

**FORT BENNING**  
**LOGISTICS READINESS CENTER (LRC)**  
**FORT BENNING, GEORGIA**  
**SUPPLY AND SERVICES DIVISION (SSD)**  
**CENTRAL ISSUE FACILITY (CIF)**  
**EXTERNAL STANDARD OPERATING PROCEDURE**

**BUILDING 6, MELOY HALL**

**6650 BURR STREET**

**FORT BENNING, GA 31905**

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2016 Annual Review	<u>26 Sept 16</u> (Date)	<u>GG</u> (Initials)
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2018 Annual Review	<u>26 Sept 18</u> (Date)	<u>DJJ</u> (Initials)
2019 Annual Review	<u>23 OCT 19</u> (Date)	<u>DJJ</u> (Initials)
2020 Annual Review	<u>23 OCT 20</u> (Date)	<u>DJJ</u> (Initials)
2021 Annual Review	<u>26 AUG 2021</u> (Date)	<u>LKF</u> (Initials)

This SOP has been approved for use, Lee K. Franklin



Lee K. Franklin, Chief Supply and Services Division

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## **1. CENTRAL ISSUE FACILITY (CIF)**

## **2. CIF HOURS OF OPERATION**

Bulk Direct Exchange: (by appointment only, call 706-545-9670/0630)  
Direct Exchange (DX): Monday-Friday, 0800-1100 (must be on duty uniform)  
FLIPLs: Monday - Friday, 0800 - 1600  
Individual Chemical Management Program: (by appointment only, call 706-545-9292)  
Issue: Tuesday. & Thursday, 0800-1100, (need orders assigning you to the unit, and must be on duty uniform)  
School Issue or Turn in: (by appointment only, call 706-545-8410)  
Statement of Charges: Monday - Friday, 0800-1400  
Turn In's: Monday, Wednesday and Friday, 0800-1100, (by appointment only, call 706-545-8413/7179, must be in duty uniform, have orders and post clearing papers)  
Annually CIF will conduct 100-percent physical count of all OCIE within the Central Issue Facility (CIF)  
IAW AR 735-5 and DA Pam 710-2-1. The CIF facility will be closed during this time and will only service customers with a valid reason.

## **3. LOCATION**

Building 9055, 9200 1<sup>st</sup> Division Road, Kelley Hill General  
Telephone 706-545-7179, Fax 706-545-8400  
Check-In: 706-545-8413  
Schools Liaison: 706-545-8409  
CIFPBO 706-545-5971 (for discrepancies with Clothing Record) POC is the  
CIF Supervisor: 706-545-8410

## **4. PURPOSE**

The Ft. Benning Central Issue Facility (CIF) issues Organizational Clothing and Individual Equipment (OCIE) in support of all tenant units within its supported community. The CIF stores, requests, receives, accounts, classifies, exchanges, provides repair of selected items, maintain records and files. This external SOP assigns responsibilities, prescribes general policies, and outlines operating procedures for OCIE at the CIF.

## **5. SCOPE**

This SOP applies to all individuals, units, activities, commanders and organizations supported by and doing business with the CIF.

## **6. REFERENCES**

- AR 25-400-2 The Army Records Information Management System, 2 Oct 2007
- AR 700-84 Issue and Sale of Personal Clothing, 22 Jul 2014
- AR 710-2 Supply Policy below the National Level, 28 Mar 2008
- AR 735-5 Policies and Procedures for Property Accountability, 9 Nov 2016
- DA PAM 710-2-1 Using Unit Supply System (Manual Procedures), 1 Dec 2016
- DA PAM 710-2-2 Supply Support Activity Supply System, 30 Sep 1998
- CTA 50-900 Clothing and Individual Equipment, 20 Nov 2008
- CTA 50-970 Expendable/Durable Items, 28 Jan 2005
- TM 10-8400-203-23&P General Repair Procedures for Individual Equipment, 1 Oct 2014

## 7. RESPONSIBILITIES

### a. CENTRAL ISSUE FACILITY (CIF)

- Serves as Property Book Officer and directs the overall operation of the CIF
- Ensures the Community out-processing procedures include the CIF on Installation Clearance Records.
- Resolves customer complaints, which cannot be resolved by customer service personnel.

### b. CENTRAL PROCESSING FACILITY (CPF)

- Ensure SSN, Name, Unit, MOS, ETS and DEROS are accurately filled out for every soldier.
- Ensure soldiers have a copy of assignment orders on hand when reporting to the CIF for processing.
- Ensure timely appointments are made for all in-processing and out-processing soldiers. If a surge of in/out processing occurs contact the CIF for additional appointments.

### c. COMMANDER

- Commanders and supervisors have a broad scope of responsibility, which includes managing and controlling the equipment issued to, and used by members of their command.  
**Commander must personally:**
- Inspect and inventory soldiers' OCIE when returning from Field Training Exercise (FTX) or clearing.
- Ensure all issued OCIE is properly used and maintained.  
Ensure OCIE is protected from loss, damage or destruction.
- Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.  
Ensure inventories are conducted and documented when appropriate. Ensure unit OCIE property records are properly maintained.
- Everyone responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing. For equipment damaged through other than fair- wear-and-tear (FWT), a damage statement must be prepared in accordance with (IAW) AR 735-5, Chapter 12.
- A Financial Liability Investigation (DD Form 200) must be initiated when negligence or misconduct is involved and liability is not admitted; or, when the damage exceeds the dollar limitation set by regulations. The CIF will not accept any equipment, which indicates the item, was damaged through neglect or misconduct of an individual, without a properly processed adjustment document.
- Ensure that the policies, as outlined in this SOP and cited references are enforced, and that accountability and individual maintenance of OCIE is accomplished.
- Review unit supplemental authorizations annually or as mission requirements change. Ensure that soldiers do not request the direct exchange of OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the item.
- Stock and replace expendable OCIE issued initially by the CIF. Stock repair parts to support OCIE in the possession of soldiers.

