Special Order Form

Coast Guard - Female

Date of Order: Month - Date - 2008	**Delivery Date Requested:** Month - Date - 2008
Rate / Rank and Name:	Charge to Pay (Active Duty)
Employee ID (Emplid) :	**Credit Card #:**
	Expiration Date:
Current Status: Active Duty	**Signature:** _____
Day Time Phone#: **Home -** **Work -** Ext -	

Garments Requested

Description	Qty	Notes
	1	
	1	
	1	
	1	
	1	
	1	
	1	
	1	
	1	
	1	

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		Upper Chest	

Bust		Upper Abdomen	
Waist		Lower Abdomen	
Hips		Thigh	
Right Sleeve Length		Left Sleeve Length	
Biceps		Right Arm Inseam	
Left Arm Inseam		Back Waist Length	
Back Coat Length		Leg Outseam	
Leg Inseam		Front Waist Length	

Profiles

Shoulder Profile Normal Shoulders Sloping Shoulders Square Shoulders	Back Profile Normal Sway Back	Posture Profile Normal Posture Head Forward or Stooping Posture	Seat Profile Normal Seat Flat Seat Full Seat

Comments

Subgarments worn for measurements:

Required: (what size garment do you currently wear or nearest to actual size):

Taking Measurements

Coast Guard - Female

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.

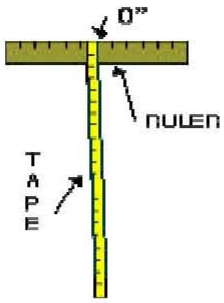
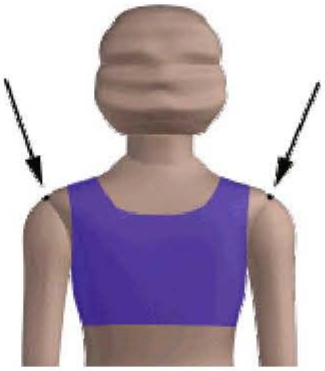
NOTE: Be prepared to supply all measurements, otherwise your order will NOT process!

Measure the Individual:

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

Tools Required for Taking Measurements

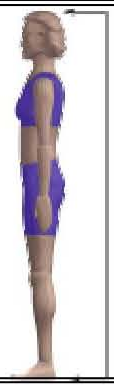
- Standard vinyl tape measures and/or narrow steel tape.
- Standard height measuring device or wall chart.
- Scale for weight.
- Hard ruler, T-square, or L-square.
- Adhesive dots, tape, or marker to mark measuring points on the body.
- Narrow elastic tape or web to tie around the waist.
- Narrow rubber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

Item	Illustration	Description
Using Tape and Ruler		Use adhesive tape to attach the o" end of a tape measure to the broad edge of a ruler.
Center Back at Neck Base		Have the individual put her head down. With the head facing forward locate the prominent bony bump at the base of the neck, midway between the shoulders at the top of the spine. Hold your finger on this bone and have the individual put her 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. Locate the waist by having the individual bend to both sides, to the front, and to the back. Where the body bends is the waist, which is just above the hipbones and below the rib cage. Leave the elastic in place for the measuring process to indicate the waistline location.

Measurement Descriptions

Coast Guard Female

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

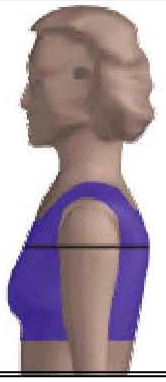
	Have the individual stand on the scale with weight evenly distributed on both feet. Record the measurement to the nearest pound.

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 Shoulder Circumference

	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.

	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.

Upper Chest

	Wrap the tape around the individual's body as high as the tape will go, under the armpits and above the breasts, back to the starting point. Record the measurement to the nearest quarter (0.25) inch.

Bust

	Wrap the tape around the individual's body at the fullest part of the bust, back to the starting point. Keep the tape parallel to the floor. Record the measurement to the nearest quarter (0.25) inch.

Upper Abdomen

Wrap the tape around the individual's body at the fullest part
of the abdomen above the waist, 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.

Lower Abdomen

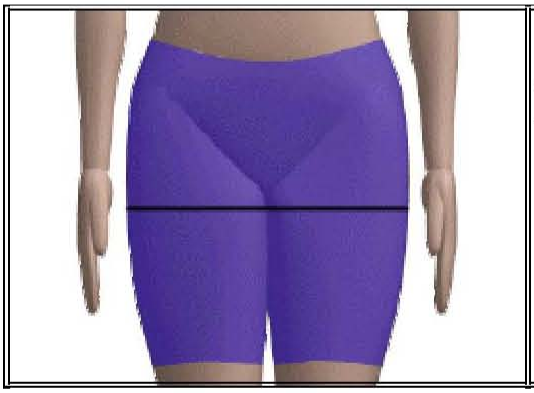
Wrap the tape around the individual's body at the fullest part of the abdomen below the waist, back to the starting point.

