

made, NETPDTC N6 updates the revised file in the JUMS database on a quarterly basis. Refer to the JUMS help desk for operational procedures and problems in the JUMS system. JUMS Help Desk email address: JUMS@NSTC.navy.mil Commercial phone number: (850) 452-1001 ext. 1337. Any other means of procuring uniforms must be approved prior to purchase by NSTC OD54. The JUMS user information and instructions on how to use the system is located at <https://app.nrotc.navy.mil/nrotc.aspx>.

2. Quality Deficiency Report. A Quality Deficiency Report SF 368 shall be prepared when clothing received does not conform to current uniform specifications and regulations (e.g., flimsy material, uneven seams, pants and shirt that do not match). Electronic transmission (ET) of quality report SF 368 is available. Units are no longer required to submit message/paper generated SF-368s. For further information on how to establish ET contact FMSO's Code 05614, DSN 430-4224, (COMM (717) 605-2319). The original report shall be submitted to:

Commanding Officer  
NAVICP  
PO Box 2020  
5450 Carlisle Pike  
Mechanicsburg, PA 17055

3. Report of Discrepancy (ROD). If an order from DPSC is not correct, the unit shall prepare a report of discrepancy SF 364 and fax it to DPSC at (215) 737-7255.

4. Intra-organizational (Other NROTC units) Cooperation. If able, the unit supply technician shall exchange stock clothing items with nearby units when an excess or insufficiency exists. System backorder delays and excess inventory costs are generally reduced as a result of these initiatives. Transfer accounting processes shall be maintained to record these transactions. Transfers of clothing shall be documented by using DD 1149 or DD-1348-1 with a copy retained in the unit expenditure file.

5. Uniform Ownership. The authorized outfit for midshipmen is prescribed in Chapter 10 Appendix I (Uniform Requirements for NROTC) and in U.S. Naval Uniform Regulations. Most of the clothing items become the property of the individual midshipman, but only if he or she satisfactorily completes the NROTC Program. Other items such as insignia and special summer cruise apparel and equipment is designated "organizational clothing" and shall remain the property of the U.S. Government and must be returned. This policy also applies to Marine Option graduates.

26 Oct 12

6. Accountability of Uniform Clothing by Student. All items of government property shall be accounted for. Uniform articles can be issued on uniform issue forms in order to save time during events like fall uniform issue. The form shall contain the following: Printed Name; a list of all articles of uniform issued; accountability statement (see 10-6.10); student's signature; signature of Supply Rep For issue or turn in. This form is authorized for use for a maximum of 30 days. All clothing and equipment information shall be transferred from this form into JUMS as soon as possible, but in less than 30 working days. The NROTC unit supply technician shall maintain an electronic (JUMS) uniform issue form for each student in a separate record folder. Electronic uniform issue forms can be printed for signatory purposes. Uniform articles that are lost, mutilated, or destroyed through negligence or carelessness shall be replaced in kind or paid for by the student with a money order or certified check. Personal checks are not accepted. The NROTC unit Commanding Officer shall make collections using Collection Vouchers DD Form 1131, cite MPN accounting data, and indicate the purpose of collection, date, student's name, and amount of each collection. The Collection Voucher shall be forwarded to NETPDTC N811.

7. Alterations and Renovations. Clothing alterations and/or renovations are made via a contract with local tailoring businesses. Uniform alterations are set up on a piecework basis with each class of work defined and itemized in the contract. The supply technician shall validate the work performed. Major alterations to NROTC uniforms are not authorized. In the fitting of uniforms for NROTC students, minor alterations such as adjustments for sewing on insignia, hat bands, loops, and sleeve length for dress coats, trouser and skirt length, and slits for swords are authorized. All other alterations are considered major alterations. Minor alterations shall be charged to the appropriate expenditure account number. Allotments of funds for this purpose are granted.

8. Uniform Issue. The PNS shall only issue the basic minimal uniform items, per Chapter 10 Appendix I (Uniform Requirements for NROTC), necessary for use on campus for the year. Midshipmen shall not be issued summer cruise sea bag items until scheduled for that activity. Units that participate in the commutation-in-lieu of uniform allocations are not eligible to be issued Navy uniforms. Only summer training uniforms shall be issued to these midshipmen.

9. Nurse Uniforms. Midshipmen uniforms shall be issued as per other scholarship midshipmen. Nurse Option midshipmen shall