



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT BENNING GEORGIA 31905-5000

Policy Memorandum 735-5-12

ATZB-LO

30 JUL 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Organizational Clothing and Individual Equipment and Personal Clothing Turn in Process for Initial Entry Training Soldiers in 194th Armored and 198th Infantry Brigades

1. REFERENCES:

- a. AR 735-5 (Property Accountability Policies), 9 Nov 16.
- b. AR 700-84 (Issue and Sale of Personal Clothing), 22 Jul 14.
- c. AR 710-2 (Supply Policy below the National Level), 28 Mar 08.
- d. Logistics Readiness Center (LRC) (Supply Division), External Standard Operating Procedures (SOP), 16 Jul 14.

2. PURPOSE: To expound upon the roles, responsibilities, and Department of the Army (DA) requirements for receiving from Soldiers and turning in of Organizational Clothing and Individual Equipment (OCIE) and Personal Clothing to the Installation Supply Support Activity (ISSA).

3. POLICY:

a. Regardless of the system or method used to furnish enlisted Soldiers with individual clothing, nothing in the referenced regulations, local policies or SOPs will prohibit the recovery of clothing, when it is in the best interest of the Government to do so or when directed by HQDA. This policy applies to personnel with less than 3 years of service upon discharge from the United States Army and will not restrict the Army in exercising control over personal clothing as stated in AR 700-84, Paragraph 1-6.

b. The MCoE units will maintain copies of the OCIE records provided by the Central Issue Facility (CIF) and the Clothing Initial Issue Point (CIIP) for all unit personnel, to include IET Soldiers, within their Soldier Issue Files. See AR 710-2, Paragraphs 2-10 and 2-14.

c. MCoE units will inventory their Soldier's OCIE and clothing within 5 workdays after arrival and before departing the unit. The OCIE belonging to Enlisted Soldiers (E-4 and below) will be physically counted/inventoried and recorded on DA Form 3645 to ensure items agree with OCIE records and are serviceable (Table 2-1m, AR 710-2,

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Para 10-15 and AR 710-2-1). Units will maintain records of the inventories on file. The OCIE records are subject to inspection during CSDP evaluations.

d. DA Form 3078 (IET Soldiers). Units will maintain a CIIP Computer generated DA Form 3078 (signed by the individual Soldier) on file for all IET Soldiers along with orders. After 6 months of completed active duty, unit leaders will conduct an inventory and inspection of the individuals' clothing and footwear. The Soldier will rectify any discrepancies found. For departing IET Soldiers, the losing unit will conduct a Clothing Showdown inspection within 5 days prior to departure, IAW AR 700-84, paragraph 11-1.

e. Losing Unit Responsibilities - For Soldiers being transferred to 30th AG BN (REC), the losing unit will ensure Soldiers arrive at the 30th AG BN (REC) with the following documents and recoverable clothing items:

(1) The DA Form 3078 (signed by the individual Soldier), electronic version issued by CIIP listing all initial issue (placed in the Trainees 201 File). The DA Form 3078 "Inventory of Clothing Bag Items" IAW AR 700-84, paragraph 11-1 (i.e. inventory has to be completed by an E-5 or above with their printed name, rank and signature within block 30). For National Guard Soldiers their DA Form 3078 MUST reflect their National Guard unit and home station with orders bringing them to Fort Benning attached.

(2) The DA Form 3161 (Turn-in of Clothing Bag Items) identifying the Soldier and the losing unit, along with national stock number, item description, size, unit of issue, quantity, and applicable turn-in code of each clothing bag item. Trainees will verify OCIE turn-in items on DA Form 3161. Once the trainee acknowledges the turn-in items they will sign and date block 13. CIF personnel will verify accountable items and mark in block 12g, Supply Action, the amount of items being turned in. Then, the CIF personnel who verified the turn-in will sign and date block 15. This will be completed upon arrival and prior to acceptance to 30th AG BN (REC). Block 15 of DA Form 3161 will be explained within section f.(3) below.

(3) The OCIE issued on DA Form 3645 (i.e. Spectacle Kit, Jacket Cold Weather, Duffle Bag, Jacket Wet Weather, Gaiter Neck, Hydration System and Nomex Gloves, if applicable) and personal belongings, (i.e. cell phones, glasses, or contraband items) must be in a proper travel bag and properly stored.

(4) Copies of any relief of responsibility documents used to account for missing items (i.e. DD Form 362, FLIPL) will also accompany the above listed documents to show that shortages have been accounted for IAW AR 700-84 Para 12-1, c(1). It is the losing unit's responsibility to ensure the Soldier replaces or reimburses the government for any missing items prior to being transferred to 30th AG BN (REC), IAW AR 735-5. Clothing items that were never issued do not need to be replaced.

