

Special Order Form

Coast Guard - Male

Date of Order: - -	Delivery Date Requested: - -
Rate / Rank and Name:	Form of Payment:
Employee ID (Emplid) or Auxiliary #: -Required	Credit Card #:
Note: Social Security Numbers are NOT acceptable!	Expiration Date:
Current Status:	Signature:
Day Time Phone#:	
Home -	
Work -	Ext -

Garments Requested		
Description	Qty	Notes

Measurements ALL ALL MEASUREMENTS ARE REQUIRED TO ENSURE PROPER FIT! Record measurements to the nearest quarter (0.25) inch.			
Height		Weight	
Neck		Across Shoulders	
Shoulder Circumference		Chest	

Upper Abdomen		Waist	
Lower Abdomen		Seat	
Thigh		Right Sleeve Length	
Left Sleeve Length		Biceps	
Right Arm Inseam		Left Arm Inseam	
Back Waist Length		Back Coat Length	
Leg Outseam		Leg Inseam	
Shoulder Profile	Back Profile	Posture Profile	Seat Profile
Normal Shoulders	Normal Back	Normal Posture	Normal Seat
Sloping Shoulders	Sway Back	Head Forward or	Flat Seat
Square Shoulders		Stooping Posture	Full Seat
Comments			
Subgarments worn for measurements:			
Other comments:			

Taking Measurements

Coast Guard - Male

Measurements are to be snug. Tape measure is to be tight around the body and body parts, but not binding constricting, nor deforming.

The individual should stand erect, yet relaxed, with eyes looking forward, weight evenly distributed on both feet, and arms straight at sides for all measurements, unless otherwise indicated.

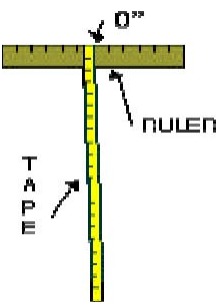
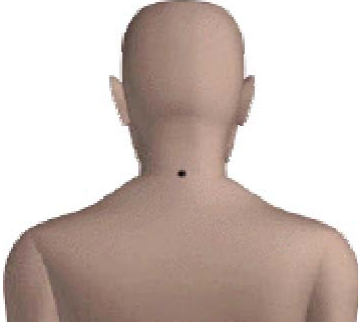
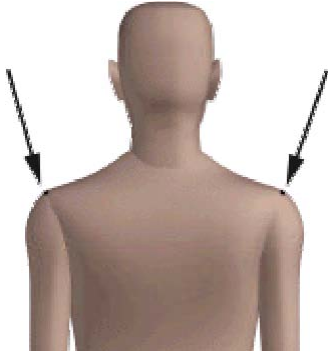

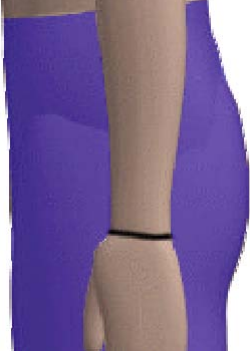
NOTE: Be prepared to supply all measurements, otherwise your order will NOT process!

Measure the Individual:

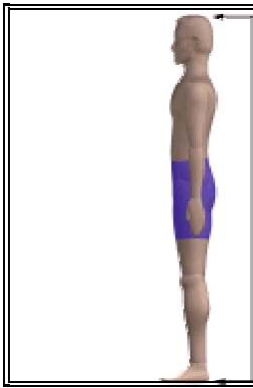
- with appropriate subgarments on as designated by service branch.
- without shoes.

Tools Required for Taking Measurements

- Standard vinyl tape measures and/or narrow steel tape.
- Standard height measuring device or wall chart.
- Scale for weight.
- Hard ruler, T-square, or L-square.
- Adhesive dots, tape, or marker to mark measuring points on the body.
- Narrow elastic tape or web to tie around the waist.
- Narrow rubber band to fit around the wrist.

Using Tape and Ruler		Use adhesive tape to attach the 0" end of a tape measure to the broad edge of a ruler.
Center Back at Neck Base		Have the individual put his head down. With the head facing forward locate the prominent bony bump at the base of the neck, midway between the shoulders at the tope of the spine. Hold your finger on this bone and have the individual put his head back up. With head facing forward, mark this bone with dot, tape or marker. Leave the mark in place for the measuring process.
Shoulder Points		Locate one prominent bony shoulder tip, where the arm joins the body. Mark the top of the shoulder at the outermost edge of the bone with dots, tape or marker. Repeat for the other shoulder. Leave the marks in place for the measuring process.
Waist		Secure a length of elastic in a comfortable position around the midsection of the individual at the top of the hipbones. Leave the elastic in place to indicate the waistline during the measuring process.
Wrist		Place a rubber band on the wrist of the individual just below the prominent wrist bone. Leave the rubber band in place for the measuring process.