Keep the tape parallel to the floor.

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

Thighs

Wrap the tape around the individual's body at the fullest part
of the hips/buttocks, back to the starting point.
Keep the tape parallel to the floor.
Record the measurement to the nearest quarter (0.25) inch.



Have the individual stand with feet together.

Wrap the tape around both of the individual's legs at the fullest, widest part of the thighs, back to the starting point.

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

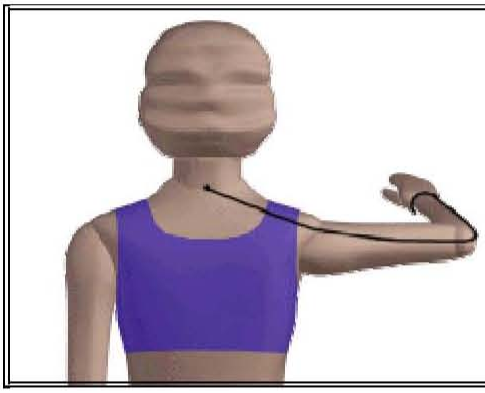
Thigh

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



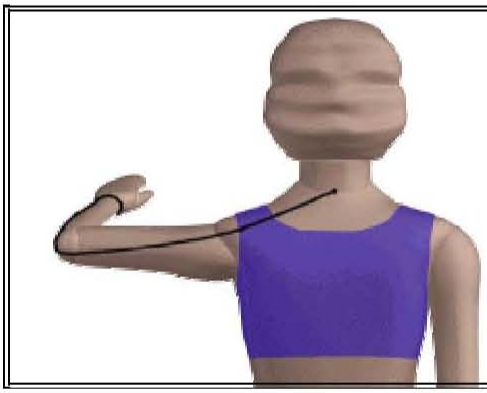
Have the individual stand with the right arm extended away from the body and bent at the elbow to form a right angle.

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



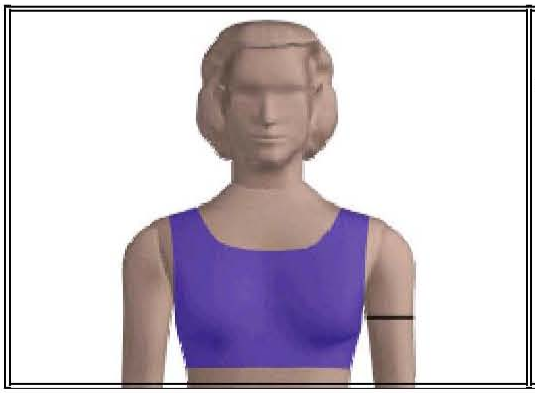
Have the individual stand with the left arm extended away from the body and bent at the elbow to form a right angle.

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 her shoulders. Extend the tape to the rubber band at the wrist. Record the measurement to the nearest quarter (0.25) inch.

Left Arm Inseam

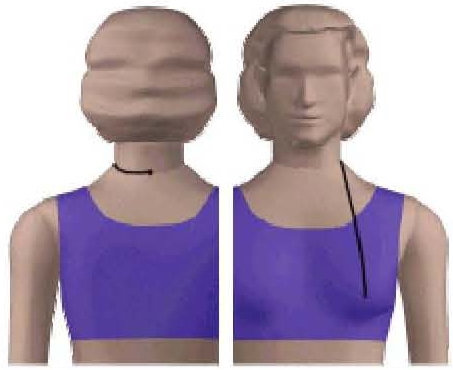
	Have the individual hold the prepared ruler comfortably under the left armpit with the tape measure hanging straight down toward the floor. The broad edge of the ruler should lie against the side of the body with the tape measure hanging from the middle of the armpit. Have the individual relax her shoulders. Extend the tape to the rubber band at the wrist. Record the measurement to the nearest quarter (0.25) inch.

Back Waist Length

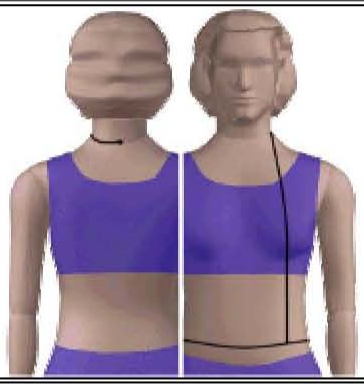
	Place the tape measure at the neck base mark. Hold the end of the tape measure in place and extend the tape straight down the center of the back to the bottom of the waist elastic. Record the measurement to the nearest quarter (0.25) inch.