**d. INDIVIDUAL**

- Any personnel receiving OCIE from a CIF is responsible for the proper care and safekeeping of property issued to them, and in their custody. A signed hand receipt (i.e. Form 3161, DA Form, DA Form 2062, and DA Form 3645) is true evidence of property responsibility.
- Each soldier must inspect and account for equipment prior to signature. The soldier is responsible for reporting, on time, to the CIF for his/her appointment and in the proper uniform. It is the responsibility of the individual to ensure that all equipment issued is maintained clean and in serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the "FWT" criteria.
- Each Soldier is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training exercises, or duty performance (i.e., guard duty) must be reported immediately to their supervisor or commander. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their chain of command for further investigation and/or processing.
- Soldiers are not allowed to make entries (pencil or pen) on their copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to PCS, or ETS.

**e. APPOINTMENTS**

- The CIF operates the in/ out processing of personnel on an appointment basis. In/ out- processing appointments are made by the CPF.
- Appointments for issues will be made by the CPF upon arrival of an individual. If unforeseen circumstances preclude completion of service to a soldier at an appointed time, arrangements will be made to handle any remaining transactions at a later date.
- Appointments for turn-ins (clearing) are made by the CPF. When service members' pick- up their clearing papers, the CPF will set the appointment for their turn-in, this will be printed on the clearing papers.
- Direct Exchange (one for one) for Bulk Hand receipt accounts will be conducted on a "by appointment" basis. Units can make an appointment with CIF at any time during their training cycle but the hand receipt account holder is required to send a memorandum at least 2 working days prior to their appointment, listing all sizes and quantities they are requesting to DX.
- When the DX appointment is made, the hand receipt account holder or their authorized representative will be informed 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 elate 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.

**f. IN-PROCESSING (ISSUES)**

- All military personnel assigned to units supported by Ft. Benning must in-process through their respective CIF. The soldiers will be issued the items according to CTA 50-900 and unit requirements.
- All personnel in-processing at the CIF must meet the following criteria in order to be serviced, regardless of whether equipment is issued or not.
- Be in duty uniform.
- Possess valid military ID card.
- Provide one copy of Pin Point orders assigning service member to their unit, to be retained by the CIF in the soldier's clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders.
- Soldiers not assigned to a MOS, but requiring an issue of authorized MOS-related
- Supplemental OCIE, MUST have a memorandum signed by their company commander, verifying that the individual is working full-time in that MOS and requires the equipment. Reference DA PAM 710-2-1.
- Emergency Essential Civilians (EEC) - Department of Defense, Federal Employees ONLY - requiring issue of OCIE for special projects/deployments, will provide a memorandum to the CIF from the commander.
- In cases where a Financial Liability Investigation (FLIPL) (DD Form 200), Statement of Charges (SOC), (DD Form 362) has been processed against an individual, and the referenced item is not available at the CIF, tile OCIE Record will be adjusted.
- New Equipment Fielding: When new items of OCIE are received for initial fielding to units, issue procedures, will be coordinated between the CIF CIPBO and Managers and supported unit.
- All military personnel assigned to units or elements supported by Ft. Benning, unable to receive their authorized OCIE, due to CIF OCIE shortages.
- CIF Personnel will receive the Soldier's contact information for notification purposes.
- CIF Personnel will provide the Soldier with a copy of the due-out request as confirmation.
- CIF Property Book Personnel will contact the customer via email and/or telephone within 3 working days, when the item has been received by the CIF.
- CIF Property Book Personnel will schedule a date and time for the soldier to receive the shortage equipment.
- The telephone number to contact CIF is (706) 545-8413/0257

**g. OUT PROCESSING (TURN-IN)**

- All soldiers assigned to units or elements supported by Ft. Benning must out-process through the CIF. Individual soldiers are not authorized to make an appointment for turn- ins. Appointments are made through the CPF.
- Soldiers needing a copy of their individual clothing record to conduct an inventory of their OCIE issue items prior to their clearing appointment can obtain a copy through AKO or the CIF during walk-in hours.
- Before customers turn in their OCIE, they must do an inventory with their unit supply or NCOIC and prepare an adjustment paper (SOC or FLIPL) for missing items and follow procedures in paragraph 9f before they come to their CIF appointment. Only complete inventory of OCIE will be accepted. No partial turn-ins; appointments are not to be used as an inventory to see what is missing. Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE. If items are purchased from an outside source, they must have the NSN tag located on the item. Items such as canteens, MOLLE components, Poncho, Poncho Liner, sleep systems, must be authorized for use by the U.S. Military.
- Upon a customer's clearance of the CIF, certain "carry forward" items of OCIE will accompany the individual to his/her next duty assignment. These items are listed within

Appendix F of CTA 50-900.

- Aviation personnel who remain on flying status (must show "FLIGHT STATUS" orders to CIF) will retain FLIPL gear.
- OCIE will be returned to the same CIF site from which the issue was made unless the customer was reassigned, after the initial issue, to a unit served by another location.
- Soldiers out-processing the CIF must have in their possession, Installation Clearance Record, orders and OCIE to be turned-in and, if applicable, documentation to account for missing or unserviceable OCIE.
- In cases when another individual is required to clear a customer (e.g., AWOLs, MEDIVACs, etc.) the individual turning-in the equipment will have a memorandum from the unit commander authorizing the turn-in or clearing action (DA PAM 710-2-1).
- For damaged OCIE you will need a damage statement. When you are clearing you do NOT need to DX these items before your clearing appointment. These items will be turned-in just like the rest of your equipment on your turn-in appointment along with the damage statement.
- Soldiers PCS'ing are authorized to retain OCIE items with a PCS Trans code of (Y). Items with a PCS trans code of (N) are required to be turned in prior to PCS'ing. Soldiers attending school are required to turn-in all items issued to them when out-processing CIF. Soldiers attending a Fort Benning School are required to turn in all items issued for that particular school upon completion of training. Memorandum is required from the first Lieutenant Colonel in the Soldiers chain of command for the unauthorized shipment of items when PCS'ing.