Height



Have the individual stand erect with heels together, eyes looking forward, and weight evenly distributed on both feet.

Using a standard height measuring device, a wall chart, or a ruler and marker, measure from the top of the head to the floor.

Record the measurement to the nearest quarter (0.25) inch.

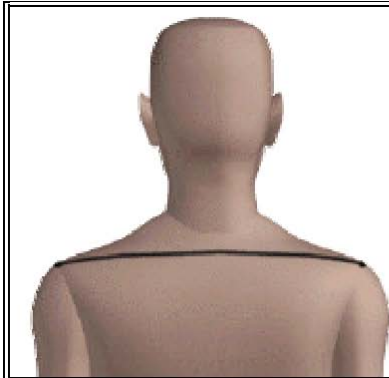
Weight



Have the individual stand on the scale with weight evenly distributed on both feet.

Record the measurement to the nearest pound.

Across Shoulders

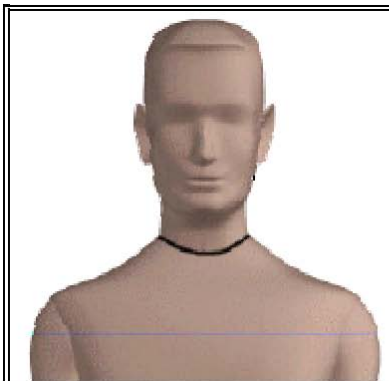


Place the tape measure at one shoulder point mark.

Extend the tape across the back, following the slope and shape of the upper back and shoulders, to the other shoulder point mark.

Record the measurement to the nearest quarter (0.25) inch.

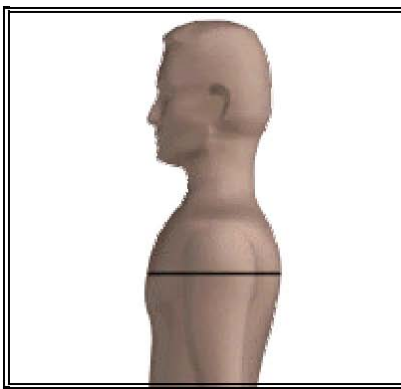
Neck



Wrap the tape around the base of the individual's neck, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

Shoulder Circumference

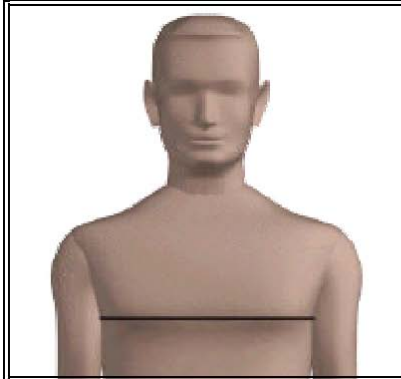


Wrap the tape around the individual's body at the widest part of the shoulders.

The tape will pass across the broadest part of the back and around both arms.

Record the measurement to the nearest quarter (0.25) inch.

Chest

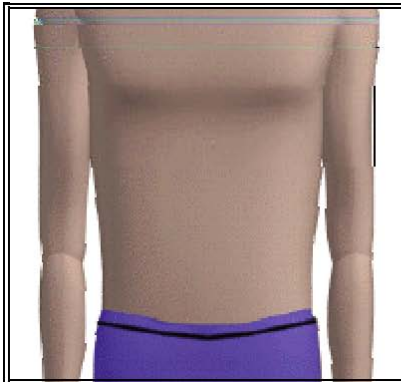


Wrap the tape around the individual's body at the largest part of the chest, back to the starting point.

Keep the tape parallel to the floor.

Record the measurement to the nearest quarter (0.25) inch.

