HEADQUARTERS NEW CADET BARRACKS
UNITED STATES CORPS OF CADETS
West Point, New York

ANNEX "C" to
A. M. No. 8

20 June 1960

ISSUE SCHEDULE OF CLOTHING AND EQUIPMENT TO CLASS OF 1964

ISSUE OF KHAKI TROUSERS AND SHIRTS

Issue Point Number 7 and 9

1. Supervision - Issuing of khaki trousers and shirts to the Class of 1964 will be accomplished under supervision of the Cadet officers of each company (Adm Memo #6 this Hqs, cs).

2. Preparation - Squad Leaders will assure that each New Cadet takes with him to the issue formation the following items:

a. Two (2) Bags, Barracks (tagged securely with name and company printed thereon)

b. Cadet Store issue book securely tied to trousers.

3. Procedures - There will be four fitting stands within four fitting areas.

a. When designated, a New Cadet will take his place on the fitting stand. The remainder of the New Cadets will place themselves directly behind the fitting stand awaiting their turn.

b. After ascertaining the size of trousers required from stock from the New Cadet's issue book, the fitter will record the proper size on a slip of paper and pass it to a stock picker in the Supply Room. The stock picker will draw eight (8) pairs of the proper sized trousers from stock and give them to the New Cadet. The New Cadet will try on one pair of trousers and be fitted.

c. If alterations to trousers are required; the New Cadet will step from the fitting stand; place four trousers in one barracks bag; deposit that bag in the alteration pile as designated by Cadet Supply personnel; pick up the remaining four trousers; and report to his Squad Leader at the south end of the Cadet Supply room.

d. As New Cadets report, the Squad Leader should ascertain from each individual that he has complied with paragraph b above. After all members of the Squad have completed their fittings and issues from Issue Point No. 9, the Squad Leader will take them from the Supply Room and report directly to the company to carry on dismounted drill.

3. As a squad completes the fitting of khakis, another squad will be ready to take the first squads place in the fitting areas. Times will be announced in the Weekly Training Schedules.

4. Alterations - Alterations will be made by Quartermaster Sales Store personnel on the initial four trousers sent them from individuals whose trousers require altering. The second group of four trousers will be held by the New Cadet in his room until called for by Company Supply Sergeants for the second alteration.

5. Fitters - See Administrative Memorandum No. 6, this Headquarters, cs.