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(5) Army Service Uniform (ASU) Coat. Upon notification that a Soldier is being transferred to the 30th AG RHU and his/her ASU coat is in the process of receiving alterations, the losing unit will inform CIIP to cease alterations and will pick up that individual's ASU Coat prior to the Soldier transferring to 30th AG BN (REC). The 30th AG BN (REC) will not accept Soldiers who do not have their ASU Coat on hand where one is annotated on their electronic DA Form 3078.

(6) No Soldier will be accepted by 30th AG BN (REC) if missing any of the documentation listed in Para e.(1-6), if the documents are not filled out correctly or if clothing items are missing. Accountability will be maintained of all recoverable clothing.

f. All units turning in Clothing Bag items through ISSA - All units turning in Clothing Bag items through the ISSA will have the following documents and items:

(1) Electronic DA Form 3078 (signed by the individual Soldier), issued by the CIIP, three (3) copies.

(2) The DA Form 3078, inventoried by a SGT or above from the losing unit, three (3) copies.

(3) The DA Form 3161, identifying the Soldier and the losing unit, along with national stock number, item description, size, unit of issue, quantity, and applicable turn-in code of each item. The ISSA will sign block 15 and return the DA Form 3161 to the unit turning in the clothing, closing out the chain of custody from originator to final turn-in (only for units utilizing 30th AG BN (REC)).

(4) Copy of adjustment documents for missing items IAW AR 735-5.

(5) A 100 percent accountability of all recoverable items listed on the electronic DA Form 3078 issued from CIIP or above adjustment documents for shortages.

(6) The turn in of recoverable clothing items will be done on an individual basis. No bulk turn in of like items will be accepted by the ISSA. If the Soldier is unavailable, absentee turn in procedures will be conducted IAW AR 700-84 Para 12-13. Upon completion of the turn-in, copies of all documentation will be included in each Soldiers Military Personnel Record Jacket (MPRJ). For National Guard Soldiers, one copy will be placed in the trainee's MPRJ for return to the trainee's ARNG unit and one copy is mailed to the trainee's State U.S. Property and Fiscal Office (USFPO) IAW AR 700-84 Para 12-5.

(7) For medical purposes, all recoverable items will not be soiled. All clothing will be clean and free of dirt or mud IAW AR 700-84, paragraph 2-3g.

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g. Recoverable Clothing - Recoverable clothing will remain Government property and will be turned in to the ISSA upon discharge IAW AR 700-84, Para 12-12. Recoverable items are listed below:

- Bag Duffle
- Bag Barracks
- Boots, Tan CW
- Boots Tan HW
- Cap, ACU
- Coat, ASU
- Coat, ACU
- Coat, AW Black
- Gloves, Dress
- Gloves, Work GR or BLK
- Jacket, PFU
- Shirt, L/S White
- Shirt, S/S White
- Shoes, Dress
- Towels, Brown, (Bundle10)
- Pants, PFU
- Trousers, ACU
- Trousers, ASU
- Trunks, PT
- T-shirt, PT L/S
- T-shirt, PT S/S
- Beret, Black

h. Enlisted Soldiers may retain all non-recoverable items when discharged or separated from active duty service IAW AR 700-84, Para 12-1a.

i. Soldiers who are honorably discharged or separated for medical reasons and who have completed 6 months or more active duty may retain personal clothing items which consists of T-shirt tan, drawers brief, drawers lightweight, drawers mid-weight, towel bath, wash cloths, socks green, socks black. Soldiers discharged or separated before they complete 6 months of active duty may retain one uniform (ASU), component items and nonrecoverable items that were issued prior to individual being identified for separation or discharge IAW AR 700-84, Para 12-7.


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j. For Soldiers that are listed as dropped from rolls (DFR) or unavailable for signature on DD Form 362, the commander may attach to the Soldier's file a Memorandum for Record accounting for the loss of personal clothing. This action is based on Defense Finance Accounting System (DFAS), Out-of-Service Debt policy linked below, which states DFAS does not accept debt for less than \$225.00.
<http://www.dfas.mil/debtandclaims/outofservicedebt/referoutofservicedebt.html>.

4. PROPONENT: Mr. John D. Campbell, MCoE G-4, 706-545-3180, e-mail: john.d.campbell58.civ@mail.mil

FOR THE COMMANDER:



DOUGLAS G. VINCENT
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ADMIN-L, MCoE BN CDR, MCoE CSM/SGM, and MCoE DCO Lists