

INSTRUCTIONS

1. This form will be used with forms **NAVMC 604/604b** when those are used to check enlisted pay accounts for clothing.
2. The officer issuing the clothing will prepare and sign **FORM NAVMC 604a** and transmit the checkage request(s) to the Commanding Officer. When the date of detachment is shown to the **NAVMC 604/604b**, or is made known by other means, it will be shown in the remarks block of the **NAVMC 604a**.
3. The Original and duplicate copy of the form **NAVMC 604a** will be forwarded to the Commanding Officer with the original checkage request, **Forms NAVMC 604 or 604b**. The Commanding Officer will enter the unit diary number and date on the duplicate **NAVMC 604a**, authenticate the certificate portion of the form, and return this copy to the officer in charge of the retail clothing outlet to be filed with the duplicate copies of the checkage request **Forms 604 or 604b**
4. The triplicate **NAVMC 604a** will be held as the tentative copy until the duplicate signed copy is returned by the disbursing officer.