



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

October 4, 2024

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDANT OF THE COAST GUARD
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Directive-type Memorandum 24-006 – “Out-of-pocket Costs of Enlisted Service Members for Wear of Uniform Clothing”

References: See Attachment 1.

Purpose. In accordance with the authority in DoD Directive (DoDD) 5124.02, this directive-type memorandum (DTM):

- Establishes policy, assigns responsibilities, and provides procedures for the classification of uniform clothing, the periodic review of the monetary clothing allowance (MCA) and the out-of-pocket cost standards for uniform clothing pursuant to Section 571 of Public Law 117-81, also known as the “National Defense Authorization Act for Fiscal Year 2022,” and Section 390 of Public Law 117-263, also known as the “National Defense Authorization Act for Fiscal Year 2023.”
- Supplements DoDD 1338.05 and DoD Instruction (DoDI) 1338.18.
- Is effective October 4, 2024: it must be incorporated into DoDI 1338.18. This DTM will expire effective October 4, 2025.

Applicability. This DTM applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

Definitions. See Glossary.

Policy.

- The standard criteria for classifying uniform clothing items as either military-unique or not military-unique applies only to uniform clothing items in the initial or special initial clothing issue for enlisted Service members.

- The calculation of the clothing replacement allowance (CRA) includes only uniform clothing items that are classified as military-unique.
- The out-of-pocket cost standards will be applied as prescribed in this DTM.
- Periodic reviews of the standard criteria, clothing plans, and the MCA will be conducted as required in this DTM.
- MCA policies must be administered in accordance with applicable laws and policies in this DTM and DoDI 1338.18.

Responsibilities. See Attachment 2.

Procedures. See Attachment 3.

Releasability. Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

A handwritten signature in black ink, appearing to read 'Ashish S. Vazirani'.

Ashish S. Vazirani
Performing the Duties of the Under Secretary of
Defense for Personnel and Readiness

Attachments:
As stated

ATTACHMENT 1

REFERENCES

DoD Directive 1338.05, “Armed Forces Clothing Monetary Allowance Policy,” April 23, 2007
DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness
(USD(P&R)),” June 23, 2008
DoD Directive 5124.10, “Assistant Secretary of Defense for Manpower and Reserve Affairs
(ASD(M&RA)),” March 14, 2018
DoD Instruction 1338.18, “Armed Forces Clothing Monetary Allowance Procedures,”
January 7, 1998
DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015,
as amended
Public Law 117-81, Section 571, “National Defense Authorization Act for Fiscal Year 2022,”
December 27, 2021
Public Law 117-263, Section 390, “National Defense Authorization Act for Fiscal Year 2023,”
December 22, 2022
United States Code, Title 37

ATTACHMENT 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness and in accordance with DoDD 5124.10, the ASD(M&RA) ensures MCA policies and procedures of the Military Departments and the United States Coast Guard comply with this DTM.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY (DASD(MPP)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, through the ASD(M&RA), the DASD(MPP):

a. Provides overall guidance and oversight of the administration of the MCA for the Military Departments and the United States Coast Guard.

b. Serves as the focal point for policies related to the MCA.

c. Develops, publishes, and maintains guidance and memorandums governing the MCA to support implementation of this DTM, as required.

d. Conducts periodic reviews of the standard criteria for classifying uniform clothing items, uniform clothing plans, and the MCA of the Military Departments and the United States Coast Guard, and monitors compliance with the out-of-pocket cost standards.

e. In coordination with the Secretaries of the Military Departments and the Commandant of the Coast Guard, reviews the standard criteria for classifying uniform clothing, enlisted Service member uniform clothing plans, approved MCA calculations, and the adequacy of the initial clothing allowance and additional allowance for officers and warrant officers. See Paragraphs 5.a., 5.b.(1), 5.c.(1), and 5.c.(2) in Attachment 3.

f. Ensures records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoD Component records management disposition schedules.

3. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE COAST GUARD. The Secretaries of the Military Departments and the Commandant of the Coast Guard:

a. Issue implementing guidance pursuant to the policies and procedures in this DTM, as needed.

b. Administer MCA policies and programs in accordance with applicable laws, this DTM, and DoDI 1338.18.

c. Ensure records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoD Component records management disposition schedules.

ATTACHMENT 3

PROCEDURES

1. GENERAL. Enlisted Service members are furnished uniform clothing items to enable them to satisfactorily perform their duties under normal conditions. The CRA is intended to provide funds to enlisted Service members for the replacement of military-unique uniform clothing provided as initial issue or special issue items. The CRA is paid to enlisted Service members who are not provided replacement in-kind uniform clothing.

2. ADMINISTERING THE CRA. Annually, the Military Departments and the United States Coast Guard will determine the quantity and kind of individual uniform clothing items enlisted Service members must wear. They will establish the amount of the CRA to be paid annually to their respective enlisted Service members. The method of calculation for such allowances is in accordance with DoDI 1338.18.

