

**ARMED FORCES MEASUREMENT BLANK – SPECIAL SIZED CLOTHING FOR WOMEN**

*(Use a separate form for each item)*

**PRIVACY ACT STATEMENT**

**Authority:** 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Directive 1338.5, Armed Forces Clothing Monetary Allowance Policy  
**Purpose:** To obtain information necessary to process a request for, and approval of, special order clothing.  
**Routine Uses:** The DoD Blanket Routine uses apply to this collection.  
**Disclosure:** Voluntary. Failure to provide information may result in the inability to process a request for special order clothing.

**If possible, use a tailor to take measurements; otherwise have another person take measurements. Measurements should not be taken on oneself, as this could lead to inaccurate numbers causing finished garment to not fit.**

**1. PERSON TO BE FITTED**

a. NAME <i>(Last, First, Middle Initial)</i>	b. DoD IDENTIFICATION NUMBER <i>(Found on back of CAC)</i>
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**2. CLOTHING OFFICER**

*I certify that the person identified above cannot be properly fitted from stock sizes.*

a. SIGNATURE	b. PRINTED NAME <i>(Last, First, Middle Initial)</i>	c. DATE <i>(YYYYMMDD)</i>
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**INSTRUCTIONS**

FOR BODY MEASUREMENTS – Measure closely over undergarments including bra using a measuring tape or cord to define waistline. Use measurement guide on second page for depictions of how to measure.  
 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 HATS OR CAPS – Include fitting problems such as broad forehead, etc.

**3. CLOTHING TO BE ORDERED**

a. MILSTRIP REQUISITION NUMBER	b. NOMENCLATURE
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**4. TYPE OF SPECIAL MEASUREMENT REQUESTED *(X one)***

<input type="checkbox"/> SEMI-CUSTOM This selection is used if you are a close fit to a standard size garment and know the alterations that you would like to be completed on the requested garment. For example, size 12 with + 2" to sleeve length. Complete section 5 of this form.	<input type="checkbox"/> CUSTOM This selection is used if you need a garment customized to your measurements and do not know what alterations are needed to be made to the garment to fit properly. Complete section 6 of this form.
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**5. SEMI-CUSTOM SPECIAL MEASUREMENT**

a. REQUESTED BASE SIZE	b. REQUESTED ALTERATIONS TO BASE SIZE		
	+ / -	INCHES	ALTERATION <i>(sleeve length, shirt length, pant inseam, etc.)</i>
c. ADDITIONAL NOTES			

**6. CUSTOM SPECIAL MEASUREMENT *(All measurements must be provided to ensure the most accurate fit.)***

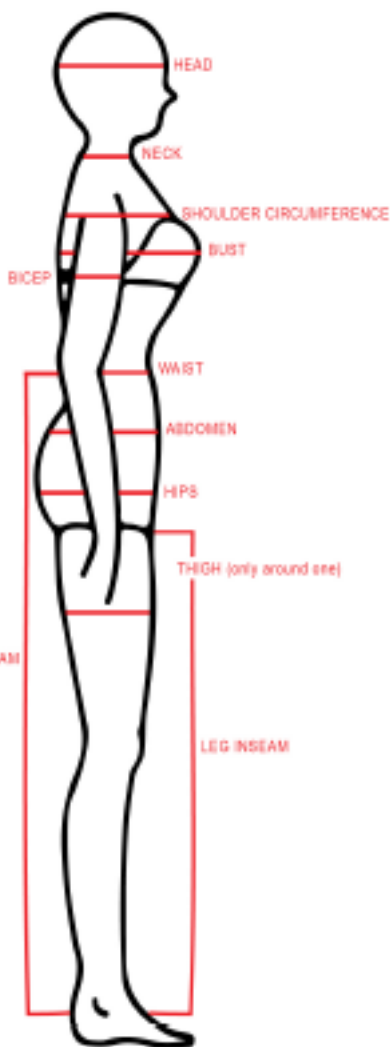
HEIGHT:	WEIGHT:	BEST FITTING STANDARD SIZE:
SHOULDER CIR.:	BUST:	HEAD:
BACK WIDTH:	WAIST:	NECK:
BACK WAIST LENGTH:	ABDOMEN:	BICEP:
BACK COAT LENGTH:	HIPS:	LEG OUTSEAM:
BACK SHIRT LENGTH:	THIGH:	LEG INSEAM:
SLEEVE LENGTH:	ARM INSEAM:	SKIRT LENGTH:

