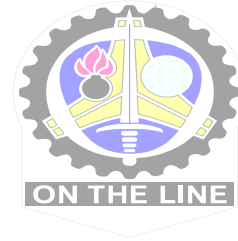


DIRECTORATE OF LOGISTICS



CENTRAL ISSUE FACILITY (CIF)

STANDING OPERATING PROCEDURES

United States Army Garrison
Fort Irwin, California, 92310
June 2011

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1. GENERAL: This SOP assigns responsibilities, prescribes general policies, and outlines operating procedures for Organizational Clothing and Individual Equipment (OCIE) at CIF located within the DOL area of responsibility.

2. REFERENCES:

- a. AR 710-2.
- b. AR 735-5.
- c. DA PAM 710-2-1.
- d. CTA 50-900.
- e. AR 25-400-2.
- f. TM 10-8400-201-23
- g. AR 700-84
- h. NTC REG 710-2
- i. ADSM 18-L08-AEB-IEL/UNI EM, Automated Central Issue Facility End User Manual

3. MISSION:

a. The mission of the CIF is to provide OCIE authorized by CTA 50-900 and CTA 50-970 to all military personnel and selected DA Civilians (DAC) who are assigned or attached for duty to NTC and Fort Irwin. The CIF will provide emergency support to rotational units on an "as needed basis" with NTC Garrison Commander's approval.

b. The Logistics Service Support Contract operates and manages the CIF. Accountability remains with the Government Accountable Officer (GAO), however, the Contractor will be a Primary Hand Receipt Holder (PHRH) to the GAO. The Contractor will be held to all the regulatory requirements as a PHRH and will control their property in accordance with the above regulations, applicable publications, local policies and the approved contract.

c. The Supply Division has overall responsibility for operating the CIF and Sewing Repair. Within PMB, Supply Division, the GAO for the CIF and Sewing Repair is responsible for planning, supervising and coordinating the daily operations of the CIF and Sewing Repair. Formal accountability for OCIE items in the CIF inventory is primary responsibility of the Logistics Service Support Contractor as required by the approved Contractor's Performance Work Statement (PWS).

4. LOCATION AND OPERATING HOURS: Sewing repair is co-located with CIF and is operated by the Logistics Service Support Contractor.

a. Locations and Phone Numbers:

(1) Chief, Director of Logistics - Bldg #861,
ext: 4-3924

(2) Government Accountable Officer - Bldg #342,
ext: 4-3797.

(3) CIF and Sewing Repair Customer Service - Bldg #342, ext: 4-3633/3761.

b. CIF and Sewing Repair Hours of Operations: 0800 to 1630 Hours Monday thru Friday, excluding Federal Holidays.

4. RESPONSIBILITIES:

a. **SCOPE**

(1) Military personnel in the Army have responsibility 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.

(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. See Appendix B.

b. **OPERATION**

(1) The CIF's are elements of the Director of Logistics, and operate in accordance with applicable regulations, directives and policies set forth by governing military authority.

(2) The stockage of OCIE in the CIFs is assigned within Army Regulation 710-2-1, prescribing mandatory minimum allowance requirements. Automated OCIE records/DA Forms 3645 / 3645-1, are used to record OCIE transactions of issues, turn-ins, and direct exchanges between the servicing CIF and the individual customer.

c. CENTRAL PROCESSING FACILITY (CPF) All CPFs are required to:

(1) Ensure OCIE sizing/measurements are accurately filled out for each soldier.

(2) Ensure soldiers have a copy of assignment orders on hand when reporting to the CIF for in-processing.

(3) Ensure soldiers have the clothing records from their previous duty station with them for CIF in-processing.

(4) Ensure soldiers fill out a transferable items form.

(5) Ensure timely appointments are made through UCAS for all in-processing and out-processing soldiers.

d. COMMAND

(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.

(2) They must personally:

a. Inspect and inventory soldiers' OCIE.

b. Ensure all authorized items are on hand.

c. Ensure all issued OCIE is properly used and maintained.

d. Ensure OCIE is protected from loss, damage or destruction.

e. Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.

f. Ensure inventories are conducted and documented when appropriate.

g. Ensure unit OCIE property records are properly maintained.

(3) Everyone responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing the command. 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 14.

(4) A Financial Liability Investigation of Property Loss (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. See Appendix B.

e. LOGISTICS SERVICE SUPPORT CONTRACTOR

(1) Operate the NTC CIF and the Sewing and Repair Facility.

(2) Receive, store, inventory, issue and turn-in OCIE as prescribed by AR 710-2 and DA Pam 710-2-1.

