowances	SHOE, black pump	1	40.19	40.19	0.87	29	16.63
	PERSONAL ITEMS (Lingerie, Stockings, Underwear)			153.30	3.30	N/A	
	TOTAL			1002.98	-41.45		294.90
	Change due to item revision				0.00		
	Change due to price adjustment				-41.45		
	Standard Repl Alw, Annual						295.20
*denotes new item in bag	Basic Repl Alw, Annual						205.20