EXCHANGE INSTRUCTIONS

Timeline for Returns
• We will only process exchanges conforming to these timelines:
  • Please submit your return request through the MYAGSU.COM website within calendar 15 days of the date you receive your AGSU kit.
  • Please ship back your return item(s) no later than calendar 15 days from the date you initiate the exchange request.
  • Once we receive your complete return package, we will process and ship out your new item(s) within 48 hours.

Friendly Reminders
• All items must be in the same condition that you received them. Worn or tailored items will not be accepted as a return.
• All items must be in their original item packaging for us to accept them as a return.
• We will contact you via phone or email if there are any questions with your exchange order.

Wear Notice
This guide contains illustrations and instructions for the placement of insignia and useful tips on how to wear the Army Green Service Uniform (AGSU). For up to date instructions on the proper wear of the AGSU, please reference DA PAM 670-1 for the official Guide to the Wear and Appearance of the Army Uniforms and Insignia.
AGSU KIT CHECKLIST

Included here are the items you ordered for your AGSU. Please use this checklist to make sure you have all the necessary items:

- Dress Coat
- Trousers/Slacks (two pair)
- Shirt/Overblouse – Short Sleeve
- Shirt/Overblouse – Long Sleeve
- Belt
- Belt Buckle
- Necktie
- Garrison Cap
- Gloves
- Shoes
- Socks (two pair)
- All Weather Coat
- Insignia

If you are missing an item please do a second count to ensure the item was not included with your kit. If you are still missing an item, find an item that does not fit, or find an item with quality issues or defects, please follow the Exchange Instructions on page 9.

EXCHANGE INSTRUCTIONS

If you wish to exchange an item(s) in your AGSU kit, please follow the instructions below. Exchanges must be initiated within 15 calendar days of receipt of your kit and exchange items must be shipped to our facility no later than calendar 15 days from the date you initiate the exchange request.

**Step One**
- Got to MYAGSU.COM and click on the “request a Return” link at the bottom of the page.
- Enter your order number and key code (code you were provided to place your original order).
- You will see your original order with boxes next to each item.
- Select the item(s) you need to return and reason for the return.
- Request replacement item(s).
- Click “submit” to request the exchange. Exchange request must be submitted within calendar 15 days of receipt of your kit.

**Step Two**
- You will receive an email within one business day confirming your exchange submission. The email will contain a return shipping label to affix to the box and a return authorization form. Please print out both items.
- Place all items being returned in the original packaging in the provided shipping container or any other acceptable cardboard shipping container that reasonably fits the items being returned. Include your return authorization form inside the box.
- Affix the provided shipping label to the outside of the box, taking care to cover any previously used shipping labels.
- Ship your return no later than calendar 15 days from the date you initiate the exchange request.
**OFFICER INSIGNIA PLACEMENT**

How to properly add patches, braids, and bars to the coat sleeves.

```markdown
<table>
<thead>
<tr>
<th>LEFT SLEEVE</th>
<th>RIGHT SLEEVE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Patch:</strong></td>
<td><strong>Combat Patch:</strong></td>
</tr>
<tr>
<td>Centered on sleeve cap 1/2 inch below the top of the shoulder seam*</td>
<td>Centered on sleeve cap 1/2 inch below the top of the shoulder seam*</td>
</tr>
<tr>
<td><strong>Sleeve Braid:</strong></td>
<td><strong>Sleeve Braid:</strong></td>
</tr>
<tr>
<td>The bottom edge of sleeve braid is placed 3 inches above and parallel to the finished hem</td>
<td>The bottom edge of sleeve braid is placed 3 inches above and parallel to the finished hem</td>
</tr>
<tr>
<td><strong>Overseas Bars:</strong></td>
<td></td>
</tr>
<tr>
<td>Centered on sleeve with bottom edges of the bars 4 inches above the finished hem</td>
<td></td>
</tr>
</tbody>
</table>
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*When a tab is worn, the tab is placed 1/2 inch below the top of the shoulder seam and the SSI is placed 1/4 inch below the tab. If there is simultaneous wear of two or more tabs, the SSI remains at 1/4 inch below the tabs. Tabs that are an integral part of an SSI (such as airborne or mountain) are worn directly above the SSI with no space between the insignia and tab.

**AGSU WEAR AND APPEARANCE GUIDE**

**FEMALE ENLISTED**

Note: Skirt is an optional item and is not provided with this kit. Skirt views are provided for informational purposes only.

Overblouse Rank: Enlisted rank is centered on sleeve and evenly spaced between top of shoulder and elbow.
AGSU WEAR AND APPEARANCE GUIDE
MALE ENLISTED

Shirt Rank: Enlisted rank is centered on sleeve and evenly spaced between top of shoulder and elbow.

ENLISTED INSIGNIA PLACEMENT

How to properly add rank, patches, stripes, and bars to the coat sleeves.

<table>
<thead>
<tr>
<th>LEFT SLEEVE</th>
<th>RIGHT SLEEVE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Patch:</strong></td>
<td><strong>Combat Patch:</strong></td>
</tr>
<tr>
<td>Centered on sleeve cap ½ inch below the top of the shoulder seam*</td>
<td>Centered on sleeve cap ½ inch below the top of the shoulder seam*</td>
</tr>
<tr>
<td><strong>Enlisted Rank Patch:</strong></td>
<td><strong>Enlisted Rank Patch:</strong></td>
</tr>
<tr>
<td>Centered on sleeve and evenly spaced between top of shoulder and elbow</td>
<td>Centered on sleeve and evenly spaced between top of shoulder and elbow</td>
</tr>
<tr>
<td><strong>Service Stripes:</strong></td>
<td><strong>Overseas Bars:</strong></td>
</tr>
<tr>
<td>Centered on sleeve with lowest point of angle stripe 4 inches above the finished hem</td>
<td>Centered on sleeve with bottom edges of the bars 4 inches above the finished hem</td>
</tr>
</tbody>
</table>

*When a tab is worn, the tab is placed ¼ inch below the top of the shoulder seam and the SSI is placed ¼ inch below the tab. If there is simultaneous wear of two or more tabs, the SSI remains at ¼ inch below the tabs. Tabs that are an integral part of an SSI (such as airborne or mountain) are worn directly above the SSI with no space between the insignia and tab.
AGSU WEAR AND APPEARANCE GUIDE
MALE OFFICER

AGSU WEAR AND APPEARANCE GUIDE
FEMALE OFFICER

Note: Skirt is an optional item and is not provided with this kit. Skirt views are provided for informational purposes only.