

**ENLISTED UNIFORM ISSUANCE AND REPLACEMENT - NYGD 1338.2**

**PREFACE**

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FOR THE COMMANDER

**OFFICIAL:**



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COL NYG  
Chief of Staff



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**1. Purpose.** This publication sets forth format and procedures to govern **enlisted uniform issuance and replacement**. It provides guidance for use by the NYG major subordinate commands (MSCs) for initial issue of enlisted uniforms and replacement of enlisted uniforms.

**2. Application.**

a. Format and procedures established in this publication apply to initial issue of enlisted uniforms as well as guidelines for replacement of enlisted uniforms.

b. This publication is directive in nature. These formats and procedures will be followed, except when, in the judgment of the commander, exceptional circumstances dictate otherwise.

**3. Scope.** This publication describes the processes used to issue and replace enlisted uniforms by all organizations comprising the New York Guard.

**4. Basis.** New York State Military Law, Section 170. New York State Finance Law, Article VII.

**5. TAG-NY Approval.** Reviewed and approved by The Adjutant General - New York on \_\_\_\_

## ENLISTED UNIFORM ISSUANCE AND REPLACEMENT - NYGD 1338.2

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## **CHAPTER I**

### **POLICY**

It is NYG policy to provide uniforms for enlisted personnel. This provides *esprit de corps* for new enlistees, and ensures that all enlisted personnel meet NYG standards of appearance.

a. Work duty uniforms will be provided on issue or replacement basis based on a three year enlistment or reenlistment, in accordance with this directive and funding availability.

b. Class A/B (Type 1/2) uniforms will be provided based on enlisted personnel mission participation requiring a dress uniform in accordance with this directive and funding availability.

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## **CHAPTER II**

### **RESPONSIBILITIES**

- 1. The Commander NYG**, or his designee, shall be responsible for enlisted uniform issuance and replacement for all major commands (MACOMs) comprising the NYG.
- 2. The G-4, Deputy Chief of Staff for Logistics, shall:**
  - a. Define the enlisted uniform issue, replacement, and management policy for the NYG.
  - b. Develop specifications for uniform issue items.
  - c. Establish a term state contract for uniforms within funding constraints.
  - d. Track uniform requests from inception to delivery.
- 3. The MSCs shall:**
  - a. Ensure that their subordinate units implement the directive regarding enlisted uniform issue, replacement, and management.
  - b. Publish additional implementing regulations or instructions as required. Commanders will exercise judgment in implementing and adding to requirements. This directive will be followed, except when, in the judgment of the Commander New York Guard, exceptional circumstances dictate otherwise. Conflicts will be resolved through recommended changes to this Directive. Commanders will not publish regulations or instructions that conflict with this Directive.
  - c. Notify and provide copies of follow-on regulations or instructions to New York Guard Headquarters for review and approval.
- 4. Subordinate Units will;**
  - a. Initiate initial and replacement uniform issue requests through the chain of command.
  - b. Ensure sizing information is provided for the individual.
  - c. Certify attendance for initial issue and servicability for replacement requests.
  - d. Maintain clothing record for each individual issued state property uniform items.

e. Ensure command accountability of state issued properties through the conduct of annual inspections, surveys, and preparation of statement of charges.

**4. NYG Enlisted Members will;**

- a. Account for state property in their possession.
- b. Maintain state property through proper storage, minor repairs, and cleaning.

## CHAPTER III

### PROCEDURES

**1. Overview.** This directive establishes the issue and replacement of two categories of enlisted uniforms: The Class C (Field, Work) uniform to all enlisted personnel, and the Class A/B (Type 1/2) to enlisted personnel whose NYG responsibilities require wearing this uniform.

a. The initiation of enlisted uniform issue is at the lowest subordinate unit level where the capability to maintain clothing records resides.

b. The replacement of worn or damaged enlisted uniforms at the lowest appropriate subordinate unit where the capability to maintain clothing records resides.

**2. Class C:** All enlisted personnel shall be issued one (1) Class C uniform and accessories as their basic issue.

a. All new enlistee packages shall include, as part of their recruiting package, a uniform request form.

b. New enlistees shall receive their uniform issue after attending three (3) consecutive drills. If an enlistee misses any of the three assemblies, the uniform issuance will not occur until three consecutive assemblies are attended.

c. Uniform detail shall be processed through the "Enlisted Field Uniform Request" (Appendix A).