#### **h. DIRECT EXCHANGE (DX)**

- Individual DX is conducted on a walk-in basis, during designated hours, by the servicing CIF. All equipment must be clean, complete, and meet the required standards for exchange.
- All equipment must be cleaned prior to DX. Equipment and size must be on the soldiers' DA Form 3645/3645-1 in order to exchange the items. Equipment requiring organizational/individual maintenance will not be exchanged and the soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23&P.
- An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1.
- Clothing records are not required for the exchange of non-sized items. OCIE not issued by the CIF to the individual and signed for on a DA Form 3645, will not be exchanged.
- Serviceable equipment will not be exchanged for cosmetic reasons such as change of command ceremonies.
- The CIF personnel will only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT).
- FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred, solely because of normal and customary use of the item for its intended purpose.
- Consequently, any item rendered unserviceable as a result of an accident, failure to provide adequate maintenance, or improper care, will not be considered FWT damage per AR 735-5.
- Equipment damaged through other than FWT must be accompanied with an adjustment document (damage statement).
- The Kevlar Helmet / Advanced Combat Helmet have several replaceable components and will not be direct exchanged because of a missing component. Unit Supply rooms should have replaceable components available.

#### **I. INSPECTION AND REPAIR OF OCIE**

- OCIE issued to individuals will be maintained in a clean and serviceable condition at all times. Each soldier is responsible for proper organizational maintenance, care, custody, and safeguarding, of all OCIE issued to them.

- FM 21-15 provides guidance to individuals for the care and maintenance of individual clothing and equipment. All personnel are required to familiarize themselves with the contents of this field manual.
- Commanders and supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-2.

**j. OCIE Retain issue to IET Recruits**

- Units must ensure Alpha rosters are accurate and supplied to CIF at least 48 hours prior to the scheduled appointment.
- Units should arrive on time for their appointments and cancel at least 24 hours prior, if needed.
- Trainees do not need to bring an additional duffle bag to the appointment, because they will be issued a duffle bag in the Phase II Kit.
- DS/Cadre must facilitate a through layout prior to departing the premises. This will ensure the trainees have all Kit components. CIF staff are onsite to correct any shortages during this process.
- The Unit Supply Personnel will return to building 3115 to pick-up trainee clothing records 48 hours after the issue.
- DS/Cadre must respect the other agencies in the building and refrain from excessive and disruptive yelling and profanity. All personnel must adhere to the social distancing guidelines while in an enclosed space and wear the required face covering at all times.
- Questions or concerns? Please call 706-545-9010 | 706-545-3309.

**k. SERVICEABILITY STANDARDS OF OCIE**

- This section provides specific inspection/ classification procedures and standards for acceptance of OCIE by CIF personnel. The guidance provided will simplify and reduce time expended by individuals in clearing the CIF.
- Commanders, supervisors and supply personnel are responsible for ensuring that personnel processing out of the unit have their OCIE inspected and cleaned prior to out- processing through CIF.
- CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size and quantity.

**SOLDIERS WILL:**

- Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.
- Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.

**UNIT SUPPLY PERSONNEL WILL:**

- Follow the guidance in TM 10-8400-201-23, and inspect OCIE periodically or as prescribed by directives. All inspections will be documented on DA Forms 3645/3645-1. The inspection of OCIE, for individuals departing unit, should be conducted at least 4 weeks prior to ETS/PCS.
- Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.
- Before any full, issues or turn-ins are accomplished, all equipment will be clean and 100% serviceable. All DX equipment will be clean.

**I. INSPECTION PROCEDURES**

- CIF personnel will be the final governing authority in judging the serviceability of all equipment.



- OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of "fair wear and tear" (FWT). All FWT is considered acceptable and does not need to be turned in before the turn-in appointment.
- Unserviceable equipment must be thoroughly inspected to ensure the item was not damaged as a result of improper maintenance or exchanged for an item that was previously disposed of through property disposal channels (DRMO).
- When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.
- When an item becomes unserviceable through other than FWT, the unit commander must complete an investigation into the circumstances by which the equipment became unserviceable. The commander's investigation will determine if the damage to the item(s) was the result of negligence or misconduct by the individual. If OCIE is damaged during a field exercise, a signed damage statement (figure B-1) will accompany the soldier and equipment to the CIF for exchange.