Waist



Wrap the tape around the individual's body following the waist elastic, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

Thigh

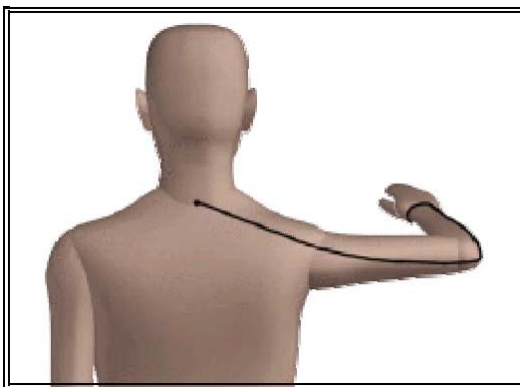


Have the individual stand with feet apart.

Wrap the tape around one leg at the fullest part of the thigh, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

Right Sleeve Length



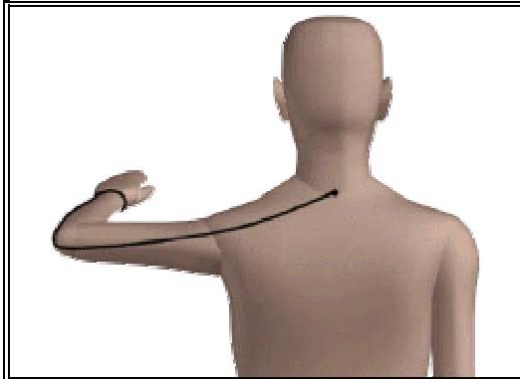
Have the individual stand with the right arm extended away from the body and bent at the elbow to form a right angle.

Place the tape measure at the neck base mark.

Extend the tape past the shoulder, over the elbow, and to the rubber band at the wrist.

Record the measurement to the nearest quarter (0.25) inch.

Left Sleeve Length



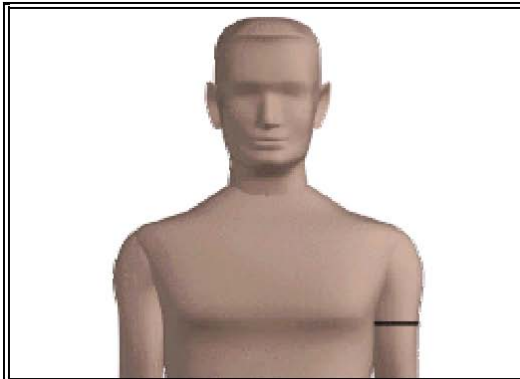
Have the individual stand with the left arm extended away from the body and bent at the elbow to form a right angle.

Place the tape measure at the neck base mark.

Extend the tape past the shoulder, over the elbow, and to the rubber band at the wrist.

Record the measurement to the nearest quarter (0.25) inch.

Biceps

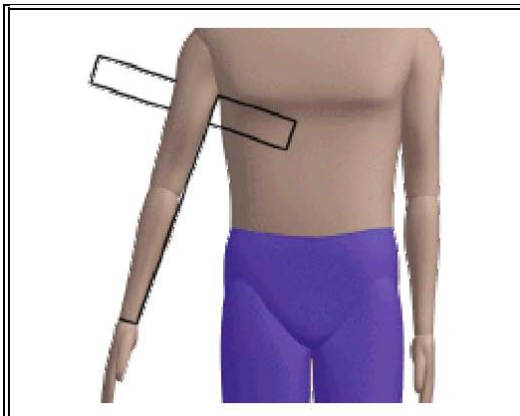


Have the individual stand with arms relaxed at the side.

Wrap the tape around the individual's upper arm at the fullest part of the biceps, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

Right Arm Inseam



Have the individual hold the prepared ruler comfortably under the right armpit with the tape measure hanging straight down toward the floor.

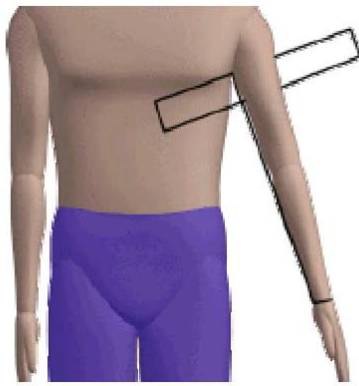
The broad edge of the ruler should lie against the side of the body with the tape measure hanging from the middle of the armpit.

Have the individual relax his shoulders.

Extend the tape to the rubber band at the wrist.

Record the measurement to the nearest quarter (0.25) inch.

Left Arm Inseam



Have the individual hold the prepared ruler comfortably under the left armpit with the tape measure hanging straight down toward the floor.

The broad edge of the ruler should lie against the side of the body with the tape measure hanging from the middle of the armpit.

Have the individual relax his shoulders.

Extend the tape to the rubber band at the wrist.

