PERSONAL CLOTHING REQUEST

For use of this form, see AR 700-84; the proponent agency is DCS, G-4.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 7013: Secretary of the Army; 10 USC 7562: Clothing; and AR 700-84, Issue and Sale of Personal Clothing.

PRINCIPAL PURPOSE: To provide an accountable document for clothing received by enlisted personnel. See the System of Records Notice A0710-2d DALO, Personal Clothing Record Files A0710-2d DALO A0710-2d DALO > Privacy, Civil Liberties, and Freedom of Information Directorate > DOD-wide SORN Article View (defense.gov).

ROUTINE USES: None.

DISCLOSURE: Voluntary. However, failure to provide all the request information will prevent from receiving the allocated clothing.

1. DOCUMENT NO.	2. VOUCHER NO.	3. DATE *(YYYYMMDD)*

4. NAME*(Last, First, MI)*	8. DODAAC	9. PRIORITY	10. ARMY MILITARY CLOTHING STORE

5. DOD ID NO.	6. GRADE

7. ORGANIZATION

11. CATEGORY *(Check one)*
- ☐ Active Army ☐ NG
- ☐ USAR
- ☐ IMA ☐ IRR ☐ AGR

12. TYPE OF TRANSACTION *(Check one)*
- ☐ Initial ☐ Gratuitous
- ☐ Replacement ☐ Supplemental
- ☐ Exchange ☐ Individual Charge Sale

13. INVENTORY		14. PHONE NO.	15. POSTED		16. AUTHORIZED BY
DATE *(YYYYMMDD)*	BY		DATE *(YYYYMMDD)*	BY	
					17. APPROVED BY *(Name, Rank, Signature)* / 18. DATE APPROVED *(YYYYMMDD)*

19. QTY AUTH	19. QTY ISS	20. ARTICLES *(Common)*	21. SIZE	22. UNIT PRICE	23. TOTAL COST	24. QTY AUTH	24. QTY ISS	25. ARTICLES *(Male)*	26. SIZE	27. UNIT PRICE	28. TOTAL COST
1		Bag, Duffel, Nylon improved				1		Belt, Trouser, Ctn Web Black, 45"			
1		Belt, Riggers				1		Buckle,Belt,Web,w/Nkl Undplate			
1		Beret, Wool Black Shade 1593				1		Coat, Mens, All Wtr, Dbl Breasted			
2		Boot, Combat, HW, Tan*				1		Coat, Men's, AB 450			
1		Boot, Combat, TW, Type II, Tan***				7		Drawers, Men's Brief			
2		Cap,Patrol,Army Combat Uniform				1		Necktie, Mens Blk, 56-57.5" Long			
1		Cap, Synthetic Micro Fleece				1		Shirt, Men's Ctn/Poly, SS, AW 521			
4		Coat, Army Combat Uniform				1		Shirt, Men's Ctn/Poly, LS, AW 521			
1		Drawers, Lightweight Gen III**				1		Shoes, Mens Drs Blk, Poromeric			
1		Drawers, Midweight Gen III**				2		Trousers,Men's Poly/Wool AB451			
1		Gloves, Light Duty Utility				2		Undershirt, Men's, White, Ctn**			
2		Gloves, Insert, Cold									
1		Gloves, Leather, Black, Unisex									
1		Jacket, PFU				29. ARTICLES *(Female)*					
1		Pants, PFU									
2		Shirt, L/S, PFU*				1		Belt, Trousers, Ctn Web Blk 1"			
3		Shirt, S/S, PFU*				1		Buckle, Belt, Slacks, 1 1/8"			
7		Sock, Boot				1		Coat, All Weather, Dbl Breasted			
7		Sock, Liner, Poly/Nylon, Black				1		Coat,Women's Poly/Wool,AB450			
4		Towel, Bath, Brown**				1		Neck Tab, Women's Shirt, Blk			
4		Washcloth, Brown**				1		Shirt, Wm's, Army White, LS 521			
4		Trouser, Army Combat Uniform				1		Shirt, Wm's, Army White, SS 521			
3		Trunks, PFU*				1		Shoes, Wm's Drs Blk, Poromeric			
7		T-Shirt, Moisture-Wick				1		Skirt, Women's Poly/Wool AB 450			
1		Undershirt, Lightweight Gen III**				1		Slks,Women's Poly/Wool AB 451			
1		Undershirt, Midweight Gen III**									
								TOTAL VALUE			

30. REMARKS

31. SIGNATURE OF RECIPIENT

* Must maintain one less than quantity shown
** Issued during initial entry training only
*** May maintain either combat boot

INSTRUCTIONS FOR COMPLETING DA FORM 3078

Block 1: Document Number. Enter document number. This block is to be used by USAR/ARNG units only.
Block 2: Voucher Number. Local AMCS use only.
Block 3: Date. Enter date prepared.
Block 4: Name: Enter name (Last, First, Middle Initial)
Block 5: SSN. Enter DODI # of individual in block 4.
Block 6: Grade. Enter Rank/Grade
Block 7: Organization. Enter unit/organization to which individual is assigned. For IMA's or IRR's, the local unit to which individual is assigned/attached will be used in this block.
Block 8: DODDAC. Enter DODDAC -for use by USAR/ARNG units only.
Block 9: Priority. Enter appropriate priority code for USAR/ARNG units only.
Block 10: Army Military Clothing Store. Enter supporting installation AMCS.
Block 11: Category. Check appropriate category.
Block 12: Type of transaction. Check appropriate block.
Block 13: Inventory. Enter date and initials of person performing inventory. Used by active Army, USAR and ARNG units as appropriate.
Block 14: Phone Number. Enter unit phone number.
Block 15: Posted. Enter date inventory posted and initials.
Block 16: Authorized by. Enter “AR 700-84.” and appropriate paragraph and/or other applicable references.
Block 17: Approved by. Enter name and signature of unit commander or his/her commissioned or warrant officer representative. “Digital Signature”
Block 18: Date Approved. Enter date approved by unit commander.
Block 19: 19 Quantity. Requester will enter quantity of required item. The issue column will be used by AMCSS.
Block 20: Articles. Articles required for male/female.
Block 21: Size. Enter sizes required beside article requested.
Block 22: Unit Price. To be completed by AMCS.
Block 23: Total Cost. To be completed by AMCS.
Block 24: 19 Quantity. Requester will enter quantity of required item. The issue column will be used by AMCSS.
Block 25: Articles. Articles for male issue only.
Block 26: Size. Enter sizes required beside article requested.
Block 27: Unit Price. To be completed by AMCS.
Block 28: Total Cost. To be completed by AMCS.
Block 29: Articles. Articles required for female issue only.
Block 30: Remarks. To be use or required statements or other pertinent information.
Block 31: Signature of Recipient. To be signed by individual receiving clothing at AMCS. “Digital Signature”.