**INSPECTION STANDARDS for all OCIE is as follows:**

Clean  
Dry  
Free of odor  
Free of animal hair  
Free of dust

• **Specific Inspection Items:**

- All buttons must be on and not broken or cracked.
- The user can repair all small holes less than ½ inch).
- Stains can be removed by following the directives in FM 21-12 (Care and Maintenance of OCIE).
- Coveralls that are saturated with petroleum will not be accepted. They can attempt to be washed and the petroleum removed. If the petroleum will not come out then a turn-in to the safety officer to HAZMAT can be done. When this is done the CIF will need a memorandum from the HAZMAT officer or the safety officer to prove that the item was disposed of in the proper manner.
- Overshoes, entrenching tool covers and canteens with black marks and skidmarks will only be accepted after you have tried to remove the marks and failed.
- Ensure that the neck and foot area on the sleeping bag is clean.
- Lubricate all zippers with "zipper ease".
- Pin holes in waterproof bags are acceptable.
- OCIE with adhesive glue/tape still attached or with markings will not be accepted and needs to be removed. Names and other methods of identification will result in rejection of the items.
- The use of body putty on the helmet is not authorized. Helmets with any indication that a repair has been made will not be accepted.
- Patches are acceptable only if they are properly done. All repairs must be made with thread the same shade as the item repaired. Sewn repairs that cause a wrinkle in the item are not acceptable. Repairs made with iron-on patches must have round corners. Tape repairs, when authorized, must have round corners.
- If iron-on/ tape-repaired area exceeds size of hole by ½ inch, repair must be redone.
- Inspect each OCIE item, the inside as well as the outside.
- Look for damage of web equipment caused by machine washing. This causes the fillings, padding and thread to shrink and melt rendering the item unserviceable.

**m. DRMO PROCESS**

- All OCIE will be classified IAW AR 710-2, paragraph and DA PAM 710-2-2 paragraph 15-10.
- All personnel performing classification will be trained and certified by the warehouse supervisor on the classification procedures outlined in paragraph 15-10, DA PAM 710-2, TM 8400-201-23, and TM 10-8400-203-23.
- All equipment turned into DRMO will be cleaned and free of all debris, orders, and chemicals. OCIE processed from CIIP will have DD form 1348's completed and stamped by a DLA representative prior to shipment.
- All DRMO OCIE will be processed on DD form 1348's and stamped by the DLA Manager prior to the pallets being delivered to the DRMO section holding area at Building 9058.

**n. TEMPORARY LOANS**

- Units requiring temporary loans will submit a memorandum to the
- Logistical Readiness Center CIPBO requesting a temporary loan listing the items required and a full justification with regard to the intended use of the equipment and the dates required.
- Temporary loans of OCIE are permitted for training purposes only.
- Temporary loans will not be made for beautification purpose, to support change of Commands or other ceremonies.
- All temporary loans will be for a period not to exceed 90 days.
- Units requesting a temporary loan must have on file at the CIF, a copy of the company commander's assumption of command orders and a valid DA Form 1687. The CIF Manager will issue available items, retain the original, signed copy of DA Form 3161, and give the unit the duplicate copy.
- Temporary Loans of Equipment will be turned in no later than 90 days after issue. Units will establish an appointment for turn-in and must ensure that they bring with them the unit's copy of DA Form 3161. CIF personnel will inspect the items for cleanliness and serviceability and annotate both the unit and the CIF copy of DA Form 3161 showing the items returned and accounted for. Lost, damaged, or destroyed property will be accounted for IAW DA PAM 710-2-1.

**o. MATERNITY UNIFORMS**

- Females requiring maternity uniforms must bring a memorandum from their unit commander requesting the issue of maternity ACUs as well as a copy of their pregnancy profile, confirming their pregnancy. If stationed here on Fort Benning, Soldiers must In-process with the CIF in order to receive their Maternity Uniforms, this is accomplished by bringing a copy of their pinpoint orders and identification card to the CIF on the day of issue. These uniforms will be issued and accounted for on OCIE records (DA Forms 3645 or 3645-1). Upon termination of pregnancy, the Soldier will be required to turn in maternity uniform to CIF. If the Soldier departs for permanent change of station (PCS) during pregnancy, the camouflage maternity uniforms will be retained and turned in at the new duty station after termination of pregnancy.

**p. Army Garrison Food Service Uniform**

- Soldiers requiring Army Garrison Food Service Uniform will come in during regular issue hours on Tuesday and Thursday between 0800-1100 hours. Soldiers are required to have orders or a Memorandum from their Unit Commander stating they are required under the 92G MOS. The Army Garrison

Food Service Uniform will be issued from the Specialty Room at Station #13

**q. SPECIAL SITUATIONS**

- In those cases in which neither the individual nor the CIF has a Soldier's clothing record, that individual's unit supply personnel will inventory the individual's equipment and provide the CIF and the individual a fair means of appraisal.
- Unit supply personnel are responsible for initiating SOC's, and FLIPLs IAWAR 735-5. Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing DX privileges until reconciliation is complete.
- SOC's prepared IAW AR 735-5 by unit supply personnel will be assigned a document by CIF personnel. Once the customer receives a document number from the CIF, they will hand carry the SOC to Finance for processing. This action will clear the items from the customers hand receipt and the customer can turn-in the remaining equipment on their appointment.
- FLIP's are prepared IAW AR 735-5 by unit supply personnel. When loss of, or damage (through other than FWT) to OCIE occurs and liability is not admitted, the unit commander will initiate a FLIPL (DD Form 200). FLIPL will be prepared in accordance with AR 735-5.
- The initiated FLIPL will be forwarded and-carried if individual is clearing) to the CIF CIPBO / Manager for signature and assignment of a document number. The FLIPL will be processed through the chain of command of the individual responsible for the property at the time of the loss. The losing unit for OCIE not turned-in to the CIF will initiate a FLIPL when ETSing or retiring soldiers do not properly out-process. Once the customer receives a document number and a signature from the CIF CIPBO / Manager, the original copy of the FLIPL will be returned to the S-4 for processing. This action will clear the items from the customers hand receipt and the customer can turn-in the remaining equipment on their appointment.
- Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE.

**r. AMNESTY BOX INVENTORY PROCEDURES**

- OCIE not listed on the Soldiers OCIE record can be deposited in the Amnesty Box and will become the property of CIF. Amnesty is used to deposit excess OCIE equipment only. The Amnesty Box will be located across from window #12 in a black locked container. Items placed in the Amnesty Box will not be removed by anyone other than CIF Staff. No documentation required.