(3) Sign an automated hand receipt for all non-expendable OCIE on hand from the GAO in the CIF and back up storage areas every six (6) months.

(4) Provide customer service for the CIF in accordance with the contract, listed references, and written guidance.

(5) Prepare and submit required reports in accordance with the contract technical exhibits to the GAO.

(6) Submit to the GAO recommended change(s) for review, approval and incorporation into this SOP policies and procedures that will improve the internal/external efficiency of CIF and Sewing Repair operations and external supply and services support to customer units/activities.

f. SEWING CLOTH REPAIR

(1) Accept and process incoming service requests for OCIE and personal military clothing authorized by CTA 50-900 and AR 700-84 from the supported units.

(2) Validate DA Form 5504/2407 for authorized signature of requestor.

(3) Attach only authorized insignia to OCIE and personal military clothing, in accordance with AR 670-1 and AR 700-84.

(4) Attach one (1) standard color and one (1) subdued organizational shoulder sleeve insignia to one (1) duty uniform the same day of receipt while customer waits, if requested.

(5) Remove and attach additional insignia to duty uniforms and badges to PT uniforms, within three (3) workdays after receipt of service request.

(6) Fabricate and Sew U.S. Army and personal name tapes, for authorized personnel, in accordance with AR 670-1 and AR 700-84.

g. INDIVIDUAL

(1) Each soldier is responsible for reporting, on time, to the CIF for his/her appointment. 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.

(2) 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.

(3) 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, ETS, ITT, retirement or resignation.

i. UNIT SUPPLY PERSONNEL

(1) Ensure that all OCIE (i.e. barracks, bags, boots ICWB, cook-whites, and safety shoes) issued to an individual at other duty stations is recorded on the clothing records.

(2) Request a copy of the soldier's OCIE records from previous unit commander if the soldier arrive without OCIE records.

(3) Ensure that every soldier in the unit properly processes in and out of the CIF.

(4) Pick up duplicate clothing records from the CIF on a weekly basis.

(5) 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.

(6) Conduct periodic / selective unit level inventories. See Appendix C.

(7) Not utilize unit copy of clothing records to record OCIE inventories conducted at unit level.

(8) Reconcile individual due-outs of OCIE on a monthly basis with the CIF.

(9) Ensure that soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.

(10) Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.

(11) Conduct, on a quarterly basis, (OCT/JAN/APR/JUL), a face-to-face reconciliation of OCIE records with the CIF. See Appendix D.

(12) Provide CIF with a copy of unit commander's assumption of command orders; updating CIF files when there is a change of command.

(13) Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.

(14) Provide on a semi-annual basis (JUN / DEC) a personnel status report. It must include the following information: authorized strength; required strength; assigned strength; number of authorized cooks; and number of authorized mechanics. See Appendix E.

(15) Requisition expendable supplies for the performance of organizational maintenance. See Appendix F.

4. Policies and Procedures

a. APPOINTMENTS:

(1) The CIF operates the in/out processing of personnel on an appointment basis. In/out processing appointments are made by the Central In-Processing Facility.

(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.

(3) CIFs will be closed during all U.S. Federal holidays, scheduled inventories, and/or as directed.

(4) For safety reasons, children are not authorized in CIFs and smoking is not allowed anywhere in the facilities.

b. IN-PROCESSING (ISSUE)

(1) All military personnel assigned to units supported by the DOL must in-process through CIF.

(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:

a. Be in duty uniform.

b. Possess valid military ID card.

c. Provide one copy of orders assigning service member to their unit, to be retained by the CIF in the soldiers' clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders. Orders assigning individuals to the AG Replacement Detachment are not sufficient evidence to provide support to a soldier.)

d. Possess copy of personal clothing records from last duty station. DA PAM 710-2-1(10-8c2).

(3) Soldiers not assigned to an MOS, but requiring an issue of unit's authorized, MOS-related supplemental OCIE, MUST have a memorandum signed by the first LTC in the chain of command or designated field grade officer, verifying that the individual is working full-time in that MOS and requires the equipment. ARMY REGULATION 710-2-1 (8a). See Appendix G.

a. Food service personnel requiring initial issue of cook whites must present evidence that the items were never issued or were turned in at their last duty station.

b. Aviation personnel must have orders stating that they are on "FLIGHT STATUS" and present evidence that the flight gear was never issued or was turned in at their last duty station.

(4) 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.

c. OUT PROCESSING (TURN-IN)

(1) All soldiers assigned to units or elements supported by the IMA/DOL must out-process through the CIF. Individual soldiers are not authorized to make an appointment for turn-ins. Appointments are made through the CPF.

