Clothing Worksheet

Automated Clothing Initial Issue Point (ACIIP) System

Data required by the Privacy Act of 1974

1. AUTHORITY: 10 USC 125, Functions, Powers and Duties, 3 usc 301, 302.
2. PRINCIPAL PURPOSE(s): Used by Active Army, Reserve and National Guard personnel to request personal clothing items through the Clothing Initial Issue Point at Reception Stations.
3. ROUTINE USES: The information is used solely to produce DA Form 3078. The form is used as a receipt for clothing issued and for billing of the appropriate fund.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. However, if information is not supplied, the service cannot be performed.

Name (Last, First MI)		SSN	Grade
Catagory	State (NG Only)	Roster Number (Co-Bn-Bde-Roster #)	Type Issue

Line	Article	Size	Quantity			Prior Issue	Line	Article	Size	Quantity			Prior Issue
			Auth	Issued						Auth	Issued		
				New	Used						New	Used	

NOTE 1. IAW para 5-11, AR 700-84 a. Exchanges or alteration of misfit clothing after initial issue should be made within 6 months of date of entitlement. b. Exchange of misfit footwear after initial issue must be made within 90 days of issue. c. Items exchanged must be cleaned and pressed. They must meet appearance and serviceability standards, otherwise they will not be exchanged.

NOTE 2. Call ACIIP Accounting Unit at The Clothing Initial Issue Point at extension_____ for an appointment. Approval 2-3 workday lead time required. Send the soldier with this authorization form to the ACIIP Counter in_____, at the scheduled time/date.

Exchanges Due to Misfit/Defects (Clothing) (Footwear)

Issue Station/Unit _____

Issue Date _____

Weight Gained/Lost _____

Defect _____

Damaged _____

Auth/Approved by _____
(ACIIP Supervisor)

Remarks _____

I certify that the above soldier has been on active duty for less that (6 months for clothing) and/or (90 days for footwear) after the last authorization of an initial allowance.

Day Month Year of entry on Active Duty.

I further certify that the above soldier is entitled to alteration or exchange of misfit clothing/footwear IAW AR 700-84.

Approved by (Signature of Commander)

Date

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			Auth	Issued						Auth	Issued		
				New	Used						New	Used	

Measurements:

Height _____ Sleeve Length _____

Head _____ Outseam _____

Neck _____ Boot Size _____

Chest _____ Shoe Size _____

Waist _____ Back Waist _____

Hips _____ Weight _____

Approved by (Signature of Commander)

Date