**s. EXCESS OCIE**

OCIE items listed on Soldier Clothing Record that's excess to Unit Authorization can be turn into CIF. No documentation is required. Recommend Soldier contact CIF to verify items are excess and to coordinate for an appointment if needed.

**t. RETAINED OCIE**

- Outbound PPI Shipping, Soldiers will receive a briefing and list of the RRI OCIE items from both AG out processing and CIF.
- Inventory the OCIE items being shipped; place the items in the duffel that is one of the retained OCIE.
- Place a copy of inventory inside the top of the bag.
- Place a copy of PCS orders and Soldier information to include name, SSN, losing unit/installation, gaining unit/installation, and Soldier contact information inside the

- top of the duffel bag and in the outside pocket of the bag.
- Secure the bag with a personal lock and tighten shoulder straps.
- Complete a DD 1149, Requisition and Invoice Shipping Document. Obtain assistance from the losing MTOE unit for completion of DD 1149.
- Take the bag, completed DD 1149, and copy of PCS orders to packing and crating, bldg. 11 for shipment.
- Inbound RRI Receiving
- Soldiers will be impacted by AG In-Processing and CIF that their inbound RRI OCIE can be picked up at CIF.
- Report to CIF check in counter and notify CIF staff of the RRI OCIE shipment.
- Soldier must present a current and valid Common Access Card (CAC) for identification.
- CIF will locate the Soldier's bag, verify correct name and Social Security Number and give to Soldier.
- CIF will utilize the Unaccompanied Baggage log sheet as well as the Incoming Baggage Process, (SD-PR 012) to ensure all precautions are taken to give the Soldier all equipment sent in.
- Inspect the duffel bag and lock. If damage is found, file a claim through SJA.
- Sign a DA Form 3161 (temporary issue document) showing receipt of the OCIE. If the Soldier's bag has not arrived when he/ she checks into CIF, CIF will initiate a tracking for the bag. Should the bag not be located, then the Soldier will initiate a Financial Liability Investigation (DD Form 200) through his gaining chain of command.
- Place a copy of PCS orders and Soldier information to include name, SSN, losing unit/installation, gaining unit/installation, and Soldier contact information inside the top of the duffel bag and in the outside pocket of the bag.
- Secure the bag with a personal lock and tighten shoulder straps.
- Complete a DD1149, Requisition and Invoice Shipping Document. Obtain assistance from the losing MTOE unit for completion of DD 1149.
- Take the bag, completed DD 1149, and copy of PCS orders to packing and crating, bldg. 11 for shipment.

#### **INBOUND RRI RECEIVING**

- Soldiers will be impacted by AG In-Processing and CIF that their inbound RRI OCIE can be picked up at CIF. Report to CIF check in counter and notify CIF staff of the RRI OCIE shipment. Soldier must present a current and valid Common Access Card (CAC) for identification.
- CIF will locate the Soldier's bag, verify correct name and Social Security Number and give to Soldier.
- CIF will utilize the Unaccompanied Baggage log sheet as well as the Incoming Baggage Process, (SD-PR 012) to ensure all precautions are taken to give the Soldier all equipment sent in.
- Inspect the duffel bag and lock. If damage is found, file a claim through SJA.
- Sign a DA Form 3161 (temporary issue document) showing receipt of the OCIE.
- If the Soldier's bag has not arrived when he/ she checks into CIF, CIF will initiate a tracking for the bag. Should the bag not be located, then the Soldier will initiate a Financial Liability Investigation (DD Form 200) through his gaining chain of command.

#### **u. PERSONAL PROPERTY OFFICE**

- When a Soldier currently assigned to a CONUS MTOE unit and is being assigned to another CONUS MTOE unit arranges for a personal property PCS move, the Personal Property Office counselor will ask the Soldier if he/she wants the Army to ship hand-receipted retained OCIE to the next duty station. If so, the counselor will provide the Soldier with instructions for shipping the retained OCIE

- If an inbound Soldier asks the Personal Property Office, as part of his/her in-processing for household goods delivery or DITY move claim process, where he/ she can pick up shipped RRI OCIE, the office should direct the Soldier to pick up the shipped RRI OCIE at CIF, BLDG 9055, and phone number 545-8413.

**v. TRANSPORTATION**

- Accept retained OCIE shipment, DD 1149, and copy of PCS orders from Soldier.
- Do not inventory or unlock retained OCIE duffel bag. Verify that Soldier is authorized shipment of retained OCIE. Soldier must be currently assigned to a CONUS MTOE unit and being assigned to another CONUS MTOE unit. Have the Soldier certify with signature on the DD 1149 that the contents of the shipment are his/her retained OCIE. Assist the Soldier in completion of the DD 1149 if necessary. The consignee should be the Installation Transportation Officer at the receiving installation. Ensure shipping papers are secured to the retained OCIE bag in such a manner that shipping papers should, under normal handling arrive at destination still attached to the bag. Obtain from the Soldier his/her anticipated arrival date at the next duty station and note the anticipated arrival date on the DD 1149.
- From acceptance of retained OCIE bag for shipment until carrier pick up, secure retained OCIE shipments in a locked area with limited access to prevent sensitive/pilferable items from being removed.
- Ship retained OCIE to ensure arrival at next duty station prior to Soldier's expected arrival date by the least costly method. If the Soldier's arrival is anticipated to be within 10 days or less, shipment shall be by air freight.
- Ship retained OCIE using IMCOM TAC ACLA for FY 07. A separate TAC will be assigned by Army G-4 for subsequent fiscal years.
- Use 'Retained OCIE' to identify costing associated with this program to be captured in Power Track

**w. CENTRAL RECEIVING POINT (CRP)**

- Upon receipt of retained OCIE shipment, check if the shipped bag is locked and undamaged. If unsecured or/ and or damaged, prepare and file a Transportation Discrepancy Report (TDR). Do not lock/unlock or inventory contents of the bag. If the Unaccompanied Baggage is ready for transporting to CIF, prepare a CRP slip, itemizing all contents being shipped to CIF. Example: Duffle bag for SGT Joe, television in original package, and protective mask. Include all visible information provided on the outside of the shipping container, i.e. Unit, full name, SSN, etc.
- If a Soldier's OCIE shipment does not arrive, initiate a TDR as described in paragraph 7. c. below.
- Secure RRI OCIE in a locked area with limited access until transported to CIF.

