Chapter 05

Mark Personal Items

General Instructions

Marks must be approximately 1 1/2 inches long and 1/2 inch high. The example shown below (Fig 05-1) can be used as a reference. Your laundry mark consists of the first letter of your last name and the last four numbers of your CAP ID (CAPID).

- Using a white, silver or black marking pen, whichever shows up the best on the item being marked, neatly print your laundry mark on all issued items. Do not use more than one color on a single item.
- Marking of any item not covered in this chapter is optional.
- Your laundry mark must always remain clear and legible.
- Re-mark an item if the mark fades or becomes unreadable.
- Check all items returned from the cleaners or laundry and re-mark as necessary.
- Do not re-mark an item if the mark is upside down or at an angle, as long as it is in the correct location. If you mark an item in the wrong place, do not cross out your mark, simply re-mark the item in the appropriate area.
- If an item has someone else’s laundry mark on it, draw a single line through their laundry mark and place your laundry mark below, beside or above it.

Towel (fig 05-2)

Lay the towel flat with the excess away from you and center height and width of your laundry mark on the widest band nearest you. If your towel has no band, center your laundry mark on the width of the towel approximately 1 inch up from the seam.

Tee Shirts (fig 05-3)

Center on the inside back of the neckband on the rear of the shirt.
**Underwear/Spandex Shorts (fig 05-4)**

Place your laundry mark on the inside of the waistband near the left front as worn.

![Fig 05-4 :: Underwear](image)

**PT Shorts (fig 05-5)**

Place your laundry mark on the sewn-in tag located on the back of the shorts as worn.

![Fig 05-5 :: pt Shorts](image)

**ABU Jacket (figs 05-6 through 05-7)**

Mark on the specification tag, which is located on the back of the parka and liner.

![Fig 05-6 :: ABU irS ParkA](image)  
![Fig 05-7 :: ABU irS ParkA Liner](image)
**Abu Shirt <Coat> (fig 05-8)**
Mark on the inside left facing (as worn) so the bottom of your laundry mark is approximately 3 inches up from, and parallel to, the bottom seam of the coat.

**ABU Cap (fig 05-9)**
Center your laundry mark on the underside of the visor near the sweatband.

**ABU Trousers (figs 05-10 thru 05-11)**
- Mark the inside of the waistband near the left front (as worn).
- Ensure you begin the laundry mark approximately 4 1/2 inches in from the opening edge of the trousers.
**Combat Boots and Running Shoes (figs 05-12 thru 05-13)**

Combat boots, low quarters and running shoes will be marked on the inside left (as worn) of each boot/shoe, near the top.

**Mesh bags(fig 05-16)**

Place your laundry mark on the tag.
Mark on the inside left as worn so the bottom of your laundry mark is approximately 3 inches up from and parallel to the bottom seam of the shirt (Fig 11-4).

**Blue Trousers And Slacks**

Mark the inside of the waistband, on the left front as worn approximately 4 1/2 inches from the opening of the trousers or slacks (Fig 11-8).

**Skirts**

Mark on the rear inside left as worn on the waistband just to the right of the inside button (Fig 11-9).

**Flight Cap**

Mark on the printed label or sewn-in tag (Fig 11-10). If there is no label or tag, place your mark on the inside left lining parallel to the bottom.