**3. Class A/B (Type 1/2):** Enlisted personnel participating in approved volunteer status for Honor Guards, Burial Details, and Color Guards, and other missions requiring a dress uniform will also receive one (1) Class A/B (Type 1/2) uniform with accessories, as standard issue. Based on the recommendation of the Commander, enlisted personnel participating in other volunteer activities, such as Public Affairs and Civil Military Affairs requirements, may also be issued a Class A/B (Type 1/2) uniform. Uniform detail shall be processed through the "Enlisted Dress Uniform Request" (Appendix B).

**4. Replacement Uniforms:** Upon reenlistment, after a minimum continued period of prior enlistment of three (3) years, the reenlisting person may submit their uniform items for inspection by an individual authorized by their commander with thirty (30) days after such reenlistment. Uniform detail shall be processed through the "Enlisted Field Uniform Request" (Appendix A).

a. Enlisted uniform items that are unserviceable may, as needed, be replaced. Unserviceable in this context would imply that the condition of the uniform, if worn, would reflect negatively on the wearer, and on the New York Guard. Unserviceable in this context implies a condition that cannot be rectified by normal expedients such as washing, simple sewing, or tailoring.

b. The unserviceable state property uniform item will be turned in upon the issuance of the replacement uniform item. If uniform was previously personally owned, it may be retained by the individual. These reissuance items are recorded on the “NYG Organizational Clothing and Individual Equipment Record” (Appendix C).

**5. Processing uniform issue requests.** All uniform requests will be submitted through the chain of command to G-4 NYG HQ for processing.

a. Upon enlistment of individual, obtain size information on Enlisted Field Uniform Requisition Form (Appendix A). If a reenlistment, conduct inspection of uniforms (personal property or previous state issue) and determine replacement requirements.

b. Certify attendance of new personnel after three consecutive drills, or certify unserviceability of replacement items.

c. The Brigade Commander or designee forwards the Enlisted Field Uniform Requisition Form(s) through the chain of command to the G-4 with a cover memorandum and a copy of the soldier's enlistment orders.

d. If there are NYG supply stocks of uniforms, these are issued to the unit and dispensed to the soldier. Upon receipt of uniforms by the soldier, an “Organizational Clothing and Individual Equipment Record” (Appendix C) will be completed by the unit S-4 and signed by the soldier receiving the uniform.

e. The issuing unit will maintain the “Organizational Clothing and Individual Equipment Record” in their unit’s records, and utilize this record to conduct annual inspections.



**6. NYG Headquarters Processing.**

- a. NYG Headquarters processes uniform requests, forwarded through the chain of command from all subordinate units, for initial issuance and replacement.
- b. NYG Headquarters will be the primary contact with any uniform vendors.
- c. NYG Headquarters will be responsible for establishing competitive bids for the uniforms through the Division of Military and Naval Affairs, Directorate of Budget and Finance, to authorized suppliers, as required by State Purchasing Guidelines for Commodities.
- d. The specifications contained in “Appendix D: NYG Uniform Issue” will be followed and used in the bid process.

**7. Annual Inspection.** Uniforms purchased by the State of New York and issued to enlisted personnel of the New York Guard shall be inspected each year by the supply officer or NCO of the individuals unit of assignment. A written record (“Organizational Clothing and Individual Equipment Record”) of the inventory and condition of the uniforms shall be maintained by the unit for inspection by higher headquarters.

**8. Survey.** Personnel who have had uniforms damaged in the line of duty may submit the uniform for inspection by the unit supply section with a written report of the circumstances surrounding the damage. If the supply officer/NCO determines the damage was in the line of duty through no fault or neglect, a replacement uniform may be issued utilizing the replacement procedures as provided in this directive without cost to the individual. In lieu of the re-enlistment documentation, the survey report will accompany the replacement request.