(2) PCS personnel will retain the following organizational equipment prior to departing for their next duty station:

a. Bag, Barracks 1 each

b. Bag, Duffel 1 each

c. Boots, ICWB 1 pair

d. Cap, Pile 1 each

- e. Cook Whites 8 each (coats, trousers, and aprons)
- f. Safety Shoes 1 pair
- g. Drawers, CW 2 each
- h. Undershirt, CW 2 pair

(3) Aviation personnel who remain on flying status (must show "FLIGHT STATUS" orders to CIF) will retain flight gear with the exception of the Kit Bag, Flyer's; Hood Flyers, and Heavy Weight Jacket, which will be turned in if issued by the 104th ASG CIF.

(4) 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 coordinate with the records section prior to leaving the CIF for a follow-on appointment. The CIF will schedule the soldier to turn in, all equipment within 72 hours.

(5) The unit will initiate an adjustment document against an individual soldier when failing to properly clear the CIF.

d. DIRECT EXCHANGE (DX)

(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.

(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.

(3) An individual is not authorized to exchange above the quantity issued to him/her on DA Form 3645/3645-1.

(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. Whenever an individual attempts to DX items which are not on their clothing record, the items will be confiscated by the CIF and placed back into the supply system.

(5) Serviceable equipment will not be exchanged for cosmetic reasons.

(6) The CIF personnel only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT)

a. Fair Wear & Tear (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.

b. 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 and is subject to the provisions of AR 735-5.

c. Equipment damaged through other than FWT must be accompanied with an adjustment document IAW AR 735-5.

e. MARKING OF OCIE

(1) The use of pens, felt tip markers, ink, or any substance that leaves a permanent mark on webbing or cloth is prohibited.

(2) Stick-on tapes or plates with rubberized backs will not be used for marking.

(3) CTA 50-900 items rendered unserviceable as a result of unauthorized marking will be replaced at the individual's expense.

(4) Commanders will refer to CTA 50-900, note 148, before directing marking of duffel bags. These markings must be NON-PERMANENT in nature. Improperly marked duffel bags will be replaced at the individual's expense.

f. INSPECTION AND REPAIR OF OCIE

(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.

(2) TM 10-8400-201-23 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.

(3) Commanders and supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-1 (10-18).

(4) Appendix H, provides commanders additional information on serviceability standards for OCIE. This information is used by CIF personnel to determine OCIE serviceability at the time the individual clears the CIF and during the DX of equipment.

h. TEMPORARY LOANS

(1) Units requiring temporary loans will submit a memorandum to the CIF Manager/AO 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.

a. Temporary loans of OCIE are permitted for training purposes only.

b. Temporary loans will not be made for beautification purposes, to support change of commands or other ceremonies.

c. All temporary loans will be for a period not to exceed 30 days.

(2) Temporary Loan Procedures:

a. 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 Supervisor will issue available items, retain the original, signed copy of DA Form 3161, and give the unit the duplicate copy.

b. Temporary Loans of Equipment will be turned in no later than 30 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 then 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 (10-12).

Appendix A

HOURS OF OPERATION:

Customer Service.

(1) 0800 - 1530 hours Monday thru Friday, excluding Federal Holidays.

(2) 1530 - 1630 Hours, only for emergency with the GAO's approval.

Appendix B

ADJUSTMENT DOCUMENTS

B-1. This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the Central Issue Facility to account for lost, damaged or destroyed OCIE items.

AR 735-5 prescribes policies in preparing and processing these documents.

B-2. Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than fair wear and tear (FWT). (AR 735-5)

- a. DD Form 200, Financial Liability Investigation of Property Loss (FLIPL)
- b. DD Form 362, Statement of Charges / Cash Collection Voucher.
- c. Damage Statement. (Figure 1-1)

**DEPARTMENT OF THE ARMY
YOUR UNIT
FORT IRWIN, CALIFORNIA 92310-5000**

OFFICE SYMBOL _____

DATE _____

MEMORANDUM FOR CIF

SUBJECT: Damaged OCIE Statement

1. The OCIE item(s) listed below assigned to;

Rank (Last) (First) MI (SSN)

was damaged during a field training exercise occurred during _____ to _____
I or a member of my command have reviewed the circumstances surrounding the
damage to the above item(s), and find no evidence of negligence or willful misconduct.

| <u>LIN</u> | <u>Size</u> | <u>Item description</u> | <u>QTY/UI</u> |
|------------|-------------|-------------------------|---------------|
|------------|-------------|-------------------------|---------------|

Commander's Signature Block

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 of the commander's approval for exchange. If the commander believes negligence/misconduct were involved, a Financial Liability Investigation Of Property Loss should be initiated. AR 735-5(14-26c).*

(FIGURE 1-1)

Appendix C

CONDUCTING OCIE RECORD INVENTORIES

C-1. The following inventories are required for OCIE issued to soldiers/individuals.

a. Upon assignment of a soldier to a unit.

b. Prior to the soldier clearing the installation.

c. 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.

