

General Alterations

Sleeve Hem:

- ❑ With arms hanging freely and naturally to the side, the proper sleeve length is about one inch below the wrist bone.

Trousers/Slacks Hem:

- ❑ The front crease will reach the top of the instep, touching the top of the shoe at the shoe laces. They will be cut at a diagonal line to reach a point midway between the top of the heel and the top of the shoe in back. They may have a slight break in the front.

Skirt Hem:

- ❑ *Knee-length:* No more than 1" above or 2" below the center of the knee.
- ❑ *Full-length:* Hem should touch the top of the pumps. Make sure you measure the length with the actual pumps you will be wearing.

Army Alterations

Army Officer Coats

- ❑ *Sleeve Braid:* The bottom of the sleeve braid is sewn parallel to and 3" above the sleeve hem. Sew the braid completely around the sleeve tube, beginning and ending at the rear seam of the sleeve.
- ❑ *Shoulder Straps:* Shoulder strap clips are sewn onto the shoulder so the clip lays 3/8" from the shoulder seam, toward the neck. Most shoulder straps have clips spaced 2-1/2" apart, so sew one clip 1-1/2" in front of the top shoulder seam and the other clip about 1" behind the top shoulder seam. Make sure the shoulder straps are secure when placed onto the coat, but not too tightly as to pull the coat. The shoulder strap will lay even with the shoulder seam when secured to the coat.

Army Alterations (cont.)

Army Enlisted Coats:

- ❑ *Army Soutache:* The bottom of the soutache braid is sewn parallel to and 3" above the sleeve hem. Sew the soutache braid completely around the sleeve tube, beginning and ending at the rear seam of the sleeve.
- ❑ *Hash Marks:* Centered 4" from the bottom of the left sleeve at a 45-degree angle. Each hash mark represents three years of service.
- ❑ *Army Chevrons:* Centered on the sleeve between the top shoulder seam and the elbow.

Overseas Service Bars:

- ❑ *Officer Coats:* Centered on the bottom of the right sleeve with the lower edge positioned 1/4" above the sleeve braid.
- ❑ *Enlisted Coats:* Centered on the bottom of the right sleeve with the lower edge positioned 4" above and parallel to the sleeve hem.

Army Mess Jackets:

- ❑ *Officer Rank:* Worn vertically and centered in the "wishbone-shaped" space created by the lower curves of the trefoil braid and the upper edge of the sleeve braid.
- ❑ *Enlisted Service Stripes:* Sewn from seam to seam on the front of the sleeve at a 30-degree angle. The bottom of the first stripe will be placed about 1/4" from the top of the soutache braid at the front seam, or about 3-1/2" from the sleeve hem. The bottom of the first stripe will be about 7-1/2" from the sleeve hem at the rear seam. Multiple service stripes normally come as a pre-made set; however, if the stripes are sewn individually, additional stripes are spaced 1/8" apart.
- ❑ *Over Ten Service Stripes:* For Soldiers authorized more than ten service stripes, AR 670-1 allows the Soldier to choose to wear only ten stripes. If the Soldier has short arms, wearing more than ten stripes may conflict with the correct chevron placement.

Navy Alterations

Navy & Public Health Service Officer Coats:

- ❑ The bottom of the rank braid is sewn parallel to and 2" above the sleeve hem. Sew the braid completely around the sleeve tube, beginning and ending at the sleeve's rear seam. Multiple rank braids are sewn 1/4" apart from the last braid. Position the sleeve device on the front of the sleeve, centered between the front and rear creases with a 1/4" space between the bottom of the device and the uppermost rank braid.

Navy Enlisted and CPO Coats:

- ❑ *Navy Service Stripes:* Worn on the left sleeve at a 45-degree angle with the lower end to the front. The lower end of the first stripe is two inches from the sleeve hem. The trailing edge of the stripe is in line with the trailing edge of the rating badge. When more than one stripe is authorized, they are placed 1/4" apart.
- ❑ *Navy Rating Badges:* On dress coats and dinner dress jackets, rating badges are sewn on the left sleeve centered between the shoulder seam and the elbow.