

**DEFENSE SUPPLY CENTER PHILADELPHIA
C&T SPECIAL MEASUREMENT OFFICE
COMM: 215-737-2482/ELLEN HENNING
21-737-8536/ANGIE ANDERSON
DSN: 444-2482/ELLEN HENNING
444-8536/ANGIE ANDERSON
FAX: 215-737-3163YDSN444-3163**

To help prevent any delay in processing your special measurement orders, here are some guidelines for submitting the forms. They may require a little extra effort, but the end results will benefit both DSCP and its customers. Since our factory is no longer part of the special measurement process, the orders must now pass through many areas in-house before being awarded to an outside contractor. With this in mind, we are sure that our customers will comply with the following requests:

It is essential that all of the information on the forms is **CLEAR** and **LEGIBLE (TYPING OR PRINTING IS PREFERRED)**

The requisition document number should be on both sides of the measurement form (DD Forms 358 for men or 1111 for women) as well as on the 1348-1 or 1348-6 requisition form (**BE SURE DOCUMENT NUMBER INCLUDES ALL FOURTEEN CHARACTERS**)

DO NOT USE THE SAME DOCUMENT NUMBER FOR MORE THAN ONE ORDER.

The **COMPLETE NOMENCLATURE** and requisition number must be on both the requisition form and measurement form. A description such as **COAT, MEN'S** or **JACKET FLYER'S** is **NOT ENOUGH** information to determine what type of item is requested.

If known, include the **MIL SPEC** number for the item. **ONE OF THE STOCK NUMBERS FROM THE "STANDARD SIZES" WOULD BE HELPFUL IF THE MIL SPEC NUMBER IS NOT KNOWN.**

Provide a **POC** and **PHONE NUMBER** on the requisition form.

List **ONLY ONE** type of item per form when submitting an order.

PROVIDE BOTH SIDES OF THE MEASUREMENT FORM AND ALL OF THE MEASUREMENTS REQUIRED FOR MANUFACTURING THE REQUESTED ITEM. MAKE SURE THAT HEIGHT AND WEIGHT ARE INCLUDED.

SUBMIT ONLY ONE SET OF FORMS PER ORDER. WHEN MAILING, DO NOT SEND COPIES ALONG W/TH THE OR/G/NAL SET and PLEASE DO NOT STAPLE REQUISITIONS TOGETHER, USE PAPER CL/PS.

NOTE: NOT ADHERING TO THESE NSTRUCTIONS WILL RESULT IN YOUR REQUISITION BEING RETURNED TO YOU FOR CORRECTION AND THIS WILL DELAY THE PROCESSING PROCEDURE.

DO NOT SUBMIT FOLLOW-UP ORDERS BEFORE NOTIFYING THIS OFFICE Of you may receive a duplicate shipment for which **YOU WILL BE CHARGED.**

PLEASE WAIT 5-7 DAYS, FROM THE DATE OF YOUR SUBMITTAL, BEFORE ESTABLISHING YOUR "DUE-IN" INFORMATION. LOADING YOUR INFORMATION PRIOR TO THIS WILL CAUSE A "CG" CANCELLATION; WHICH WILL CAUSE A DELAY IN PROCESSING. IF YOU RECEIVE A "CG" CANCELLATION CODE, YOU MUST NOTIFY THIS OFFICE. YOU WILL THEN HAVE TO SUBMIT A NEW REQUISITION WITH A NEW DOCUMENT NUMBER.

PLEASE DO NOT CALL IMMEDIATELY FOLLOWING YOUR SUBMISSION FOR VERIFICATION OF RECEIPT: THERE IS A HIGH VOLUME OF INCOMING SPECIAL MEASUREMENT REQUESTS AND VERIFICATION OF EACH REQUISITION IS NOT FEASIBLE SOMETIME. REQUISITIONS CAN BE VIEWED IN THE SYSTEM 2-3 DAYS AFTER YOUR SUBMITTAL. AT THAT TIME, PLEASE FEEL FREE TO CALL IF YOUR REQUISITION CANNOT BE VIEWED.

>If you receive your special measurement order and there is a discrepancy, please notify the special measurement office at once. **DO NOT SEND THE ITEM BACK TO THE CONTRACTOR, SEND THE ITEM, ALONG WITH A COPY OF THE SPECIAL MEASUREMENT FORM THAT WAS PREVIOUSLY SUBMITTED AND A DESCRIPTION OF THE DISCREPANCY, TO THIS OFFICE TO BE EVALUATED.** Evaluation will determine who was at fault. (i.e. if the customer was measured incorrectly; if patterns were made incorrectly or if the contractor made the item incorrectly).

If it is determined the customer was measured incorrectly, the item will be sent back to you and you **WILL** be responsible for payment of that item. If you still want that item, you must re-submit a new requisition, with new measurements and a newly assigned document number.

If it is determined the patterns were incorrect and/or the contractor made the item incorrectly, we will **REPAIR** or **REMAKE** the item free of charge.

NEVERTHELESS, ALL SPECIAL MEASUREMENT INQUIRIES MUST COME THROUGH THIS OFFICE FIRST!!!

Faxing orders is preferred, but when submitting more than four requisitions at one time, a total of twelve (12) pages, please fax in 15 – 20 minute intervals or mail to the following address:

DSCP-CRDA-2

**Special Measurement Office
700 Robbins Ave., Bldg 6D
Phila, Pa. 19111**

ARMED FORCES MEASUREMENT BLANK - SPECIAL SIZED CLOTHING FOR MEN

(Use a separate form for each item.)

Privacy Act Statement

AUTHORITY: 10 USC 9832, 37 USC 418, and EO 9397.