NOTES/FITTING PROBLEMS:

**MEASURING GUIDE - SPECIAL SIZED CLOTHING FOR WOMEN**

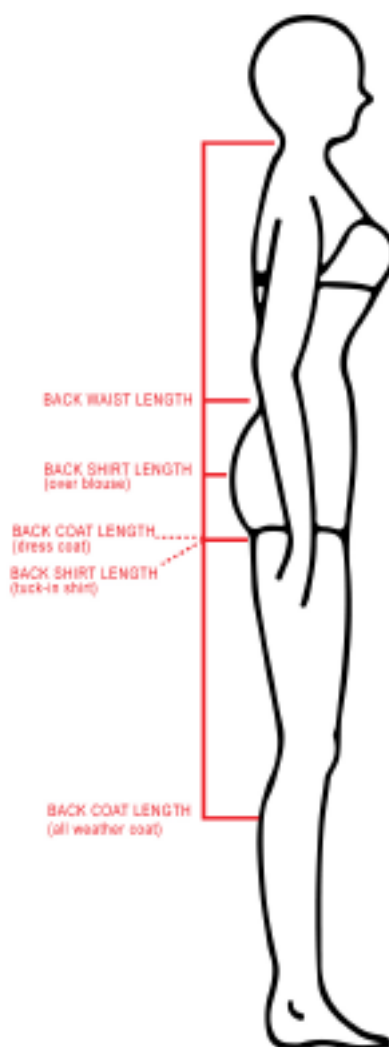
**GENERAL MEASUREMENTS**

Only provide body measurements, not finished garment measurements. The correct amount of ease for each garment will be added by the pattern makers.

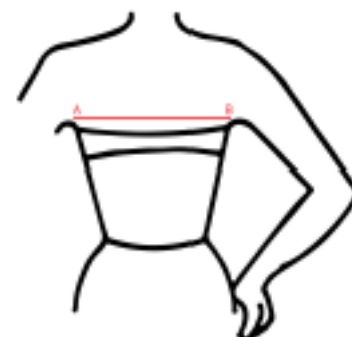


**FINISHED LENGTHS**

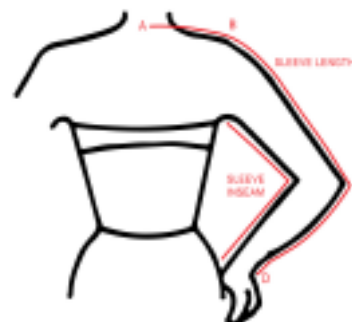
These are the finished measurements where you would like the finished hem of the garment to fall.



**BACK WIDTH**



**SLEEVES**



**SKIRT LENGTH**

This is the finished measurement where you would like the finished hem of skirt to fall.



**MEASURING BASICS**

When taking measurements for a special size garment, it is important to take into account the following:

**Posture:** Stand tall with muscles relaxed and feet hip width apart (approximately 6”).

**Clothing:** Baggy or thick clothing interfere with accurate measuring. Ensure service member is wearing light, close fitting clothing. Similarly, chest measurements for women will be most accurate when wearing a well-fitting, unpadded bra (not a sports bra).

**Tools:** Use a flexible metal measuring tape, as a cloth tape might stretch. Fiberglass or nylon tapes are good alternatives.

**Technique:**

- a. All measurements, except weight which is measured in pounds, should be taken in inches and SPECIFIED TO THE NEAREST ¼ INCH.
- b. When taking horizontal measurements, such as chest, waist, hips, etc., be sure to keep the tape parallel to the floor.
- c. When measuring, apply constant pressure to the tape (so it doesn't sag) without pinching the skin. Because the body is made of soft tissue, it can be a bit difficult to know exactly how tight to pull the tape around the body. The tape should be a bit snug, but not tight -it should not "dig in" or make an indentation in the body. It should not be loose, either. Just wrap the tape around the area of the body being measured and hold it in place. A finger should be able to be placed behind the tape, but no more than that.