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Maternity Uniform Pilot Program (MUPP) Detailed Overview

**Agile Combat Support Directorate
Human Systems Division
AFLCMC/WNU
Jul 2023**



Purpose

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- **Provide information regarding the launch of the Maternity Uniform Pilot Program (MUPP)**
- **Please follow instructions to ensure all requirements are met:**
 - **What is MUPP? (Slide 4)**
 - **Determine Appropriate Process (Slide 6)**
 - **ODO Process (Slides 7 - 12)**
 - **CIF Process (Slides 13 - 19)**
 - **Uniform Sizing Instructions (Slides 20-22)**
 - **FAQs**
 - **Contacts**



What is MUPP?

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- In January of 2021, the National Defense Authorization Act for Fiscal Year 2021 (NDAA21) was made Public Law. Section 361 of the NDAA21 cited as the “Pilot Program for Temporary Issuance of Maternity-related Uniform Items” charges the Director of the Defense Logistics Agency (DLA) to work with the Service Secretaries to establish pilot programs for temporary issuance of maternity uniform items to pregnant members of the Armed Forces, on a temporary basis through FY2026 and at no cost to such members.
- This Bill also directs that the maternity uniforms not get treated with Permethrin, a chemical that binds tightly into fabrics to help repel insects such as mosquitoes and ticks.
- This pilot program provides an opportunity to evaluate the feasibility of the government to temporarily and cost effectively provide uniforms to pregnant service members, that when no longer needed are returned, inspected, repaired, cleaned, and re-issued to other service members.
- The Department of the Air Force, in coordination with DLA and the U.S. Army, has selected 12 bases to pilot this program: Joint Base Langley-Eustis, Joint Base Lewis-McChord, Joint Base San Antonio, Joint Base McGuire-Dix-Lakehurst, Little Rock AFB, Malmstrom AFB, Pope Air Force Base, Shaw Air Force Base, Joint Base Elmendorf-Richardson, Joint Base Pearl Harbor-Hickam, Yokota Air Base, and Kadena Air Base.



What is MUPP?

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- Each authorized member will be issued three sets of maternity OCPs. You may choose different sizes within those three sets (they don't all have to be the same size).
- There are two separate processes to receive maternity OCPs, determined by location. The process identified for member's base in [Slide 6](#) must be used – no deviations!
 - Issue using CIF (Central Issue Facility): Member will take required documentation to CIF to receive maternity uniforms
 - Issue using ODO (OCIE Direct Ordering System): Member's First Sergeant will facilitate issue of maternity uniforms





Requirements to Participate

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Before you proceed, ensure you meet all requirements:

- Member is assigned to one of the 10 pilot bases listed on [Slide 3](#)
- Maternity Clothing Allowance has not been received in the past three years
- Medical profile, AF Form 469, is established and acknowledged by Commander in the system
- Proceed to [Slide 6](#) to determine which uniform issue process to follow



Determine Appropriate Process



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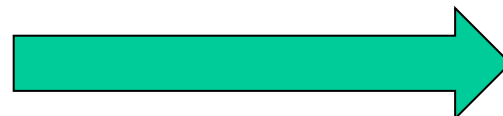
Your location will determine which process you will need to follow to participate in the pilot program.
Please find your base below to determine appropriate slides to follow.

Joint Base McGuire-Dix-Lakehurst
Little Rock AFB
Malmstrom AFB



You will use the ODO
Process:
Follow steps in
Slides 7 – 12

Joint Base Langley-Eustis
Joint-Base Lewis-McChord
Joint Base San Antonio
Pope Air Force Base
Shaw Air Force Base
*Joint Base Elmendorf-Richardson
Joint Base Pearl Harbor-Hickam
Kadena Air Base
Yokota Air Base



You will use the CIF
Process:
Follow steps in
Slides 13 – 19

* Follow installations modified process. See First Sergeant for details.



ODO Process

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Slides 8 - 12 provide instructions for members who need to use ODO (OCIE Direct Ordering System) Process.