ROUTINE USE(S): Used to record individual member's measurements which are required to process special orders of uniform clothing for individuals who cannot be fitted with normal catalog sizes or alterations thereto. Information contained hereon is routinely disclosed to the Defense Personnel Support Center for each clothing item required and may be disclosed to any DOD component and, upon request, to other Federal, State, and local agencies in pursuit of their official duties. It may be used for other lawful purposes including law enforcement and litigation.

DISCLOSURE: Voluntary; however, failure to provide the information would preclude the orderly maintenance of property accounts or prevent the issuance of clothing items otherwise authorized under the Armed Forces Clothing Monetary Allowance Policies and Regulations.

PRINCIPAL PURPOSE(S): Use of Social Security Number is necessary to make positive identification of the individual and records associated with obtaining special measurement uniform clothing

1. PERSON TO BE FITTED

a. NAME (Last, First, Middle Initial)	b. SOCIAL SECURITY NO.	c. RANK / GRADE
d. ORGANIZATION	e. INSTALLATION	f. AGE

2. CLOTHING OFFICER. I certify that the man identified above cannot be properly fitted from existing stock sizes.

a. SIGNATURE	b. ORGANIZATION	c. GRADE	d. DATE (YYMMDD)
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INSTRUCTIONS

FOR BODY MEASUREMENTS - Enter exact measurements of man, not of an old garment. Hold tape firmly, never loosely. If any measurements are abnormal, place "OK" beside measurement.

FOR COATS - Take all snug, not tight measurements over dress shirt.

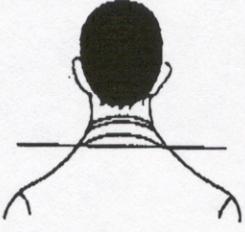
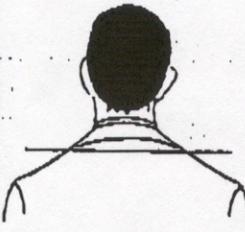
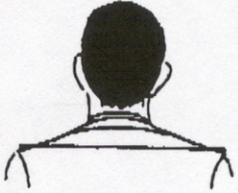
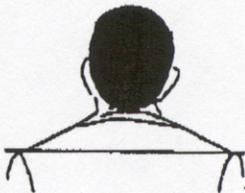
FOR SLEEVES - Arms must not be bent, but straight down at sides and with coat off. Start the tape at the center of the back of the neck (measure total cross shoulder distance and divide by two) and pass the tape squarely over the top of the shoulder (not to front or back); then straight down the arm to the length desired. The length desired by most men is about one inch below the center of the wrist.

FOR TROUSERS - Take waist measurement over shirt, not top of trousers.

FOR GLOVES - Include an outline drawing both of the right and left hand with notations as to fitting problems such as short or long fingers, thick palms, etc.

FOR HEADWEAR - Using measurements taken, measure across top of temple continuing in a straight line around head.

FOR WEIGHTLIFTERS - Measure shoulders, underarm to top of shoulder, biceps, and forearm.

HEIGHT	WEIGHT	SHOULDERS (X appropriate block)			
		SLOPING (Long neck)	REGULAR (Regular neck)	SQUARE (Medium neck)	HIGH (Short neck)
HEADWEAR 					
COMMERCIAL SIZE (if known)					
INCHES					

POSTURE (X appropriate block)					
NORMAL	ERECT	FORWARD OR STOOPED	HALF-STOUT	STOUT	CORPULENT
					

5. CLOTHING TO BE ORDERED

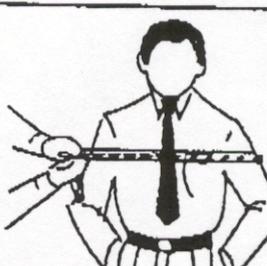
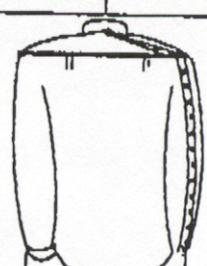
a. MILSTRIP REQUISITION NO.	b. NOMENCLATURE	c. QUANTITY	d. UNIT COST	e. TOTAL COST
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6. LIST ITEMS REQUIRED (This is not a requisition, but is required for manufacturer's information.)

a. QUANTITY	b. DESCRIPTION OF ITEMS REQUIRED AND NSN SERIES	c. NEAREST FEDERAL SUPPLY CATALOG SIZE	d. DEFICIENCIES OF STOCK SIZES

(If more space is needed, continue on blank 8 1/2" x 11" paper.)

MEASUREMENTS FOR FINISHED GARMENTS (Record as applicable)

OVERCOAT, TOPCOAT, RAINCOAT, COAT AND SHIRT REGULATION LENGTH: ARMY - See TM 700-8400-1; NAVY - Hipline length 14" from ground; AIR FORCE - AFM 35-10; USMC - CH49, MCM		COAT LENGTH (From collar seam (where collar joins coat) to waistline then exact length desired)	WAIST LENGTH 	BACK WIDTH (From middle of back to armhole seam) 	SLEEVE LENGTH INSEAM (From armpit to 1" above top knuckle of thumb)	
OVERCOAT	TOPCOAT	RAINCOAT	BREAST (Place tape high up under arms over blades in back)		SHIRT, DRESS COAT, UTILITY COAT	
		WAIST (Around waistline)	SEAT (Measure snugly, not tightly)	OVER SHOULDER (Measure around largest part of back and front including arms)	SHIRT COLLAR SIZE	SLEEVE LENGTH
						

TROUSERS							
OUTSEAM (Top of hipbone to top of heel. Measure bottom of waistband)	INSEAM (Snug up in crotch to top of heel)	WAIST (Belt off, around waistline, snug, not tight)	ABDOMEN (For Stouts only)	THIGH (For Stouts only)	SEAT (Snug, not tight)	KNEE (Exact width desired)	BOTTOM (Exact bottom width desired)
