



Clothing Services Office (CSO)

Army Military Clothing Sales Stores (AMCSS)

Who We Are

The Clothing Services Office (CSO) is designated as the "Executive Agent" for Headquarters Department of the Army (HQDA) G-4 on all matters pertaining to Army Military Clothing Sales Stores (AMCSS) worldwide. The CSO provides technical assistance to HQDA G-4, Installation Management Command (IMCOM) and Major Army Commands (MACOM), Army and Air Force Exchange Service (AAFES) on matters related to the issue and sale of personal clothing.

What We Do

The CSO is primarily responsible for: writing, drafting, and staffing Army Regulation (AR) 700-84, *Issue and Sale of Personal Clothing*; processing DA Form 3078s (Personal Clothing Request) sent from the AMCSS for payment of active duty and United States Army Reserve (USAR) components; managing and reimbursing AAFES for a portion of the AMCSS operating expenses; and forecasting budget requirements for Defense Supply Center Philadelphia (DSCP) items issued from AMCSS.

Services We Provide

The CSO processes payments for DA Form 3078s. The DA Form 3078 Sample Booklet, available on the CSO Website (www.insert-newlink.com), provides guidance in completing the form to match specific clothing bag requirements. The CSO Website also includes information to assist Army Commanders in preparing and approving clothing bag requests through the AMCSS.

The CSO provides help desk support to all enlisted Soldiers, Officers, and family members with answers to questions or concerns regarding their local AMCSS and clothing bag entitlements. The help desk can be reached through the following:

- Online through the contact us form at www.insert-newlink.com
- Commercial: (410) 436-2051, (410) 436-7538, (410) 436-4105, or (410) 436-5132
- DSN: 584-2051, 584-7538, 584-4105, or 584-5132.

In addition, the CSO also provides on-site training in AMCSS procedures and performs Management Assistance Visits (MAV) for the purpose of evaluating store operations and furnishing mandated requirements and assistance to the AMCSS Store Managers and associates.

Policy and Guidance

- Clothing policies can be found in the AR 700-84 at: <http://www.army.mil/usapa/epubs>.
- Clothing entitlements can be found at: <http://webtaads.belvoir.army.mil>. Access to this site will require an Army Knowledge Online (AKO) login and password.
- Product Quality Deficiency Reports (PQDR) should be processed through: <https://aeps.ria.army.mil/aepspublic.cfm>.
- Supply Discrepancy Reports (SDR) should be processed through: <https://www.daas.dla.mil/websdr>.

For more information and frequently asked questions regarding AMCSS and a list of stores please visit our Web site at: <http://tri.army.mil/LC/CP/CSO/amcss.htm>.

Soldiers Deserve Our Best!