Record the measurement to the nearest quarter (0.25) inch.

Back Waist Length



Place the tape measure at the neck base mark.

Hold the end of the tape measure in place and extend the tape straight down the center of the back to the top of the waist elastic.

Record the measurement to the nearest quarter (0.25) inch.

Back Coat Length



Have the individual place a ruler just under his buttocks.

Place the tape measure at the neck base mark.

Holding the tape measure in place, extend the tape straight down the center of the back, past the waist, and continue to the ruler placement.

Measure from the neck base mark to the top of the ruler.

Record the measurement to the nearest quarter (0.25) inch.

Leg Outseam



Have the individual stand without shoes.


Hold the end of the tape measure in place at the side waistline.

Let the tape hang downward, over the hipbone, and extend to the floor.

Measure from the top of the waist elastic to the floor.

Record the measurement to the nearest quarter (0.25) inch.

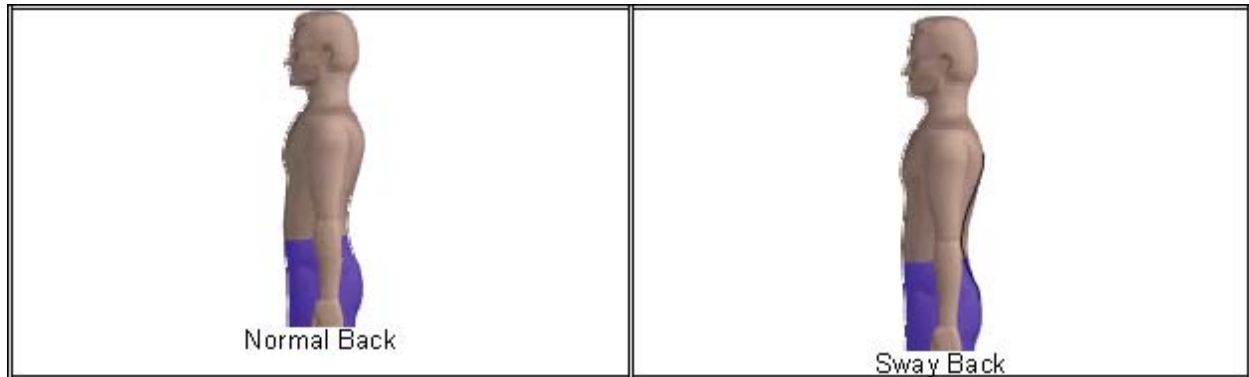
Leg Inseam

	<p>Have the individual, standing without shoes, hold the broad edge of the ruler against the inner thigh, comfortably up and in the crotch.</p> <p>The tape is hanging downward against the leg, from the middle of the crotch to the floor.</p> <p>Keep the ruler parallel to the floor.</p> <p>Measure from the crotch to the floor.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p>
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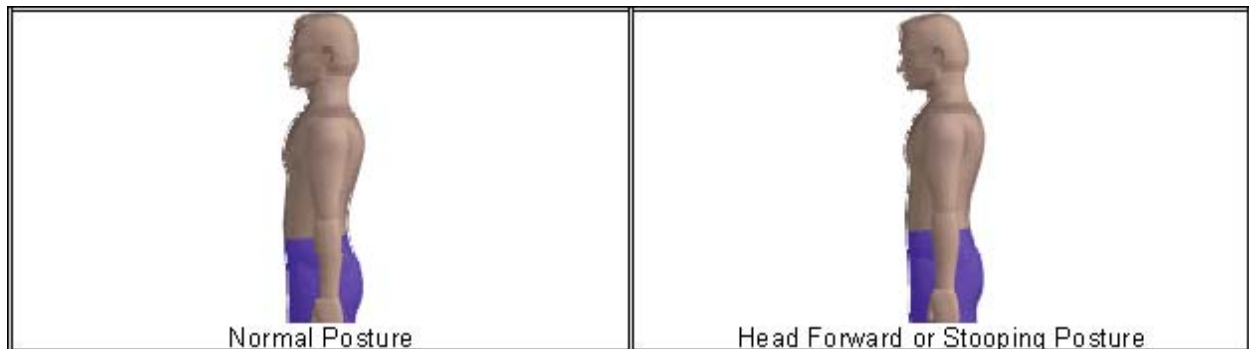
Shoulder Profile



Back Profile



Posture Profile



Seat Profile



Normal Seat



Flat Seat



Full Seat