ODO Process

Step 1: Complete Required Documents

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Member will:

- Electronically fill out and sign “Authorization for OCP Issue MFR (ODO Process)”
 - DoD or organization letterhead may be used but please do not change the wording on portions that are not highlighted
- Route “Authorization for OCP Issue MFR (ODO Process)” Memorandum for Commander’s or equivalent’s signature
- Determine Maternity OCP requested size(s) (See Slides 21-22)

DD Month YYYY

MEMORANDUM FOR XXX AMXS/CC [Office symbol for 1st Indorsement Official]

FROM: ORG/SYMBOL [Originator & Commander Support Staff Address]
 Organization
 Street Address
 City, ST 12345-6789

SUBJECT: Authorization to Participate in Maternity Uniform Pilot Program (MUPP)

References: (a) National Defense Authorization Act for Fiscal Year 2021 (NDAA21), Sec. 361

1. IAW the NDAA21, Sec. 361, pregnant service members will receive temporary issue of maternity-related uniform items. This memorandum along with my medical profile will serve as proof that I am stationed at a participating Air Force installation, meet the requirements to participate in the MUPP, and have approval from my Commander or equivalent.

2. I understand that I am participating in a pilot program that temporarily provides me three (3) sets of Maternity OCP uniforms, which includes three pants and three jackets. I also understand that following the completion of my authorized wear period, up to 6 months post-partum or I no longer need them, I will return the uniforms to the location I received them from. Additionally, I understand that if I am an enlisted member, a portion of my triennial maternity allowance will be deducted to cover uniform items. Finally, I understand that I may be liable for loss of or damages beyond normal wear and tear to the items.

[Originators signature block]
 FIRST M. LAST, RANK, USAF/USSF
 Title, Organization

1st Ind, XXX AMXS/CC [Office Symbol for 1st Indorsement official]

MEMORANDUM FOR Tank-automotive & Armament Command (TACOM) Competition Management Office (CMO)

Rank First M. Last (DoD ID Number) is eligible to participate in the MUPP and I approve/disapprove issue of the Maternity OCP uniforms from the Central Issue Facility.

[Commander or equivalent signature block]
 FIRST M. LAST, RANK, USAF/USSF
 Title, Organization



ODO Process

Step 2: Provide Documents to First Sergeant

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Bring the following to your First Sergeant:

- Signed “Authorization for OCP Issue MFR (ODO Process)” Memorandum
- Signed Medical Profile, AF Form 469
- Maternity OCP requested size(s) *(See Slides 21-22)*

The First Sergeant will assist with:

- Completing “MUPP OCP Uniform Request to TACOM CMO (ODO Process)” Letter
- Verifying uniform sizing
- Submitting uniform request to TACOM CMO



ODO Process

Step 3: Pick up Uniforms from First Sergeant

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When notified by the First Sergeant, return to pick up uniforms.

- Verify the appropriate set/count (3 maternity OCP sets, totaling 3 trousers + 3 coats have been provided to you.
- If during your pregnancy your uniforms no longer fit appropriately, DO NOT alter them.
 - Simply return to the First Sergeant's office with your current uniforms to exchange for another set.
 - Please make sure the uniforms you are returning have been cleaned/washed prior to exchanging.
 - Additionally, please note that should loss or damage beyond normal wear and tear occur, you may be held liable for replacement costs.



ODO Process

Step 4: Return Uniforms to First Sergeant

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In accordance with DAFI 36-2903, the authorized wear period for maternity OCPs is up to 6 months post-partum or when no longer needed

No later than the end of the 7th month post-partum member will:

- Return the 3 OCP sets to the First Sergeant
- Please make sure the uniforms you are returning have been cleaned/washed prior to returning.
- Additionally, please note that should loss or damage beyond normal wear and tear occur, you may be held liable for replacement costs.



ODO Process

Step 5: Complete MUPP Survey

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Your feedback is very important to helping determine whether the Maternity Uniform Pilot Program is beneficial to and desired by Airmen and Guardians.

- Approximately 30 days after return of the uniforms, you will receive an email from the Combat Ready Airman (AFLCMC/WNU, Combat Ready Airman) team at Wright-Patterson AFB to fill out a survey.
- Please complete survey and “Reply” to the email you received the survey link in, so that the Program Office can clear your name from its records.



