

LOGISTICS READINESS CENTER

SUPPLY DIVISION

CENTRAL ISSUE FACILITY (CIF)

External Standard Operating Procedure

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Date

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1.0 PURPOSE

The Ft. Benning Central Issue Facility (CIF) is to issue 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.

2.0 REFERENCES

- 2.1 **AR 710-2** Supply Policy Below the National Level
- 2.2 **AR 735-5** Policies and Procedures for Property Accountability
- 2.3 **AR 700-84** Issue and Sale of Personal Clothing
- 2.4 **DA PAM 710-2-2** Supply Support Activity Supply System: Manual Procedures
- 2.5 **DA PAM 710-2-1** Using Unit Supply System (Manual Procedures)
- 2.6 **AR 25-400-2** The Army Records Information Management System
- 2.7 **CTA 50-900** Clothing and Individual Equipment
- 2.8 **CTA 50-970** Expendable/Durable Items
- 2.9 **TM 10-8400-203-23&P** General Repair Procedures for Individual Equipment

3.0 APPLICATION

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

4.0 CIF HOURS OF OPERATION

- | | | |
|-----|---|---------------------------|
| 4.1 | General Hours | M-F 0700-1600 hrs |
| 4.2 | Permanent Party Issues, Turn-ins and DX | M, W, Th, F 0800-1100 hrs |
| 4.3 | Schools And Classes Issues, Turn-Ins and DX | M, W, Th, F 1300-EOM |
| 4.4 | CRC Re-Deployers Turn-Ins | M – F 0700-0800 hrs |
| 4.5 | CRC Deployers Issues | T 1000-EOM |
| 4.6 | CRC Sunday Freedom Flight | As Required |

5.0 RESPONSIBILITIES:

- 5.1 CENTRAL ISSUE FACILITY (CIF)
 - 5.1.1 Serves as Property Book Officer and directs the overall operation of the CIF
 - 5.1.2 Ensures the Community out-processing procedures include the CIF on Installation Clearance Records.
 - 5.1.3 Resolves customer complaints, which cannot be resolved by customer service personnel.
- 5.2 CENTRAL PROCESSING FACILITY (CPF)
 - 5.2.1 Ensure SSN, Name, Unit, MOS, ETS and DEROS are accurately filled out for every soldier.
 - 5.2.2 Ensure soldiers have a copy of assignment orders on hand when reporting to the CIF for in processing.

- 5.2.3 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.

5.3 COMMANDER

- 5.3.1 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.

- 5.3.2 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.

- 5.3.3 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.

- 5.3.4 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.

- 5.3.5 Ensure that the policies, as outlined in this SOP and cited references are enforced, and that accountability and individual maintenance of OCIE is accomplished.

- 5.3.6 Review unit supplemental authorizations annually or as mission requirements change.

- 5.3.7 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.

- 5.3.8 Stock and replace expendable OCIE issued initially by the CIF. Stock repair parts to support OCIE in the possession of soldiers.

5.4 INDIVIDUAL

- 5.4.1 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., DA Form 3161, DA Form 1150, DA Form 2062, and DA Form 3645) is true evidence of property responsibility.

- 5.4.2 Responsibility can also be incurred based on possession of the property or the scope of the individual's duties or employment regardless of whether or not he/she has signed a hand receipt. When property becomes lost, damaged, or destroyed, adjustment documents must be initiated to account for the property and/or to obtain relief from responsibility and accountability.
- 5.4.3 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.
- 5.4.4 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.
- 5.4.5 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.
- 5.5 UNIT SUPPLY PERSONNEL
 - 5.5.1 Ensure that every soldier in the unit properly processes in and out of the CIF.
 - 5.5.2 Maintain duplicate copies of clothing records and ensure that unit supply personnel and soldiers make no entries (pencil / pen) on unit copy of clothing record.
 - 5.5.3 Conduct periodic/selective unit level inventories.
 - 5.5.4 Reconcile individual due-outs of OCIE on a monthly basis with the CIF.
 - 5.5.5 Ensure that soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.
 - 5.5.6 Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.
 - 5.5.7 Conduct, on a quarterly basis (three months from last reconciliation) a face- to-face reconciliation of OCIE records with the CIF.
 - 5.5.8 Provide CIF with a copy of unit commander's assumption of command orders and update CIF files when there is a change of command.
 - 5.5.9 Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.
 - 5.5.10 Requisition expendable supplies for the performance of organizational maintenance.