**w. CENTRAL ISSUE FACILITY (CIF) OUTBOUND**

- When the soldier arrives at the check-in counter, CIF staff will:
- Check the UIC on the orders to verify if he is going to a CONUS MTOE unit.
- Give a list of RRI OCIE to the Soldier.
- Transfer his core items in the Central Issue Facility Installation Support Module (CIF-ISM) to the installation the Soldier is reporting to.
- All other equipment will have to be turned in prior to the soldier leaving the CIF.
- Clear the Soldier through the normal process.

**x. LOST OCIE SHIPMENTS**

- The Central Receiving Point will initiate a Transportation Discrepancy Report (TDR) and notifies the origin freight office of lost shipment never received. Origin freight office attempts trace of shipment to locate. If shipment cannot be located, the origin

freight office originates a claim against the carrier thru SDDC for payment of items lost in the shipment.

**y. ADJUSTMENT DOCUMENTS**

- This section provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged or destroyed OCIE items.
- AR 735-5 prescribes policies in preparing and processing these documents.
- Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than FWT. (AR 735-5).
- DD Form 200, Report of Survey.
- DD Form 362, Statement of Charges/Cash Collection Voucher.
- Damage Statement. (Figure B-1)

NOTE: Regardless of the method of accounting for property lost, damaged or destroyed title (ownership) of the property remains with the U.S. Government.

**z. CONDUCTING OCIE RECORD INVENTORIES**

- The following inventories are required for OCIE issued to soldiers/individuals.
- Upon assignment of a soldier to a unit.
- Prior to the soldier clearing the installation.
- When a soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility, OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, utilized on or off-post bachelor quarters, officer, civilian, troop billets or family housing.
- The unit commander will assign an Officer, Warrant Officer or NCO to conduct the Inventory. The person will then:
- Make sure the soldier's OCIE is not mixed with OCIE of soldiers.
- Prepare two copies of DA Forms 3645/3645-1. Enter the words "Inventoried according to DA PAM 710-2-1" in the name block of the forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.
- Put the original of DA Forms 3645/3645-1 the soldier's OCIE. File copy.
- Unit absentee files with the soldier's DA Forms 3645/3645-1.
- Secure the inventoried OCIE in unit facilities.
- The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:
- Have the soldier conduct a joint inventory, with the commander's designated supply representative, of the property secured during his/her absence.
- Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.
- Have the soldier sign a release statement and have it posted to the inventory form for items being issued.
- Have soldier go to the CIF with adjustment documents for reissue of shortages.
- When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave or confined in a military or civilian facility for more than 60 days, the inventory outlined in paragraph C-1c above should be conducted and items turned in to the CIF. The commanders designated supply representative will:
- Remove the unit copy of the soldier's DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.
- Report the results of the inventory to the commander. The commander will ensure the following actions are taken:
- Turn in overages as found on installation property.
- Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.
- Turn in the soldier's OCIE to the CIF.

- The inventory forms and the soldier's DA Forms 3645/3645-1, showing turn-in credit, will be placed in the absentee file.

**aa. QUARTERLY UNIT RECONCILIATIONS**

- All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due three months from their last reconciliation. Units will coordinate an appointment time with the CIF Manager/ CIPBO.
- During the face-to-face reconciliation the unit must have valid/updated personnel roster. Rosters must be in alphabetical sequence, regardless of rank. As a minimum, the roster will contain the rank, full name, duty MOS, social security number and DEROS of the individual. Any personnel attached/detached from the unit must be listed on the roster.
- Commanders must have appointing orders on record at the CIF. During absences of the assigned commander, the newly appointed commander must provide a set of orders. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records.
- Unit commanders must inform CIF of the current assignment or transfers of individuals. When a soldier is transferred from one unit to another unit within the same organization, a copy of the assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.
- Failure of a unit to comply with the above mentioned requirement(s) would result in the unit being denied DX support from the CIF.

**bb. EXPENDABLE SUPPLIES**

- To provide commander's and unit personnel with information on expendable components and maintenance kits, available to units for the purpose of replacing, repairing and maintaining OCIE, issued to soldiers.
- Expendable supplies required to complete or place an item of OCIE into use will be initially stocked at the CIF and issued to individual during in processing.
- Expendable items, when becoming damaged, unserviceable or lost will be replaced at the unit level (DA PAM 710-2-1).
- The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.
- Stockage Of Expendable CTA 50-900 Equipment By Units
- Units are authorized to requisition and issue expendable components to the following end items: Aviation Helmet (Line #H53107) - expendable components: pad sets fitting; strap, assembly; chin pad; and chin strap.
- OCIE maintenance is every soldier's responsibility.
- A complete listing of authorized expendable supplies to be stocked by units:
- Sewing Kit 8315-01-090-5823
- Repair Kit, Cold Weather Boot 8465-00-753-6335
- Repair Kit, Pneumatic 2640-00-052-6724
- Repair Kit, maintenance wet weather 3405-00-198-3747
- Paint, spray, OD Green 8010-00-848-9272
- Walnut shell flour 5350-00-115-3297
- Edging, Helmet, 8-2-644-88470-01-156-0372
- Adhesive EC 1357 8040-00-165-8614
- Headband assembly, XL 8470-01-442-1430
- The repair parts for the Advanced Combat Helmet
- Chin Strap w/ Mounting Hardware 8470-01-530-0868
- Size 6 Pad Set 8470-01-476-5643
- Expendable items for the Canteen
- Cap, Water Canteen 8465-00-930-2077

- Strap, Cap Water Canteen 8465-01-082-6449

**cc.      AUTHORIZED OMIL AND SPECIAL OCIE ISSUES**

- Request for issue of MOS items and clothing to Emergency Essential Civilians (EEC) must be done on a memorandum as shown below. The individual must hand-carry the appropriate memorandum when reporting to CIF.