CIF Process

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Slides 14 - 19 provide instructions for members who need to use CIF (Central Issue Facility) Process.



CIF Locations and Contact Information



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**AIR FORCE MATERIAL COMMAND
COMBAT READY AIRMAN PROGRAM**



**Maternity Uniform Pilot Program (MUPP)
Central Issue Facilities (CIF) Supporting AF Installations & Contact Information**

Air Force or Joint Installation	Army CIF Address	Point of Contacts (POC)
Joint Base Langley-Eustis (JBLE), VA	CIF NE6300 Building 1608 Patch Rd Fort Eustis, VA 23604	POC: Heather Jamison Email: heather.jamison.1@us.af.mil Comm: (757) 501-8225 <u>Hours of Operation</u> Mon-Fri: 0800-1530
Joint Base Lewis-McChord (JBLM), WA	CIF NW7500 Building 9640 Prescott Ave Joint Base Lewis-McChord, WA 98433	POC: Hong C. Yu Email: hong.c.yu.civ@army.mil Comm: (253) 966-1227 <u>Hours of Operation</u> Issue: Tue & Thu, 0730-1500 Return: Mon & Wed, 0730-1500 Issue/Return (Call for appt): Fri, 0730-1130 & 1300-1500
Joint Base San Antonio (JBSA), TX	CIF SW4800 2310 Harney Path, Building 2640 JBSA Fort Sam Houston, TX 78234-5002	POC: Ismael Gaona Email: ismael.gaona@us.af.mil Comm: (210) 221-4571 <u>Hours of Operation</u> Mon-Fri 0730-1100 & 1245-1500
Joint Base McGuire-Dix-Lakehurst, NJ	N/A - Review ODO Process	Contact your First Sergeant ♦
Little Rock AFB, AR	N/A - Review ODO Process	Contact your First Sergeant ♦
Malmstrom AFB, MT	N/A - Review ODO Process	Contact your First Sergeant ♦
Pope Air Force Base, NC	CIF SE7600 2619 Howell Street Bldg F-4213 Fort Bragg, NC 28310	POC: Timothy Collier Email: timothy.m.collier2.civ@army.mil Comm: (910) 907-1868 <u>Hours of Operation</u> Mon-Fri: 0730-1530
Shaw Air Force Base, SC	CIF SE6200 2450 Marion Avenue Fort Jackson, SC 29207	POC: Helena A. Thorpe, (PBO) Email: helena.a.thorpe.civ@army.mil Comm: (803) 751-7647 / 6885 <u>Hours of Operation</u> Mon-Fri (walk-ins) 0800-1000 Mon-Fri (Call/email for appt): 1000-1200 & 1300-1500
Joint Base Elmendorf-Richardson (JBER), AK	CIF PA5100 804 Warehouse St. JBER, AK 99505-4600	POC: Michael S. John Email: michael.john.8@us.af.mil DSN: (317) 384-3673 <u>Hours of Operation</u> Mon-Thu: 0800-1600 Fri: 0800-1200 Closed 3rd Fri of every month for training

Joint Base Pearl Harbor-Hickam, HI	CIF PA5400 540 Humphreys Rd, Building S2070 Schofield Barracks, HI 96857-5006	POC: Ernest Nakamura Email: ernest.y.nakamura.civ@army.mil Comm: (808) 655-8120 <u>Hours of Operation</u> Mon-Thu: 0900-1500 Fri: 0900-1400
Yokota Air Base, Japan	CIF PA2500 LRC Honshu, Unit 45017 Camp Zama, Japan APO AP 96343-5017	POC: Selwyn Sanderson Email: selwyn.d.anderson.civ@army.mil DSN: (315) 262-5880 <u>Hours of Operation</u> Mon-Wed & Fri: 0830-1130 & 1300-1600 Thu: 1300-1600
Kadena Air Base, Japan	CIF PA2400 403rd AFSB LRC-O Building 276 APO Pacific 96376 Torii Station, Okinawa	POC: Segundo Diaz Email: segundo.diaz.civ@army.mil DSN: (315) 652-4993 <u>Hours of Operation</u> Mon-Wed & Fri (Call/email Mailbox for appt): 0730-1600 <u>Appt Requests/Questions/Send Paperwork</u> Mailbox: usarmy.torii.403-afsb-lrc.mbx.cif.okinawa@army.mil



Every Airman...Every Mission...Every Day!