6.0 APPOINTMENTS

- 6.1 The CIF operates the in/out processing of personnel on an appointment basis. In/out-processing appointments are made by the CPF.
- 6.2 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.
- 6.3 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.
- 6.4 All appointments with bulk issues, turn-ins and DX from Sand Hill and Kelly Hill are scheduled through the Property Book office by calling 706-545-9294. Email must follow the phone conversation to confirm an appointment. All Bulk issues, Turn-ins or DX must have a DA Form 1687, Signature Card, as well as an Assumption of Command letter on file with Main CIF.

7.0 IN-PROCESSING (ISSUES)

- 7.1 All military personnel assigned to units supported by the USAG-HD must in-process through their respective CIF. The soldiers will be issued the items listed on the OCIE Mandatory Issue List (OMIL) (see Table 1).
- 7.2 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:
 - 7.2.1 Be in duty uniform.
 - 7.2.2 Possess valid military ID card.
 - 7.2.3 Provide one copy of 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. Orders assigning individuals to a Replacement Detachment in Germany are NOT sufficient evidence to provide support to a soldier.)
 - 7.2.4 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.
- 7.3 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 their commander.
- 7.4 In cases where a Financial Liability Investigation (FLIPL) (DD Form 200), Statement of Charges (SOC), or a Cash Collection Voucher (CCV) (DD Form 362) has been processed against an individual, and the referenced item is not available at the CIF, the OCIE Record will be adjusted.
- 7.5 New Equipment Fielding: When new items of OCIE are received for initial fielding to units, issue procedures will be coordinated between the CIF PBO / Managers and supported units. Typically, non-sized items will be issued in bulk to the unit for further issue to the individual soldier on DA Form 3161. DA Forms

3161 will be returned to the CIF for inclusion with the individual's OCIE Record. To the greatest extent possible, sized items of OCIE will be issued directly to the soldier by the CIF.

8.0 OUT PROCESSING (TURN-IN)

- 8.1 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.
- 8.2 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 prior to their scheduled appointment time.
- 8.3 Before customers turn in their OCIE, they must do an inventory with their unit supply or NCOIC and prepare an adjustment paper (CCV, 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.
- 8.4 Upon a customer's clearance of the CIF, certain "carry forward" items of OCIE will accompany the individual to his/her next duty assignment. You will find these items with (note 3) beside them in the OMIL (see Table 1) and identified by an asterisk (*) on the OCIE Record.
- 8.5 Aviation personnel who remain on flying status (must show "FLIPLGHT STATUS" orders to CIF) will retain FLIPLght gear with the exception of the Kit Bag Flyer's; Hood Flyers, and Heavy Weight Jacket, which will be turned in.
- 8.6 Failure to complete a turn-in during the appointed time (due to soiled/missing equipment and/or tardiness) will require that the soldier return to the CIF for the complete turn-in of OCIE. The soldier will utilize the walk-in times or as directed to finish their clearing.
- 8.7 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.
- 8.8 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.
- 8.9 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).
- 8.10 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.

9.0 DIRECT EXCHANGE (DX)

- 9.1 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.
- 9.2 All equipment must be cleaned prior to DX. 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.
- 9.3 An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1.
- 9.4 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.
- 9.5 Serviceable equipment will not be exchanged for cosmetic reasons such as change of command ceremonies.
- 9.6 The CIF personnel will only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT).
- 9.7 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.
 - 9.7.1 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.
 - 9.7.2 Equipment damaged through other than FWT must be accompanied with an adjustment document (damage statement).
- 9.8 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.

10.0 INSPECTION AND REPAIR OF OCIE

- 10.1 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.
- 10.2 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.
- 10.3 Commanders and supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-1.

11.0 SERVICEABILITY STANDARDS FOR OCIE

- 11.1 This section provides specific inspection/classification procedures and standards for acceptance of OCIE by CIF personnel. The guidance provided will simplify and reduce the time expended by individuals in clearing the CIF.
- 11.2 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.

- 11.3 CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size and quantity.
- 11.4 Soldiers will:
 - 11.4.1 Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.
 - 11.4.2 Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.
- 11.5 Unit supply personnel will:
 - 11.5.1 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 the unit, should be conducted at least 4 weeks prior to ETS/PCS.
 - 11.5.2 Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.
 - 11.5.3 Before any bulk issues or turn-ins are accomplished, all equipment will be clean and 100% serviceable. All DX equipment will be clean.