Back Coat Length Front Bust Length

	Have the individual place a ruler just under her 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.

	Place the tape measure at the neck base mark. Hold the end of the tape measure in place and extend the tape around one side of the neck to the front of the body. Continue to the fullest, prominent tip of one breast. Record the measurement to the nearest quarter (0.25) inch.

Front Waist Length (Over Bust)

	Place the tape measure at the neck base mark. Hold the end of the tape measure in place and extend the tape around one side of the neck to the front of the body. Continue to the fullest, prominent tip of one breast. Continue straight down from that bust point to the bottom of the waist elastic. 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 bottom of the waist elastic to the floor. Record the measurement to the nearest quarter (0.25) inch.

Leg Inseam

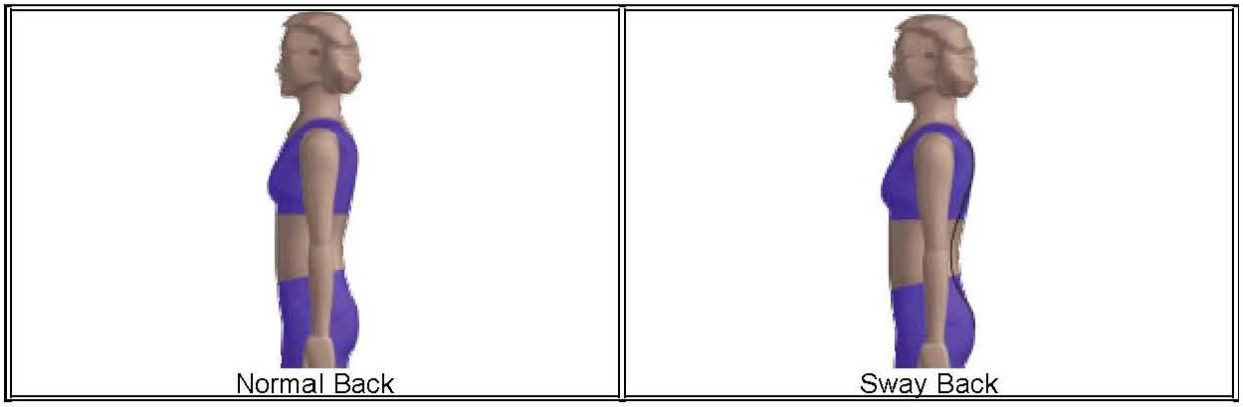
	Have the individual, standing without shoes, hold the broad edge of the ruler against the inner thigh, comfortably up and in the crotch. The tape is hanging downward against the leg, from the middle of the crotch to the floor. Keep the ruler parallel to the floor. Measure from the crotch to the floor.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

Profile Descriptions

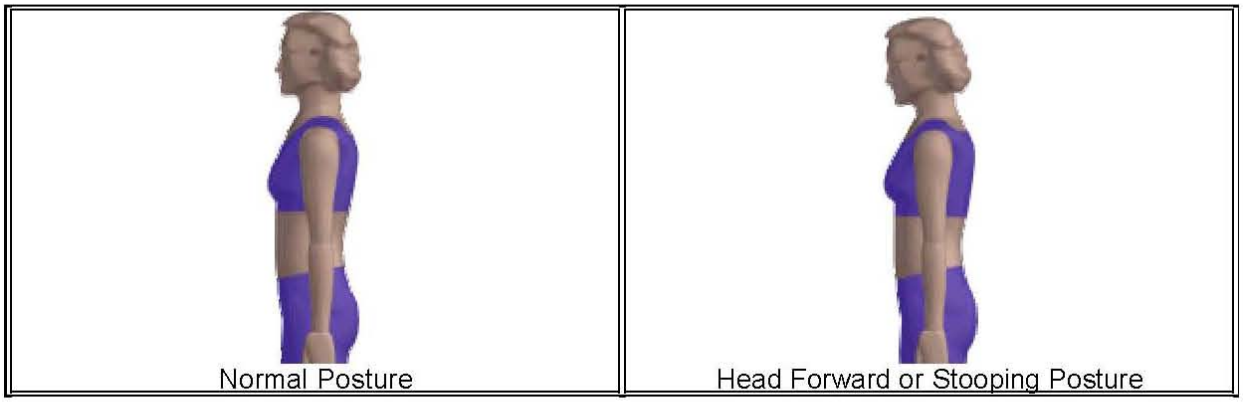
Coast Guard-Female

Shoulder Profile

Back Profile



Posture Profile



Seat Profile

Normal Seat	Flat Seat	Full Seat