



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND  
4710 KNOX STREET  
FORT BRAGG, NC 28310-5010

AFRC-LG

AUG 10 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Reserve Army Service Uniform (ASU) Alteration and Tailoring

1. References.

- a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 3 Mar 05
- b. AR 700-84, Issue and Sale of Personal Clothing, 18 Nov 04
- c. Department of the Army Government Purchase Card Operating Procedures, 23 Feb 12
- d. CTA 50-900, FY12 Revision 3, Clothing Bag Authorization, 29 Mar 12
- e. SOP, Mission & Installation Contracting Center (MICC) – Fort Dix, Government Purchase Card (GPC), Jan 10

2. The purpose of this memorandum is to communicate methods available to the Army Reserve for uniform alteration and tailoring to Troop Program Unit (TPU) enlisted Soldiers.

3. IAW AR 700-84, para 13-1 (d) and (f), and 14-17, enlisted TPU Soldiers are authorized initial clothing alteration and tailoring at government expense.

4. Authorized alterations:

- a. As specified per AR 700-84, para 14-17 (c) normally include:
  - (1) Coat sleeve hemming
  - (2) Trouser hemming
  - (3) Slack hemming
  - (4) Skirt hemming
  - (5) Waist alteration

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(6) Seat alteration

- b. List of uniforms authorized for alterations can be found in Tables 13-1 and 13-2 of AR 700-84.

Additional alterations to maintain the uniform IAW AR 670-1, in the future is at the Soldiers expense.

5. Utilize the following methods for alteration payment:

- a. Government Purchase Card (GPC): Utilize the GPC Card for alterations for TPU enlisted only. The following apply:

(1) Each UIC is a separate requirement regardless of location.

(2) Each UIC is authorized \$2,500 in alterations for initial issue of jackets (male and female).

(3) Each UIC is authorized \$2,500 in alterations for first initial issue of pants for males and skirts for females.

(4) Each UIC is authorized \$2,500 in alterations for second issue of pants for males and initial issue of pants for females.

(5) Each UIC cannot exceed \$7,500 total.

b. Government Contract: OFTS Commands will coordinate requirements with supporting regional contracting offices with local vendor contracts. Contracts should ensure local vendors can satisfy requirements for both an initial fitting and a follow up when the uniform alteration has been completed.

6. OFTS Command G-4s are responsible for utilizing Supply and Equipping (S & E) dollars for unit alterations. Requests for additional funding, if required, are processed as normal unfunded requirements (UFRs).

7. Units are to place requests for ASUs into KYLOC immediately and then coordinate tailoring.

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8. Point of contact for this action is MAJ Valena Hamilton, Supply and Services Division, (910) 570-9502, valena.hamilton@usar.army.mil or MSG Thomas Hutton, (910) 570-9482, thomas.hutton@usar.army.mil.



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Deputy Chief of Staff, G-4

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3 MDSC  
11 TAC  
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311 SC(T)  
335 SC(T)  
377 TSC  
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416 TEC  
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1 MSC  
7 CSC)  
9 MSC  
79 SSC  
AR-MEDCOM  
MIRC  
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ARRTC  
63 RSC  
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81 RSC

88 RSC

99 RSC

85 USAR SPT CMD (W)

87 USAR SPT CMD (E)

ARCD

USAG-Fort Buchanan

ASA-Dix

USAG-FHL

USAG-Fort McCoy

USAR SPT CMD (1A)

USAR SPT CMD 1A DIV (W)

USAR SPT CMD 1A DIV (E)

UAU (USARC Augmentation Unit)

USASOC CMD SUP Unit

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