CIF Process

Step 1: Complete Required Documents

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Member will:

- Electronically fill out and sign “Authorization for OCP Issue MFR (CIF Process)”
 - DoD or organization letterhead may be used but please do not change the wording on portions that are not highlighted
- Route “Authorization for OCP Issue MFR (CIF Process)” Memorandum for Commander’s or equivalent’s signature
- Determine Maternity OCP requested size(s) (See slides 21-22)

DD Month YYYY

MEMORANDUM FOR XXX AMXS/CC [Office symbol for 1st Indorsement Official]

FROM: ORG/SYMBOL [Originator & Commander Support Staff Address]
Organization
Street Address
City, ST 12345-6789

SUBJECT: Authorization to Participate in Maternity Uniform Pilot Program (MUPP)

References: (a) National Defense Authorization Act for Fiscal Year 2021 (NDAA21), Sec. 361

1. IAW the NDAA21, Sec. 361, pregnant service members will receive temporary issue of maternity-related uniform items. This memorandum along with my medical profile will serve as proof that I am stationed at a participating Air Force installation, meet the requirements to participate in the MUPP, and have approval from my Commander or equivalent.
2. I understand that I am participating in a pilot program that temporarily provides me three (3) sets of Maternity OCP uniforms, which includes three pants and three jackets. I also understand that following the completion of my authorized wear period, up to 6 months post-partum or I no longer need them, I will return the uniforms to the location I received them from. Additionally, I understand that if I am an enlisted member, a portion of my triennial maternity allowance will be deducted to cover uniform items. Finally, I understand that I may be liable for loss of or damages beyond normal wear and tear to the items.

[Originators signature block]
FIRST M. LAST, RANK, USAF/USSF
Title, Organization

1st Ind, XXX AMXS/CC [Office Symbol for 1st Indorsement official]

MEMORANDUM FOR Central Issue Facility XXXXX Installation [ex. SE7600 Fort Bragg]

Rank First M. Last (SSN-SS-NSSN) is eligible to participate in the MUPP and I approve/disapprove issue of the Maternity OCP uniforms from the Central Issue Facility.

[Commander or equivalent signature block]
FIRST M. LAST, RANK, USAF/USSF
Title, Organization



CIF Process

Step 2: Provide Documents to CIF

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Bring the following to the CIF:

- Signed “Authorization for OCP Issue MFR (CIF Process)” Memorandum
- Signed Medical Profile, AF Form 469
- Maternity OCP requested size(s) (See slides 21-22)

The CIF’s Customer Service Representative (CSR) will:

- Enter member information into electronic ordering system
- Provide the opportunity to try out the different sizes to determine best fit if desired
- Issue items that are in stock; Order items that are not in stock
- Have member sign for all issued uniforms (member verify quantity/size)
- Logs receipt date and quantity/size in system



CIF Process

Step 3: Pick up Uniforms from CIF

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When notified by the CIF, return to pick up uniforms.

- Whether a partial or complete set, verify the appropriate set/count before accepting/signing for a final count of 3 maternity OCP sets, totaling 3 trousers + 3 coats
- CIF will have member sign for all issued uniforms (member verify quantity/size) and log receipt date and quantity/size in system
- If during your pregnancy your uniforms may no longer fit appropriately, DO NOT alter them
 - Simply return to the CIF with your current uniforms to exchange for another set
 - Please make sure the uniforms you are returning have been cleaned/washed prior to exchanging
 - Additionally, please note that should loss or damage beyond normal wear and tear occur, you may be held liable for replacement costs



CIF Process

Step 4: Return Uniforms to CIF

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In accordance with DAFI 36-2903, the authorized wear period for maternity OCPs is up to 6 months post-partum or when no longer needed

No later than the end of the 7th month post-partum member will:

- Return the 3 OCP sets to the CIF
- Please make sure the uniforms you are returning have been cleaned/washed prior to returning.
- Additionally, please note that should loss or damage beyond normal wear and tear occur, you may be held liable for replacement costs.



