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

C C I I I I I I I I I I I I I I I I I I		Bulk Hand-Receipt Prices Per Soldier	Authorized Per Company	Total Dollar Amount Per Company
and the second se	194th	\$3,199.99	240	\$734,482.80
1211 N W	198th	\$2,753.62	260	\$740,498.17
Internet				
	197 th th	\$3,199.99	240	\$734,482.80

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

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 2-50, 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.

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 Retain Issue



Soldiers will PCS with the above items after graduating from OSUT

"Chapters/DFR's Soldiers" are required to turn items into bldg. 3115

Future OCIE Retained Issue Item's



Rifleman Set w/Tap



Soldier Sleep System

Way Ahead:

Phase IV:

- Phase IV Rifleman Set and Soldier Sleep System starting 1st QTR FY24.
- Phase V ACH, IOTV starting TBD (Pending POM issues).
- Improved Outer Tactical Vest (IOTV) The Army is wearing multiple generations of IOTV. The Army long term strategy for IOTV to include long term sustainment contracts will be to wear GEN IV, GEN V or MSV. Starting TBD.

BULK DIRECT EXCHANGE (HAND RECEIPT ACCOUNTS)

Direct Exchange (one for one) of OCIE for hand receipt accounts will be conducted on a "by appointment" basis. Appointments are made at the Freeze meeting. The hand receipt holder is required to send a memorandum 1 day prior to the appointment listing all sizes and quantities requesting to DX.

When the memorandum is received the hand receipt account holder or designated representative will be informed what items can be 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 accepted.

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. <u>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.</u>

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

DX APPOINTMENTS



2 appointments per cycle for OSUT

1st appointment (primary) will be conducted during Graduation week

2nd appointment (secondary) will be conducted during week 8th of OSUT (Turning Blue Phase)

During the freeze meeting CIF personnel will inform Company Commanders days available for their company to DX. ***Conflicts will be settle by BDE S-4



Monday Replenishment

Tuesday DX

Wednesday DX

Thursday DX

DRMO & Replenishment

ESTABLISH A BATTLE RHYTHM (Key to Success)

- 1. Update Hand Receipt at CIF
- 2. Issue to Sub-Hand Receipt Holders
- 3. Ensure Sub-Hand Receipts Holders issue to individual soldiers (Prior to soldiers graduating conduct inventories and submit adjustment documents as needed (DD 362's has to be closed out at CIF before soldiers departs unit)
- Process AAR "DA Form 4949" to adjust Discrepancies in makes, models, or sizes
- 5. DX "Direct Exchange" unserviceable OCIE
- 6. Repeat steps 1 through 6



PORTING VICTOR