

## Clothing Issue Guidance for IMA/IRR Soldiers

1. Reserve Soldiers (IMA and IRR)(ENLISTED ONLY) must be on an ANNUAL TRAINING (AT) or Active Duty Operational Support, Reserve Component (ADOS-RC) order to receive a uniform issue through the Military Clothing Sales Store (MCSS).

a. Enlisted **IMA/IRR Soldiers** must have the request in the store by the end date of the AT; not the end date of IADT.

b. Soldier's requesting a uniform issue may submit the required documents **THREE (3) WEEKS** prior to AT or ADOS-RC duty date.

2. Complete the attached DA Form 4886, Issue-In-Kind Personal Clothing Record and Personal Clothing Statement.

a. Return ALL requested documents to Ms. Toni Driggers, [toni.y.driggers.civ@mail.mil](mailto:toni.y.driggers.civ@mail.mil).

b. Once documents are received and reviewed for the uniform authorization, Ms. Driggers will prepare the DA Form 3078, Personal Clothing Request, and submit the package for approval.

Once approved the request will be returned to the Soldier and IMA Coordinator or Unit Administrator for the uniform issue; typically, this process can take up to 72 hours.

c. Soldiers must submit the name of the Military Clothing Sales Store (MCSS) for the uniform issue and a copy of Unit Commander's Assumption of Command order (see attached example for Unit and GO command order).

A copy of the CDR's order and signature card (prepared by HRC once CDR's order is received) must be submitted with the packet.

3. **Commissioned and Warrant Officers** should contact Reserve Pay for any authorized monetary clothing allowance.

a. Reserve Pay Team email: [usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil).

b. Reserve Pay Team phone: (502) 613-4405.

4. **Instructions on completing the DA Form 4886:** Soldiers will ONLY annotate uniforms ISSUED through the SUPPLY CHANNELS (TPU or KYLOC) in "column 1" (ONLY input a number or slash for the quantities), please review attached example.

a. PLEASE USE a slash ( / ) instead of the 0 (ZERO)

b. Date and sign (wet signature) the back of the DA Form 4886 and sign (CURSIVE ONLY) the Personal Clothing statement verifying all annotations on the DA Form 4886.

d. **DO NOT ANNOTATE FULL SOCIAL SECURITY NUMBER;** only the last four is required. **DO NOT ADD** the items you have purchased to the QUANTITIES in COLUMN 1 on the DA Form 4886.

5. The Army Service Uniform (ASU) is a ONE-TIME issue and still the authorized issue for Soldiers. The United States Army Reserve Command (USARC) provides the funding for all Reserve Soldiers uniform issues.

**\*\*No funding comes from the Unit\*\*.**

6. POC for Uniform Issue, OCIE (TA-50) issue and/or turn-in is Ms. Toni Driggers, Gen Supply Specialist, [toni.y.driggers.civ@mail.mil](mailto:toni.y.driggers.civ@mail.mil), (502) 613-4275. Mr. Jonathan Horn, Property Book Officer, [jonathan.d.horn4.civ@mail.mil](mailto:jonathan.d.horn4.civ@mail.mil).