CIF Process

Step 5: Complete MUPP Survey

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Your feedback is very important to helping determine whether the Maternity Uniform Pilot Program is beneficial to and desired by Airmen and Guardians.

- Approximately 30 days after return of the uniforms, you will receive an email from the Combat Ready Airman (AFLCMC/WNU, Combat Ready Airman) team at Wright-Patterson AFB to fill out a survey.
- Please complete survey and “Reply” to the email you received the survey link in, so that the Program Office can clear your name from its records.



Uniform Sizing Instructions

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Slides 21 - 22 provide instructions to assist members in determining appropriate uniform size. If using CIF process, member can try on uniforms when ordering uniforms.



Size Prediction Charts

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Use the "How to Measure Guide" in [Slide 22](#) to take required measurements and compare them to the Size Prediction Charts below to determine needed size for Maternity OCP coat and trousers

WOMAN'S MATERNITY COAT	
CHEST CIRCUMFERENCE (inches)	SIZE
32 - 34	XS (2 - 4)
34 - 36	S (6 - 8)
36 - 39	M (10 - 12)
39 - 42.5	L (14 - 16)
42.5 - 46.5	XL (18 - 20)
46.5 - 50	2XL (22 - 24)
> 50	3XL (26)

WOMAN'S MATERNITY TROUSER	
Hip CIRCUMFERENCE (inches)	SIZE
34.5 - 36.5	XS (2 - 4)
36.5 - 38.5	S (6 - 8)
38.5 - 41.5	M (10 - 12)
41.5 - 45	L (14 - 16)
45 - 49	XL (18 - 20)
49 - 53	2XL (22 - 24)
> 53	3XL (26)

FEMALE HEIGHT	LENGTH
Under 5ft	X-Short
5ft to 5ft-4in	Short
5ft-4in to 5ft-8in	Regular
Over 5ft-8in	Long

If measurements are on the border of a size, recommend choosing larger size to eliminate need for uniform reissue later in pregnancy. Be prepared to provide sizing information to POC for size verification and uniform issue.



How to Measure Guide



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When taking measurements, be sure tape is level and snug without digging into the body.

Measure the circumference of the bust around the largest point.

Measure the circumference of the hips around the widest part of the hips and buttocks.

**Maternity Uniform
Predicted Coat Size:** _____

**Maternity Uniform
Predicted Trouser Size:** _____

DIMENSION	MEASUREMENT (INCHES)
Height	
Chest (fullest part of the bust)	
Hip Circumference (fullest part of the hip)	

Compare the final measurements above to Size Prediction Charts in [Slide 21](#) to determine predicted coat and trouser size. If measurements are on the border of a size, recommend choosing larger size to eliminate need for uniform reissue later in pregnancy.



Frequently Asked Questions

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- **Who can participate in the pilot program?**
 - Pregnant enlisted and officers can participate. Enlisted members are eligible if they have not received a maternity clothing allowance in the past three years
- **Do you have to pay for the uniforms?**
 - No, you do not have to pay. Enlisted members will receive a partial maternity clothing allowance of \$148.50 vs. the entire \$411.56
- **Can I participate if my base is not listed?**
 - At this time, only members assigned to the pilot locations can participate in the program
- **Does the member have to return the uniform?**
 - Yes, the member must return all uniforms NLT the end of the seventh month post-partum
- **Can the member alter the uniforms?**
 - No, if alterations are needed please return to First Sergeant or CIF to exchange for a different size



Air Force Uniform Office Contacts



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Ron Phillips

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Gary Gehring

Logistics Manager/ Combat Ready Airman

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Don Lee

Program Manager/ Combat Ready Airman

donald.lee.12@us.af.mil

Felicia Prude

Combat Ready Airman Requirements Integration Office

felicia.prude@us.af.mil

Please include CRA Workflow in any correspondence:
AFLCMC/WNU Combat Ready Airman
AFLCMC.WNU.CombatReadyAirman@us.af.mil