



**FORT BENNING CIF  
CHANGE OF  
COMMAND/HAND-  
RECEIPT HOLDER BRIEFING**

# PURPOSE

- **To provide guidance, procedures, and instructions for the change of command/hand receipt holder inventory of OCIE issued from CIF**
- **This applies to all incoming and outgoing Commanders/Hand Receipt Holders**

# **BULK HAND-RECEIPT DOLLAR VALUE**

	<b>Bulk Hand-Receipt Prices Per Soldier</b>	<b>Authorized Per Company</b>	<b>Total Dollar Amount Per Company</b>
<b>194th</b>	<b>\$2,999.33</b>	<b>240</b>	<b>\$732,157.04</b>
<b>198th</b>	<b>\$2,753.62</b>	<b>230</b>	<b>\$633,332.60</b>
<b>5-15th</b>	<b>\$2,975.32</b>	<b>182</b>	<b>\$593,868.82</b>
<b>1-81th</b>	<b>\$3,233.02</b>	<b>165</b>	<b>\$593,270.39</b>

# INVENTORY PHASES

- **Phase I - Preparation Phase**
  - Pubs, Inventory Schedule and Update Sub-Hand
- **Receipts Phase II - Inventory Phase**
  - Physical 100% Joint Inventory
- **Phase III - Follow Up Phase**
  - Acknowledge Responsibility for Property, Sign Hand Receipt

**Note: OCIE Picture Guide and Component Listings can be found at the following;  
<http://www.benning.army.mil/tenant/DOL/cif.htm>**

# CONDUCTING THE INVENTORY

- Ensure Sub-Hand Receipt Holder is present
- Physically inventory all items and components
- Actual Item versus Hand Receipt
- Annotate component shortages.
- Visually check condition of equipment.
- Report property discrepancies to the CIF

**Note: OCIE Picture Guide and Component Listings can be found at the following;**

**<http://www.benning.army.mil/tenant/DOL/cif.htm>**

# ADJUSTMENT DOCUMENTS

- **Financial Liability Investigation of Property Loss (DD Form 200)** AR 735-5 CH 13 (Negligent loss)
- **Statement of Charges (DD Form 362)**  
AR 735-5 para 12-2c (Soldier admits liability and under one months basic pay)
- **Administrative Adjustment Report (DA Form 4949)**  
AR 710-2 para 2-5o, DA PAM 710-2-1 para 4-17 thru 4-23  
(Used to adjust Sizes, NSN and Make/Model)

# ACKNOWLEDGE RESPONSIBILITY

The New Hand Receipt Holder is ready to sign

- All adjustments have been processed.
- No unresolved issues.
- All equipment is Sub-Hand Receipted.
- Hand Receipt must be signed prior to COC date.

# REQUIRED DOCUMENTS

- **Assumption of Command Orders.**
- **Delegation of Authority (DA Form 1687).**

# FREQUENTLY ASKED QUESTIONS

- **Who should initiate adjustment documents?**  
The Outgoing Commander/Hand Receipt Holder
- **Will all transactions be frozen during the inventory?**  
No, unless requested

# OCIE ISSUED ITEMS TO IET SOLDIERS

## “Carried Forward”

### “Clothing Initial Issue Point”

LIN	ITEM	QTY	ETS	PCS
DA6584	SYSTEM, HYDRATION	1	N	Y
HA4052	SAFETY GLASSES, REVISI	1	N	Y
J21883	JACKET COLD WEATHER:	1	N	Y
J23458	JACKET WET WEATHER	1	N	Y
B14729	BAG DUFFLE	1	N	Y

Note: issued from CIIP but turned-in to CIF by soldier “Chapters/DFR’s”

## **BULK DIRECT EXCHANGE (HAND RECEIPT ACCOUNTS)**

Direct Exchange (one for one) for hand receipt accounts will be conducted on a “by appointment” basis. The hand receipt holder or supply representative can make an appointment at any time but a memorandum is required 2 days in advance, listing all sizes and quantities requiring to DX’ing.

When the DX appointment is made, the hand receipt account holder or their authorized representative will be told what items can be directly exchanged based on the availability of assets within the CIF and other known or pending requirements for OCIE. Quantities that exceed what is on a hand receipt account will not be directly exchanged.

When a Bulk DX has been scheduled, the hand receipt holder or their designee will prepare (before arriving at CIF) by having the items clean and sorted based on serviceability. All sized items to be DX’ed must be segregated (based on size and serviceability) before they will be accepted by the CIF. Hand receipt account holders or their designees who fail to comply with these requirements will be re-scheduled with a new CIF appointment date to DX their unserviceable OCIE.

Under no circumstance will OCIE that is damaged due to negligence or neglect be exchanged. If OCIE is damaged and negligence or willful misconduct is suspected, a relief document (FLIPL’s or Statement of Charges/Cash Collection Voucher) for damaged government property will be provided to the CIF Manager or his/her designee before a DX transaction will be made for the OCIE

# QUESTIONS