**9. Statement of Charges.** Unit supply officers may prepare a statement of charges which shall include a statement leading to a conclusion of culpability, the cost of the items to the State and other facts pertinent to a loss of State Property. The individual responsible may be presented with the statement and given a reasonable time, not to exceed 60 days, to submit payment made payable to the Comptroller of the State of New York. Members or former members who fail to pay just indebtedness for public property lost, destroyed, or damaged through their negligence of fault may be liable to action in any court having jurisdiction by the Attorney General upon request of the Adjutant General pursuant to New York State Military Law, Section 52, subdivision 1. Charges may be assessed in the following cases:

- a. If uniforms are lost, damaged, stolen or destroyed through the fault of the individual.
- b. If the individual leaves service prior to the end of enlistment and does not return issued uniforms as requested.

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**APPENDIX A**

**ENLISTED FIELD UNIFORM REQUISITION**

NAME: last \_\_\_\_\_ first \_\_\_\_\_ mi \_\_\_\_\_

HOR: street \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

RANK: \_\_\_\_\_ Date of Enlistment/Reenlistment: \_\_\_\_\_ SERVICE NUMBER \_\_\_\_\_

Male  Female  Height \_\_\_\_\_ (Inches) Weight \_\_\_\_\_ (Pounds)

QUANTITY	AUTH	ITEM DESCRIPTION/Measurements	SIZES																																								
-----	2	<b>COAT, CAMOFLAGE, ACU</b> _____ chest size _____ sleeve length	Sleeve Length: __ short (63-67") __ regular (67-71") __ long (71-75") Chest Size: __ small (27-31") __ medium (31-35") __ large (35-43") __ X-large (35-39") __ XX-large (43-47") __ XXX-large (47-51") __ XXXX-large (51-55")																																								
-----	2	<b>TROUSERS, CAMO, ACU</b> _____ inseam _____ waist size	Length __ short (27.5 - 29.5) __ reg (29.5 - 32.5) __ long (32.5 - 35.5") Waist Size: __ small (27-31") __ medium (31-35") __ large (35-43") __ X-large (35-39") __ XX-large (43-47") __ XXX-large (47-51") __ XXXX-large (51-55")																																								
-----	1	<b>COAT, COLD WEATHER, FIELD (M65)</b>	Length __ regular (67-75") __ long (76-79") Chest __ XS (23-27") __ small (27-38") __ medium (39-42")																																								
-----	1	<b>LINER, FIELD JACKET M65</b>	__ large (43-46") __ X-lg (47-49") __ XX-lg (50-52") __ XXX-large (53-54") __ XXXX-large (55 and up)																																								
-----	1	<b>CAP, BLACK, PATROL</b>	6 3/8	7	7 1/8	7 1/4	7 3/8	7 1/2	7 5/8	Circle size																																	
			7 3/4	7 7/8	8	8 1/8	8 1/4	8 3/8	8 1/2																																		
-----	1 pr	<b>BOOTS, Leather, TAN</b>	Width	XN	N	NR	REG	RW	W	XW																																	
			Size	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8																													
			8.5	9	9.5	10	10.5	11	11.5	12	12.5	13	13.5	14																													
-----	3	<b>NY GUARD TAPES (affixed)</b>	<table border="1" style="width:100%; text-align:center;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																								
-----	3	<b>SUBDUED PATCHES (Affixed)</b>	Supplied by HQ NYG																																								
-----	3	<b>NAME TAPES (affixed-print)</b>	<table border="1" style="width:100%; text-align:center;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																								
-----	1	<b>BELT, TAN, NYLON</b>	_____ 46 inches _____ 56 inches																																								
-----	1	<b>VELCRO RANK</b>	_____ RANK																																								

DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

Name/Rank of Unit Commander: \_\_\_\_\_

Unit: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ this individual has attended three consecutive drills and is entitled to issue of authorized uniforms.

\_\_\_\_\_ these uniform items are authorized replacement for unserviceable uniforms per inspection conducted \_\_\_\_\_ upon re-enlistment of this individual.

Approved for Issue.