12.0 INSPECTION PROCEDURES

- 12.1 CIF personnel will be the final governing authority in judging the serviceability of all equipment.
- 12.2 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.
- 12.3 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).
- 12.4 When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.
- 12.5 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.
- 12.6 INSPECTION STANDARDS for all OCIE is as follows:
 - 12.6.1 Clean
 - 12.6.2 Dry
 - 12.6.3 Free of odor
 - 12.6.4 Free of animal hair
 - 12.6.5 Free of dust
- 12.7 Specific Inspection Items:
 - 12.7.1 All buttons must be on and not broken or cracked.
 - 12.7.2 The user can repair all small holes (less than ½ inch).

- 12.7.3 Stains can be removed by following the directives in FM 21-12 (Care and Maintenance of OCIE).
- 12.7.4 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.
- 12.7.5 Overshoes, entrenching tool covers and canteens with black marks and skid marks will only be accepted after you have tried to remove the marks and failed.
- 12.7.6 Ensure that the neck and foot area on the sleeping bag is clean.
- 12.7.7 Lubricate all zippers with "zipper ease".
- 12.7.8 Pin holes in waterproof bags are acceptable.
- 12.7.9 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 item.
- 12.7.10 The use of body putty on the helmet is not authorized. Helmets with any indication that a repair has been made will not be accept
- 12.7.11 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.
- 12.7.12 Inspect each OCIE item, the inside as well as the outside.
- 12.7.13 Look for damage of web equipment caused by machine washing or drying. This causes the fillings, padding and thread to shrink and melt rendering the item unserviceable.

13.0 TEMPORARY LOANS

- 13.1 Units requiring temporary loans will submit a memorandum to the LRC.
- 13.2 (Logistical Readiness Center) PBO 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.
- 13.3 Temporary loans of OCIE are permitted for training purposes only.
- 13.4 Temporary loans will not be made for beautification purposes, to support change of commands or other ceremonies.
- 13.5 All temporary loans will be for a period not to exceed 90 days.
- 13.6 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.
- 13.7 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.

14.0 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.

15.0 SPECIAL SITUATIONS

- 15.1 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.
- 15.2 Unit supply personnel are responsible for initiating SOCs, CCVs, and FLIPLs IAW AR 735-5.
- 15.3 Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing DX privileges until reconciliation is complete.
- 15.4 SOCs and CCVs 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/CCV 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.
- 15.5 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 (hand-carried if individual is clearing) to the CIF PBO / 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 ETS'ing or retiring soldiers do not properly out-process. Once the customer receives a document number and a signature from the CIF PBO / 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.
- 15.6 Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE.

16.0 RETAINED OCIE

- 16.1 Outbound RRI Shipping
 - 16.1.1 Soldiers will receive a briefing and list of the RRI OCIE items from both AG Out-Processing and CIF.
 - 16.1.2 Inventory the OCIE items being shipped; place the items in the duffel bag that is one of the retained OCIE items.
 - 16.1.3 Place a copy of inventory inside the top of the bag.
 - 16.1.4 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.
- 16.1.5 Secure the bag with a personal lock and tighten shoulder straps.
 - 16.1.6 Complete a DD 1149, Requisition and Invoice Shipping Document. Obtain assistance from the losing MTOE unit for completion of DD 1149.
 - 16.1.7 Take the bag, completed DD 1149, and copy of PCS orders to IIT packing and crating, bldg 11 for shipment.
- 16.2 Inbound RRI Receiving
- 16.2.1 Soldiers will be instructed by AG In-Processing and CIF that their inbound RRI OCIE can be picked up at CIF.
 - 16.2.2 Report to CIF check in counter and notify CIF staff of the RRI OCIE shipment.
 - 16.2.3 Soldier must present a current and valid Common Access Card (CAC) for identification.
 - 16.2.4 CIF will locate the Soldier's bag, verify correct name and Social Security Number and give to Soldier.
 - 16.2.5 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.
 - 16.2.6 Inspect the duffle bag and lock. If damage is found, file a claim through SJA.
 - 16.2.7 Sign a DA Form 3161 (temporary issue document) showing receipt of the OCIE.
 - 16.2.8 If the Soldiers 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.

17.0 PERSONAL PROPERTY OFFICE

- 17.1 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.
- 17.2 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 2386, and phone number 545-8413.