3. CLASSIFICATION OF UNIFORM CLOTHING. The Military Departments and the United States Coast Guard will determine whether uniform clothing items provided in the initial or special initial clothing issue to an enlisted Service member are military-unique by applying the standard criteria for such classification established in this DTM. A uniform clothing item classified as military-unique will be included in the calculation of the CRA unless the item is replaced in-kind. Uniform clothing items that are not classified as military-unique or are optional uniform clothing will be excluded in the calculation of the CRA.

4. STANDARD CRITERIA FOR CLASSIFYING UNIFORM CLOTHING.

a. General Provision. The purpose of establishing standard criteria to classify uniform clothing is to achieve a consistent method for determining which uniform clothing items are considered military-unique across the DoD. The Military Departments and the United States Coast Guard will apply the criteria to determine which uniform clothing items provided in the initial or special initial clothing issue are military-unique. Uniform clothing items that are classified as military-unique will be included in the CRA for the replacement of those items unless replaced in-kind. The classification of items as military-unique will be completed by September 30, 2025 and reflected in each annual MCA and uniform clothing requirements submission for review and approval.

b. Standard Criteria. An enlisted Service member uniform clothing item, in the initial or special initial clothing issue, is military-unique if:

(1) It bears a Military Service's emblem, symbol, or name; **or** it has a distinctive design, style, quality, or color prescribed by a Military Service.

(2) It is made to a technical specification designated by the respective Military Service.

(3) It is required for wear as determined by the respective Military Service.

c. Application. The standard criteria format is a simple structure used to objectively classify uniform clothing items. Each criterion describes the attributes of a military-unique uniform clothing item. Together they form the standard by which each uniform clothing item is judged. The uniform clothing item under examination by the Military Department or United States Coast Guard must meet all three criteria in Paragraph 4.b. to be classified as military-unique.

d. Factors. In general, specialized uniform clothing items with constraints placed on the design, style, color, or technical specifications are likely to meet the standard criteria and be classified as military-unique. However, if a Military Department or the United States Coast Guard offers choice to enlisted Service members in selecting a uniform clothing item, it is less likely the item will meet the standard criteria. The Military Departments and the United States Coast Guard may develop specific factors to assist their evaluators in the practical application of the standard criteria to judge whether a particular uniform clothing item is military-unique.

e. Exclusions.

(1) Civilian clothing (e.g., business formal attire, professional dress, or casual apparel) will not be classified as military-unique regardless of whether such clothing is allowed by special permission to be worn by a Service member in the performance of their duty.

(2) Other clothing items that will not be classified as military-unique include, but are not limited to:

(a) Underwear, bras, sports bras, slippers, hosiery, plain white shirts, dress and athletic socks, and athletic shoes.

(b) Uniform clothing items issued for use primarily during basic training.

(c) Optional uniform clothing items regardless of whether military accoutrements are worn with such clothing.

5. PERIODIC REVIEWS.

a. Review of the Standard Criteria for Classifying Uniform Clothing. No later than September 30, 2030 and at least once every 5 years thereafter, the Director of Military Compensation Policy, on behalf of the DASD(MPP), will conduct a review of the criteria for classifying uniform clothing items in Paragraph 4. of this attachment. The review will be conducted in coordination with the Military Departments and the United States Coast Guard. The purpose of the review is to ensure the criteria, its factors, and exclusions are valid and relevant for determining which uniform clothing items are military-unique. This review will help control the variance of out-of-pocket costs for enlisted Service members by gender within each Military Service. The Director of Military Compensation Policy will document the findings of the review and recommend changes to the standard criteria for classifying uniform clothing, as necessary, to ASD(M&RA) for incorporation into DoDI 1338.18.

b. Review of Uniform Clothing Plans.

(1) No later than September 30, 2025 and at least once every 5 years thereafter, the Director of Military Compensation Policy, on behalf of the DASD(MPP), will review each Military Department's and the United States Coast Guard's enlisted Service member uniform clothing plan. The review will be conducted in coordination with the Secretaries of the Military Departments and the Commandant of the Coast Guard. The review of such plans will include copies of each Military Department's and the United States Coast Guard's approved enlisted Service member uniform clothing requirements for the preceding 5 years or the number of preceding years as required by the Director of Military Compensation Policy. The purpose of this review is to evaluate whether the standard criteria for classifying uniform clothing items as military-unique was consistently applied, and for the Director of Military Compensation Policy to recommend adjustments to the classification of uniform clothing items that are necessary to ensure equitable and consistent application of the standard criteria across the DoD.