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**Example Memorandum:**

UNIT LETTER DAMAGE STATEMENT

OFFICE SYMBOL DATE

MEMORANDUM FOR COMMANDER, 988.1 MP, 2XA, "CX, FT. BENNING, GA 31905

ATTN: LRC-CIF

SUBJECT: Damage Statement

(Name, Rank, SSN) has the item(s) listed below to DX. The damage occurred during field training exercise on (give dates of field training exercise). Exchange of these items for like serviceable items is hereby authorized:

NOMENCLATURE NSN Size QTY

Bag, Clothing Waterproof 8465-01-117-8699 2

Parka, C/W 8415-01-228-1315 MR 1

I or a member of my command have/has reviewed the circumstances surrounding the damage to the above listed item(s) and found no evidence of negligence or willful misconduct.

Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith  
CPT, IN  
Commanding

NOTE: Each statement must have an original signature. Individuals for whom the unit commander has approved a damage statement for OCIE will take the statement and the damaged articles of OCIE to the servicing CIF within 30 calendar days upon commander's approval for exchange. If the commander believes negligence/misconduct were involved, a FLIPL should be initiated. AR 735-5.

**Example Memorandum:**

UNIT LETTER SUPPLEMENTAL ISSUE OFFICE SYMBOL DATE

MEMORANDUM FOR COMMANDER, 98th MP, 2XA, FT. BENNING, GA 31905  
ATTN: LRC-CIF

SUBJECT: Request for Supplemental Issue of MOS Specific Items

The following individual is working full-time in the MOS, and requires supplemental issue of OCIE:

RANK FULL NAME, SSN, MOS

Please issue the required MOS specific equipment, as stipulated in AER 710-2-1, Table 2

Point of contact for this office is the undersigned at DSN XXX-XA...CX

John L. Smith  
CPT, IN  
Commanding

**Example Memorandum:**

ISSUE TO EMERGENCY ESSENTIAL CIVILIANS  
OFFICE SYMBOL  
DATE

MEMORANDUM FOR COMMANDER, 988th MP, 2XXXX, FT. BENNING, GA 31905

ATTN: LRC-CIF

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment (OCIE) to  
Emergency Essential Civilians (EEC)

1. Request that GS-09, SMITH, THOMAS MICHAEL, 999-88-9999 assigned to 988th MP, Logistics Readiness Center be issued OCIE for use while participating in
2. The individual is aware that the authorized EEC OCIE issue is a mandatory minimum issue and cannot be broken down or issued piecemeal. Individual will receive all OCIE listed in Table of AER 710- 2-1. (This does not include personal clothing.)
3. Once OCIE is verified and signed for, the individual named above assumes full responsibility and liability for any loss or damage (other than fair-wear-and-tear) to the equipment.
4. Individual will report to his/her CIF appointment on time with a copy of their orders and a valid military ID in their possession prior to being issued OCIE.
5. At the completion of assignment/ deployment, the individual named above will return all OCIE to the issuing CIF.
6. Point of contact for this office is the undersigned at DSN XXX-XXXX

### **EMERGENCY ESSENTIAL CIVILIANS ISSUE LIST**

	LIN#	NOMENCLATURE	QTY
•	B14729	BAG, DUFFEL	2 ea.
•	C9653	CANTEEN, WATER 1QT	1 ea.
•	B42187	BODY ARMOR IOTV	1 ea.
•	C2847	COVER, HELMET ACH	1 ea.
•	H53175	HELMET, ACH	1 ea.
•	15388	INSERT, SMALL ARMS	2 ea.
•	15705	INSERT, ESAPI	2 ea.
•	M12418	MASK, CHEM-BIO M40A1	1 ea.

### **OCIE THAT CAN BE LAUNDERED:**

- Bag Barracks
- Bag Duffel
- Blanket, Wool
- Drawers Cold Weather
- Cover, Helmet Camo
- Hood Balaclava
- Liner, Coat
- Scarf, Wool
- Shirt, Cold Weather

### **QM LAUNDRY ITEMS**

- Sleeping Bag Urban Gray
- Sleeping Bag Foil Green

### **OCIE NOT AUTHORIZED TO BE LAUNDERED IN COMMERCIAL MACHINES (FM 21-15)**

- Bag, Clothing Waterproof
- IOTV and Components
- Cartier Entrenching Tool
- Cover, Canteen
- Field Pack
- Mat Sleeping
- Overshoes Boot Combat
- Parka, Wet Weather
- Strap, Field Pack
- Fighting Load Carrier/ Tactical Assault Panel
- LCE
- Suspenders Trousers
- Trousers, Wet Weather

### **cc. RETAINED ISSUE/RECOVERABILITY OF ORGANIZATIONAL ISSUE ITEMS**

- Listed in Table F-1 of CTA 50-900 is Army provided Organizational Clothing and Individual Equipment that is transferred with the Soldier between duty assignments, until the Soldier reaches Expiration of Term of Service. Retained Issue OCIE includes Permanent Change of Station (PCS), Modified Table of Organization and Equipment (MTOE), and Enlisted and Warrant Officer Military Occupational Specialty and officer Areas of Concentration (AOC) specific items. OCIE identified as Retained Issue OCIE is designated mission essential equipment and clothing.