18.0 TRANSPORTATION

- 18.1 Accept retained OCIE shipment, DD 1149, and copy of PCS orders from Soldier.
- 18.2 Do not inventory or unlock retained OCIE duffel bag.
- 18.3 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.

- 18.4 Have the Soldier certify with signature on the DD 1149 that the contents of the shipment are his/her retained OCIE.
- 18.5 Assist the Soldier in completion of the DD 1149 if necessary. The consignee should be the Installation Transportation Officer at the receiving installation.
- 18.6 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.
- 18.7 Obtain from the Soldier his/her anticipated arrival date at the next duty station and note the anticipated arrival date on the DD 1149.
- 18.8 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.
- 18.9 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.
- 18.10 Ship retained OCIE using IMCOM TAC ACLA for FY 07. A separate TAC will be assigned by Army G-4 for subsequent fiscal years.
- 18.11 Use 'Retained OCIE' to identify costing associated with this program to be captured in Power Track.

19.0 CENTRAL RECEIVING POINT (CRP)

- 19.1 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. 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.
- 19.2 If a Soldiers OCIE shipment does not arrive, initiate a TDR as described in paragraph 7.c. below.
- 19.3 Secure RRI OCIE in a locked area with limited access until transported to CIF.

20.0 CENTRAL ISSUE FACILITY (CIF) OUTBOUND

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

21.0 CENTRAL ISSUE FACILITY (CIF) INBOUND

- 21.1 RRI OCIE will be received from CRP warehouse and will be logged on Regional Retained Issue OCIE CIF Log sheet with SSN, Name, date Received.

- 21.2 Soldiers OCIE will be logged onto the Unaccompanied Baggage Log with Date, Name, SSN, Items, Carrier, BOL#, Rec'd by.
- 21.3 Incoming Baggage Process, SD PR 012 will be followed to ensure all areas are covered and Soldier is given his equipment.
- 21.4 Equipment will be secured at CIF until soldier arrives at the CIF to In-Process.
- 21.5 When the Soldier checks in at CIF, the RRI OCIE CIF log will be consulted to verify the RRI OCIE has arrived. If on hand, the Soldiers will receive his/her OCIE bag and will sign for the equipment on a DA Form 3161.
- 21.6 CIF Staff will do a comparison to verify what additional equipment the Soldier requires based on the menu of the gaining unit. The remaining OCIE items will then be issued to the Soldier through the normal issue process.
- 21.7 If a Soldier's RRI OCIE does not arrive at CIF at the time of In-Processing; the Soldier will be issued a second set of OCIE. If the RRI OCIE arrives after such time, the Soldier will be required to turn in one set of OCIE at the time of receiving his/her RRI. Should the OCIE not arrive at all, or the CRP, Transportation, or origin freight office determine that the OCIE was lost in transit, then CIF will notify the Soldier who will initiate a FLI through his/her Unit. Lost OCIE Shipments are addressed in Paragraph 7.c. below.
- 21.8 If the Soldier does not claim the RRI OCIE bag within 14 days of anticipated arrival, if anticipated arrival date is available, CIF will contact Central In-Processing and determine if the Soldier has arrived and if so, attempt to contact and advise the Soldier that his/her RRI OCIE bag has arrived, location where bag can be picked up, and if not claimed within 30 days of the date the shipment arrived, the RRI OCIE bag will be disposed of.
- 21.9 Complete the Shop Level Weekly Report: OCIE RRI. Weeks are defined as Monday – Sunday.
- 21.10 ITO will provide CIF with written authorization to return any RRI OCIE that has not been claimed in 30 days to the CIF OCIE stock.
- 21.11 If a Soldier arrives at CIF and his RRI OCIE is has not arrived, Soldier will be issued a new set. If the RRI OCIE arrives after he/she receives this new set, the Soldier will be required to turn in one of the sets at the time of picking up the RRI OCIE from CIF.

22.0 LOST OCIE SHIPMENTS

- 22.1 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.
- 22.2 CRP will send a copy of the TDR to CIF. CIF will retain a copy and give a copy to the Soldier upon arrival for issue.
- 22.3 Soldier initiates a Financial Liability Investigation through his gaining unit. The FLIPL (DD Form 200) will be a short form and Soldier will attach a copy of the TDR.
- 22.4 The completed FLIPL will be submitted through the normal channels with a copy going to CIF so the OCIE assigned to the Soldier can be removed from his record

in the Central Issue Facility-Installation Support Module (CIF-ISM).