(2) A Military Department's or the United States Coast Guard's plan to change a military-unique uniform clothing item that would affect only enlisted Service members of one gender must be reviewed by the Director of Military Compensation Policy on behalf of the DASD(MPP) before implementation. If the Military Department or the United States Coast Guard has cause to believe the planned change may create an out-of-pocket cost to one gender, the plan must include proposed internal controls to mitigate the risk of such cost from occurring. The plan will include an estimated cost to the Military Department or the United States Coast Guard associated with the change. The Director of Military Compensation Policy will document the findings of the review and recommend changes to the plan, if any, that are necessary to ensure compliance with Paragraphs 7. and 8. of this attachment.

c. Review of Clothing Allowances.

(1) No later than September 30, 2030 and at least once every 5 years thereafter, the Director of Military Compensation Policy, on behalf of the DASD(MPP), will review the approved MCA calculations of each Military Department and the United States Coast Guard to determine whether the allowances comply with Paragraphs 7. and 8. of this attachment. The review of the MCA is a follow-on to the review of the CRA that is directed in the Secretary of Defense Memorandum, "Our Enduring Duty to America's Service Members and Their Families," September 13, 2024. The review of the MCA includes all of the enlisted clothing allowances to include the CRA. The review of the MCA will include copies of approved MCAs for the preceding 5 years or the number of preceding years as required by the Director of Military Compensation Policy. The review will be conducted in coordination with the Military Departments and the United States Coast Guard. The purpose of the review is to evaluate whether the calculation of the MCA meets the standards in Paragraphs 7. and 8. of this attachment, and for the Director of Military Compensation Policy to recommend adjustments to the Military Department's or the United States Coast Guard's calculations of the MCA, as necessary.

(2) No later than September 30, 2026 and at least once every 10 years thereafter, the Director of Military Compensation Policy, on behalf of the DASD(MPP), will review the adequacy of the initial clothing allowance and additional allowance for officers and warrant

officers in accordance with Sections 415 and 416 of Title 37, United States Code. The review will be conducted in coordination with the Military Departments or the United States Coast Guard. If the initial clothing allowance and additional allowance for officers and warrant officers is determined to be insufficient to reimburse them for the purchase of Service designated uniform clothing items, the shortfalls in the allowance will be identified to the Committees on Armed Services of the Senate and the House of Representatives, along with recommended changes, as necessary, through the Secretary of Defense's legislative program.

6. TRACKING REQUIREMENT. The Military Departments and the United States Coast Guard will maintain a current list of initial and special initial issue uniform clothing items provided to enlisted Service members for wear. The list of items will be disaggregated by gender and will include the item's unit price, quantity, and expected wear life. The same categories of information will be maintained for required uniform clothing items officers and warrant officers must also maintain in their wardrobe. The Military Departments and the United States Coast Guard will submit these lists annually to the DASD(MPP) beginning September 30, 2025 and each year thereafter. The data will be used to:

- a. Estimate the rate at which uniform clothing items classified as military-unique are replaced.
- b. Determine the resulting out-of-pocket costs for Service members.
- c. Determine the necessity of establishing a CRA for officers.
- d. Determine the adequacy of the standard CRA for enlisted Service members.

7. OUT-OF-POCKET COST STANDARDS.

a. General. The Military Departments and the United States Coast Guard will implement each of the out-of-pocket cost standards prescribed for the administration of the CRA. The out-of-pocket cost standards are aspirational in nature and do not create an obligation by the DoD, Military Departments, or United States Coast Guard to eliminate every potential or actual out-of-pocket cost in the purchase or replacement of uniform clothing items by enlisted Service members. The Military Departments and the United States Coast Guard will not intentionally deviate from the out-of-pocket standards. The out-of-pocket standards do not apply to officers or warrant officers.

(1) Initial or Special Initial Clothing Issue. Enlisted Service members normally will not incur any out-of-pocket costs for uniform clothing items required of them during the initial or special initial clothing issue.

(2) Replacement of Uniform Clothing. An out-of-pocket cost to an enlisted Service member of one gender of a Military Service to replace a uniform clothing item classified as military-unique will be equivalent to the out-of-pocket cost to an enlisted Service member of the other gender of that Military Service for an item that is substantially similar in purpose.

(3) Change of Uniform Clothing. A change to a uniform clothing item, classified as military-unique, that affects only enlisted Service members of one gender of a Military Service must not cause an out-of-pocket cost to that gender.

b. Limitations. An out-of-pocket cost incurred by an enlisted Service member of a Military Service for the purchase or replacement of a uniform clothing item classified as military-unique is permitted if such cost does not differ between genders of that Military Service for an item that is substantially similar in purpose. Also, the standards in Paragraph 7. of this attachment do not apply to an enlisted Service member's purchase or replacement of optional uniform clothing items, organizational clothing and equipment, or civilian clothing.