Recoverability status is also shown.

### **E-ORDERING**

- This section applies to all soldiers with orders that are deploying to OCONUS within thirty
- (30) Days that have not processed through a RFI Fielding.
- The BDE/Battalion S-4 will send to the CIF thirty (30) days in advance the deployment orders of all soldiers scheduled to deploy OCONUS and schedule an appointment time and date to have the soldiers get their OCIE fitted and E-ordered from PEO Soldier.
- The telephone number to contact CIF for E-Ordering is (706) 545-3701.
- The CIF E-Ordering specialist will schedule a date and time for the unit/individual soldier(s) to have OCIE fitted and E-Ordered.
- The E-ordering specialist will conduct an in-brief to the soldier(s). Each soldier will be fitted for all sized OCIE by the CIF specialist to ensure proper fit of OCIE items to be E-Ordered.
- When soldiers arrive at the CIF for their appointment, they must present their Government ID cards and should wear their PT Uniform under their duty uniform so that proper fitting may be accomplished on shirt and trouser type clothing. The soldier/unit must provide the following information in order for the request to be input in the E-Ordering system and processed by PEO Soldier: Soldier's name, rank, SSN, gender, MOS, UIC, Theater of Operation (OIF/OEF), the unit's POC name, telephone number, and email address.
- The E-order will be processed and filled within ten (10) days by PEO Soldier and ship to the CIF. CIF will contact the unit/individual soldier that the order has arrived and scheduled a date and time for pick up. The items will be inventoried by the soldier and signed for and all items received by the soldier will be place on their individual clothing records within CIF ISM.
- Individual soldiers with valid deployment orders may contact the CIF directly to schedule an E-Order appointment date and time but must be able to provide the E-Ordering specialist the required information listed in paragraph g above. Soldiers must be within thirty (30) days of their deployment date to process an E-Order through CIF.

**END OF SOP**

**Summary of Changes:** October 16<sup>th</sup>, 2019

Deleted: ~~COOK WHITE UNIFORMS~~ and added Army Garrison Food Service Uniform

Added: February 11, 2020

Upon termination of pregnancy, the Soldier will be required to turn in maternity uniform to CIF. If the Soldier departs for permanent change of station (PCS) during pregnancy, the camouflage maternity uniforms will be retained and turned in at the new duty station after termination of pregnancy.

Added: February 11, 2020

Annually CIF will conduct 100-percent physical count of all OCIE within the Central Issue Facility (CIF) IAW AR 735-5 and DA Pam 710-2-1. The CIF facility will be closed during this time and will only service customers with a valid reason.

Added: March 5, 2020

**Customer OCIE Due-Outs**

All military personnel assigned to units or elements supported by Ft. Benning, unable to receive their authorized OCIE, due to CIF OCIE shortages.

CIF Personnel will receive the Soldier's contact information for notification purposes.

CIF Personnel will provide the Soldier with a copy of the due-out request as confirmation.

CIF Property Book Personnel will contact the customer via email and/or telephone within 3 working days, when the item has been received by the CIF.

CIF Property Book Personnel will schedule a date and time for the soldier to receive the shortage equipment.

The telephone number to contact CIF is (706) 545-8413/0257.

Added: October 23, 2020 Changed: CIPBO to CIFBO

Changed: Phone number to read 706-545-5971

Added: May 28, 2021

Soldiers PCS'ing are authorized to retain OCIE items with a PCS Trans code of (Y). Items with a PCS trans code of (N) are required to be turned in prior to PCS'ing.

Soldiers attending school are required to turn-in all items issued to them when out-processing CIF.

Memorandum is required from the first Lieutenant Colonel in the Soldiers chain of command for the unauthorized shipment of items when PCS'ing.

**AMNESTY BOX INVENTORY PROCEDURES**

- OCIE not listed on the Soldiers OCIE record can be deposited in the Amnesty Box and will become the property of CIF.  
Amnesty is used to deposit excess OCIE equipment only. The Amnesty Box will be located across from window #12 in a black locked container. Items placed in the Amnesty Box will not be removed by anyone other than CIF Staff. No documentation required.

**EXCESS OCIE**

OCIE items listed on Soldier Clothing Record that's excess to Unit Authorization can be turn into CIF. No documentation is required. Recommend Soldier contact CIF to verify items are excess and to coordinate for an appointment if needed.

Added: June 02, 2021

Soldiers attending a Fort Benning School are required to turn in all items issued for that particular school upon completion of training.

Added: June 14, 2021

## LRC CIF Supply External

### OCIE Retain issue to IET Recruits

Units must ensure Alpha rosters are accurate and supplied to CIF at least 48 hours prior to the scheduled appointment.

Units should arrive on time for their appointments and cancel at least 24 hours prior, if needed.

Trainees do not need to bring an additional duffle bag to the appointment, because they will be issued a duffle bag in the Phase II Kit.

DS/Cadre must facilitate a through layout prior to departing the premises. This will ensure the trainees have all Kit components. CIF staff are onsite to correct any shortages during this process.

The Unit Supply Personnel will return to building 3115 to pick-up trainee clothing records 48 hours after the issue.

DS/Cadre must respect the other agencies in the building and refrain from excessive and disruptive yelling and profanity. All personnel must adhere to the social distancing guidelines while in an enclosed space and wear the required face covering at all times.

Questions or concerns? Please call 706-545-9010 | 706-545-3309.