23.0 ADJUSTMENT DOCUMENTS

- 23.1 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.
- 23.2 AR 735-5 prescribes policies in preparing and processing these documents.
- 23.3 Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than FWT. (AR 735-5)
 - 23.3.1 DD Form 200, Report of Survey.
 - 23.3.2 DD Form 362, Statement of Charges/Cash Collection Voucher.
 - 23.3.3 Damage Statement. (Figure B-1)
 - 23.3.4 NOTE: Regardless of the method of accounting for property lost, damaged or destroyed title (ownership) of the property remains with the U.S. Government.

24.0 CONDUCTING OCIE RECORD INVENTORIES

- 24.1 The following inventories are required for OCIE issued to soldiers/individuals.
 - 24.1.1 Upon assignment of a soldier to a unit.
 - 24.1.2 Prior to the soldier clearing the installation.
 - 24.1.3 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, authorized on or off-post bachelor quarters (other than troop billets) or family housing.
- 24.2 The unit commander will assign an Officer, Warrant Officer or NCO to conduct the Inventory. The person will then:
 - 24.2.1 Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.
 - 24.2.2 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 these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.
 - 24.2.3 Put the original of DA Forms 3645/3645-1 with the soldier's OCIE. File the copy in the unit absentee files with the soldier's other DA Forms 3645/3645-1.
 - 24.2.4 Secure the inventoried OCIE in unit facilities.
- 24.3 The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:
 - 24.3.1 Have the soldier conduct a joint inventory, with the commander's designated supply representative, of the property secured during his/her absence.
 - 24.3.2 Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.

- 24.3.3 Have the soldier sign a release statement and have it posted to the inventory form for items being issued.
- 24.3.4 Have soldier go to the CIF with adjustment documents for reissue of shortages.
- 24.3.5 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:
- 24.3.6 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.
- 24.3.7 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.

25.0 QUARTERLY UNIT RECONCILIATIONS

- 25.1 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 / PBO.
- 25.2 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.
- 25.3 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.
- 25.4 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.
- 25.5 Failure of a unit to comply with the above mentioned requirement(s) would result in the unit being denied DX support from the CIF.

26.0 EXPENDABLE SUPPLIES

- 26.1 To provide commanders 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.

- 26.2 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.
- 26.2.1 Expendable items, when becoming damaged, unserviceable or lost will be replaced at the unit level (DA PAM 710-2-1).
- 26.2.2 The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.
- 26.3 Stockage Of Expendable CTA 50-900 Equipment By Units
- 26.3.1 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.
- 26.3.2 OCIE maintenance is every soldier's responsibility.
- 26.3.3 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, 8-2-644-8 8470-01-156-0372
 - ✓ Adhesive EC 1357 8040-00-165-8614
 - ✓ Headband assembly, XL 8470-01-442-1430
- 26.3.4 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
- 26.3.5 Expendable items for the Canteen
- ✓ Cap, Water Canteen 8465-00-930-2077
 - ✓ Strap, Cap Water Canteen 8465-01-082-6449

27.0 AUTHORIZED OMIL AND SPECIAL OCIE ISSUES

- 27.1 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.
- 27.2 Example Memorandum: UNIT LETTER DAMAGE STATEMENT

OFFICE SYMBOL DATE

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

ATTN: LRC-CIF

SUBJECT: Damage Statement

1. (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

2. 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.

3. 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.

27.3 Example Memorandum: UNIT LETTER SUPPLEMENTAL ISSUE

OFFICE SYMBOL DATE

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

ATTN: LRC-CIF

SUBJECT: Request for Supplemental Issue of MOS Specific Items

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

RANK FULL NAME, SSN, MOS

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

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

John L. Smith
CPT, IN
Commanding

27.4 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 3 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

John L. Smith
CPT, IN
Commanding

28.0 EMERGENCY ESSENTIAL CIVILIANS ISSUE LIST

LIN	NOMENCLATURE	QTY
B14729	BAG, DUFFEL	2 ea
C96536	CANTEEN, WATER 1QT PLASTIC	1 ea
B42187	BODY ARMOR IOTV	1 ea
C28472	COVER, HELMET ACH	1 ea
H53175	HELMET, ACH	1 ea
J15388	INSERT, SMALL ARMS	2 ea
J85705	INSERT, ESAPI	2 ea
M12418	MASK, CHEM-BIO M40A1	1 ea