8. APPLYING THE OUT-OF-POCKET COSTS STANDARDS. The Military Departments and the United States Coast Guard will apply these guidelines to ensure compliance with the out-of-pocket cost standards prescribed in Paragraph 7. of this attachment:

a. Initial or Special Initial Clothing Issue. No later than September 30, 2025 and every year thereafter, each Military Department and the United States Coast Guard will ensure its initial and special initial clothing allowances for their respective enlisted Service members are sufficient to cover the full cost of purchasing uniform clothing items that are not furnished in-kind to enlisted Service members.

b. Replacement of Uniform Clothing. No later than September 30, 2025 and every year thereafter, each Military Department and the United States Coast Guard will analyze the out-of-pocket costs of enlisted Service members by gender for the replacement of uniform clothing classified as military-unique that is substantially similar in purpose. The analysis of such clothing will be made on an item-by-item basis rather than a uniform-by-uniform basis or wardrobe-by-wardrobe basis. Items that are substantially similar in purpose will be compared to identify any differences in price, quantity, and expected wear life. Those items that differ in one or more of these categories will be further analyzed to determine if an out-of-pocket cost variance exists by gender.

c. Change of Uniform Clothing. A change to a uniform clothing item, classified as military-unique, that affects only enlisted Service members of one gender of a Military Service will be phased in to avoid causing an out-of-pocket cost. If a phase-in approach for the new item is not possible or desirable, the CRA will be adjusted and provided to the enlisted Service members concerned so they may purchase the item in advance of the item's mandatory wear date.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

ACRONYM	MEANING
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CRA	clothing replacement allowance
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DoDD	DoD directive
DoDI	DoD instruction
DTM	directive-type memorandum
MCA	monetary clothing allowance

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
additional allowance for officers	A clothing allowance payable for each instance of entry or reentry into active duty or active duty for training for more than 90 days.
CRA	An allowance paid to an enlisted Service member each year on the anniversary month of their service entry date to cover the replacement of uniform clothing items classified as military-unique. CRA is calculated using the item cost and recommended replacement cycle of one item. The payment does not cover the cost of repair, dry cleaning, or laundering of clothing. There are three types of cash CRA allowances: basic, standard, and special.
civilian clothing	Everyday or ordinary clothing apparel, accessories (e.g., shoes, belts, ties, handbags), and undergarments typically worn daily by civilians and distinguished from military uniforms. Normally, worn by Service members off duty while in a leave or liberty status.
initial clothing allowance (enlisted)	A clothing allowance payable to enlisted members when so entitled. This initial allowance is in support of the initial clothing issue as a cash payment.

TERM	DEFINITION
initial clothing allowance (officer)	A clothing allowance payable only once to an officer upon entry on active duty and otherwise entitled to reimbursement for the purchase of required uniforms and equipment, regardless of commission or previous enlisted status.
initial clothing issue (enlisted)	Clothing issued via cash allowance or furnished in-kind to an enlisted Service member at entry level training or as entitled.
maintain	To keep a uniform clothing item clean, pressed, and in a repaired condition in accordance with Military Service policies and in accordance with care labels attached to the item.
military accoutrements	Items such as medals, ribbons, insignia, badges, tabs, and tapes authorized for wear on uniform clothing.
optional uniform clothing	Uniform clothing items that are not required for wear but may be worn at the Service member's discretion as authorized when other uniform clothing or components are not prescribed.
organizational clothing and equipment	The clothing and equipment which are issued to a Service member on a loan basis and remain the military organization's property. Examples of organizational clothing are the aircrew combat uniform, culinary uniform, and protective clothing (e.g., cold-weather clothing).
out-of-pocket cost	Service members' personal finances spent on procuring a uniform clothing item classified as military-unique in a greater amount than the clothing allowance received for the item.
required to wear	Uniform clothing a Service member must have, wear, and maintain, in specified quantities.
special initial clothing issue	Clothing issued to an enlisted Service member when they attain a status requiring the wear of uniform clothing items different from uniform clothing customary for most enlisted Service members of the same Military Service.
substantially similar in purpose	Any two uniform clothing items that are designed to be worn to cover the same area of the body, perform a similar purpose or function, and have the same prescribed occasion for wear.

TERM	DEFINITION
technical specification	A Military Service document that describes the material requirements, features, or properties of a uniform clothing item for it to function as desired (e.g., size, weight, fabric resistance, tensile strength, air permeability, moisture wicking, colorfastness to light, flammability).
uniform clothing item	An item designed to be worn by a Service member while performing military duties that may include, but are not limited to, coats, shirts, pants, skirts, belts, ties, caps, berets, fitness gear, shoes, boots, socks, clothing bags, military accoutrements, or outerwear. Does not include organizational clothing and equipment, protective clothing, or equipment required for the Service member's safety from severe environmental or climate conditions.