Signature: \_\_\_\_\_

Name/Rank/Position: \_\_\_\_\_

DATE: \_\_\_\_\_ MSC: \_\_\_\_\_

**NYG Form 1338.2a** (REVISED 31 October 2015)

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**APPENDIX B**

**ENLISTED DRESS UNIFORM REQUISITION**

NAME: last \_\_\_\_\_ first \_\_\_\_\_ mi \_\_\_\_\_

HOR: street \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

RANK: \_\_\_\_\_ Date of Enlistment/Reenlistment: \_\_\_\_\_ SERVICE NUMBER \_\_\_\_\_

Male  Female  Height \_\_\_\_\_ (Inches) Weight \_\_\_\_\_ (Pounds)

QUANTITY	AUTH	ITEM DESCRIPTION/Measurements	SIZES											
-----	1	<b>COAT, SERVICE, BLUE</b> _____ chest size Chest: _____ _____ sleeve length 41	Length:		X-Short		Short		Regular		Long		X-Long	
			30	31	32	33	34	35	36	37	38	39	40	
			42	43	44	45	46	47	48	49	50	51	52	
-----	1	<b>TROUSERS</b> _____ inseam _____ waist size												
-----	1	<b>SHIRT, Short Sleeve</b> Neck:	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5	18	
-----	1	<b>SHIRT, Long Sleeve</b>	Neck same as above											
-----	1	Sleeve:	29-30.5		30.5-32		32-33.5		33.5-35		35-36.5		36.5-38	
-----	1	<b>BERET</b>	6 3/8		7		7 1/8		7 1/4		7 3/8		7 1/2	
		Circle size	7 3/4		7 7/8		8		8 1/8		8 1/4		8 3/8	
-----	1 pr	<b>SHOES, DRESS, OXFORD</b>	Width		XN		N		NR		REG		RW	
		Size	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	
			8.5	9	9.5	10	10.5	11	11.5	12	12.5	13	13.5	14
.....	1 Set	<b>RANK Epaulette Sleeves</b> _____ RANK												
.....	1 Set	<b>ENLISTED "NY" Brass</b>												
.....	1 Set	<b>RANK SLEEVE (affixed)</b>												
.....	1	<b>SHOULDER PATCH (affixed)</b>												
-----	1	<b>BELT, Cotton Web</b> _____ 46 inches _____ 56 inches												
-----	1	<b>BUCKLE, Roller Type</b>												
-----	1	<b>NECKTIE</b>												
-----	1	<b>NAME PLATE</b> 3/8" lettering 1/4" lettering, white:	<b>NEW YORK GUARD</b>											

DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

Name/Rank of Unit Commander: \_\_\_\_\_

Unit: \_\_\_\_\_

I hereby certify that his individual is assigned to ceremonial duties consisting of \_\_\_\_\_ and is entitled to issue of authorized uniforms. And/or \_\_\_\_\_ these uniform items are authorized replacement for unserviceable uniforms per inspection conducted \_\_\_\_\_ upon re-enlistment of this individual.

Approved for Issue. Signature: \_\_\_\_\_

Name/Rank/Position: \_\_\_\_\_

DATE: \_\_\_\_\_ MSC: \_\_\_\_\_

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**APPENDIX C:**

<b>NYG ORGANIZATION CLOTHING AND INDIVIDUAL EQUIPMENT RECORD</b>															
Name (Last, First, MI)				Service Number				Unit							
<b>CLOTHING AND EQUIPMENT</b>				Use pen or ink. Enter quantity of each item possessed by individual. Enter "0" for items not possessed. Individual's signature and date are required.											
<b>FIELD UNIFORM</b>				<b>AUTH</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
COAT ACU				2											
TROUSERS, ACU				2											
JACKET, COLD WEATHER, FIELD				1											
LINER, FIELD JACKET M65				1											
CAP, COMBAT, PATROL				1											
BELT, TAN, NYLON				1											
BOOTS, COMBAT, LEATHER, TAN				1											
<b>Class A/B (Type 1/2)</b>				<b>AUTH</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
COAT, SERVICE (BLUE)				1											
PANTS, SERVICE (BLUE)				1											
SHOES, DRESS, OXFORD				1											
SHIRT, SHORT SLEEVE				1											
SHIRT, LONG SLEEVE				1											
BERET				1											
SET RANK EPAULETTE SLEEVES				1											
SET ENLISTED BRANCH and "NY" SET				1											
BELT, TROUSERS, COTTON WEBBING				1											
BUCKLE				1											
NECKTIE				1											
<b>OTHER</b>				n/a											
				n/a											
				n/a											
				n/a											
				n/a											
				n/a											
Signature And Date															