29.0 OCIE THAT CAN BE LAUNDERED:

- 29.1 Bag Barracks
- 29.2 Bag Duffel
- 29.3 Blanket, Wool
- 29.4 Drawers Cold Weather
- 29.5 Cover, Helmet Camo
- 29.6 Hood Balaclava
- 29.7 Liner, Coat
- 29.8 Scarf, Wool
- 29.9 Shirt, Cold Weather

30.0 QM LAUNDRY ITEMS

- 30.1 Aprons
- 30.2 Bag, Barracks
- 30.3 Bag Flyers
- 30.4 Blanket, wool
- 30.5 Coat, Medical
- 30.6 Parka, Cold Weather (Gortex)
- 30.7 Trousers, Cold Weather (Gortex)
- 30.8 Trousers, Medical
- 30.9 Sleeping Bag

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

- 31.1 Bag, Clothing Waterproof
- 31.2 IOTV and Components
- 31.3 Carrier Entrenching Tool
- 31.4 Cover, Canteen
- 31.5 Field Pack
- 31.6 Mat Sleeping

- 31.7 Overshoes Boot Combat
- 31.8 Parka, Wet Weather
- 31.9 Strap, Field Pack
- 31.10 LCE
- 31.11 Suspenders Trousers
- 31.12 Trousers, Wet Weather

32.0 REGIONAL RETAINED ISSUE OF OCIE - SOLDIER INSTRUCTIONS

- 32.1 The Vice Chief of Staff of the Army has directed the implementation of the Regional Retained Issue of Organizational Clothing and Individual Equipment (OCIE) to begin on 1 June 2007.
- 32.2 To support this program, any Soldier who is to PCS within the same region (CONUS, USAREUR, and USARPAC) and going to a deployable MTOE or deployable TDA unit will retain and carry with them about 25 items of core OCIE to their next duty station. It equates to 1 duffle bag of gear.
- 32.3 Deployments are not a PCS. Deployment equipment requirements will continue to be driven by theater policy. In the case of OIF and OEF, the PPG will still be in effect.
- 32.4 These items will remain on your CIF hand receipt and you will take them with you to your next duty station. When you arrive, you will draw everything your new unit requires except the items that you retained and carried from Ft. Benning.
- 32.5 You have the option of shipping this equipment at government expense, or taking it with you to your next duty station at your own expense.
- 32.6 If you take it with you at your own expense: **DO NOT PLACE IN YOUR HOUSEHOLD BAGGAGE** since you may need it at your next duty station before your household shipment arrives. Take it with you in your POV or as part of your DITY or partial DITY move.
- 32.7 To ship at government expense, you only need to follow these simple steps:
 - 32.7.1 Clean and make sure all the items on this list are serviceable (if not, got to CIF for a DX).
 - 32.7.2 Pack into the duffle bag.
 - 32.7.3 **DO NOT PLACE ANY PERSONAL ITEMS IN THE BAG** – just in case it never arrives.
 - 32.7.4 Place a copy of your PCS orders, an inventory sheet, and in route contact information in the bag on top of your gear.
 - 32.7.5 Lock the bag and tighten the shoulder straps.
 - 32.7.6 Fill out a DD Form 1149 (Requisition and Invoice Shipping Document). Your unit will be able to help you complete this form. If not, take it to Bldg 11 (next step).
 - 32.7.7 Take the bag & completed DD 1149 to Bldg 9057, Ft. Benning Packing & Crating on Harmony Church at Sallie Complex, at entrance to 3 ID.).
 - 32.7.8 When you get to your next duty station, visit the CIF to pick up your bag. If your bag does not arrive at the new duty station, you'll be issued a new set of OCIE and you will receive instructions on what to do next.

33.0 APPROVED RRI OCIE FOR PCS

For a complete list of the applicable PCS authorized equipment, refer to CTA 900.

34.0 APPROVED RRI OCIE MTOE TO MTOE

Soldiers currently assigned to an MTOE unit going to an MTOE will retain the following additional items:

- | | | |
|------|----------------------------|-------|
| 34.1 | Elbows Pads-ACU | 1 set |
| 34.2 | Knee Pads- | 1 set |
| 34.3 | Hydration System Universal | 1 ea |

35.0 APPROVED RRI OCIE MOS SPECIFIC

Below items are MOS specific and will be retained during PCS:

- | | | |
|------|------------------|------|
| 35.1 | Boots Safety Tan | 1 ea |
|------|------------------|------|

End of SOP