C-2. The unit commander will choose an officer, warrant officer or NCO to conduct the inventory. The chosen person will:

a. Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.

b. 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.

c. 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.

d. Secure the inventoried OCIE in unit facilities.

C-3. The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:

a. Have the soldier conduct a joint inventory, with the commanders designated supply representative, of the property secured during his/her absence.

b. Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.

c. Have the soldier sign a release statement posted to the inventory form for items being issued.

d. Have soldier go to the CIF with adjustment documents for reissue of shortages.

C-4. 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 above should be conducted and items turned in to the CIF. The commanders designated supply representative will:

a. 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.

b. Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

(1). Turn in overages as found on installation property.

(2). Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.

(3). Turn in the soldier's OCIE to the CIF.

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

NOTE: Additional information concerning the handling of property for individuals in the categories described in paragraphs c and d above can be found in AR 700-84, (12-12 through 12-18).

DA Pam 600-8, (9-6) as well as procedures found in (9-3) should also be reviewed.

Appendix D

QUARTERLY UNIT RECONCILIATIONS

D-1. All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due on the following months: October, January, April and July. Property Book Officer/CIF Managers are responsible for coordinating the time and date in which the reconciliation will take place.

D-2. During the face-to-face reconciliation the unit must have a 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. Additionally, a roster of individuals who have departed the unit during the past 90 days will be provided to the CIF.

D-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.

D-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.

D-5. Failure of a unit to comply with the above mentioned requirement will result in the unit being denied DX support from the CIF.

Appendix E

AUTHORIZED OMIL ISSUES AND PROCEDURES FOR SPECIAL OCIE ISSUES

E-1. This appendix contains examples and guidance in preparing a memorandum for requesting issue of CTA 50-900 equipment (MOS & EEC). Along with these examples are 4 Tables listing OCIE approved for issue (OMIL / Supplemental (MOS) issue / EEC issue / Deployment issue).

E-2. Supply personnel will ensure that equipment issued to soldiers is recorded in the proper clothing records and is signed by the individual.

E-3. Request for issue of MOS items and clothing to Emergency Essential Civilians (EEC) must be done on a memorandum as shown in Figures E-1 and E-2. The individual must hand-carry the memorandum when reporting to CIF.

E-4. ENCLOSURES

- a. Request for Issue of MOS items to soldiers. (Figure-E1)
- b. Request for Issue of OCIE.(Figure-E2)

**DEPARTMENT OF THE ARMY
YOUR UNIT
FORT IRWIN, CALIFORNIA 92310-5000**

OFFICE SYMBOL _____

DATE _____

MEMORANDUM FOR CIF

SUBJECT: Additional OCIE Items

1. _____
Rank (Last) (First) MI (SSN)

Is authorize the additional issue of the below listed OCIE items.

| LIN # | NSN | ITEM | SIZE | QTY | UNIT PRICE |
|-------|-------|-------|-------|-------|------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

2. Attached you will find a copy of the soldier's OCIE. Request an updated OCIE copy be provided for the soldier's unit supply OCIE folder IAW paragraph 2-14j, AR 710-2.

Commander's Signature Block

**Figure E-1, Sample
Additional OCIE Items**

YOUR UNIT

OFFICE SYMBOL _____

DATE _____

MEMORANDUM FOR CIF

SUBJECT: Additional OCIE Authorized

1. Request the below listed OCIE items be issued for:

| | | | | |
|------|--------|---------|----|-------|
| Rank | (Last) | (First) | MI | (SSN) |
|------|--------|---------|----|-------|

2. (Rank & Name) is attending (approved military School)

from _____ to _____.

| LIN # | NSN | ITEM | SIZE | QTY | UNIT PRICE |
|-------|-----|------|------|-----|------------|
|-------|-----|------|------|-----|------------|

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

2. Attached you will find a copy of the soldier's OCIE. Request an updated OCIE copy be provided for the soldier's unit supply OCIE folder IAW paragraph 2-14j, AR 710-2.

3. OCIE items will be turned-in to CIF ten (10) working days after completion of the (approved military school)

4. POC is the undersigned at extension 4-XXXX.

Commander's Signature Block

**Figure E-2, Sample
Additional OCIE Item**

Appendix F

SERVICEABILITY STANDARDS FOR OCIE

F-1. This appendix 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.

F-2. RESPONSIBILITIES

a. 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.

b. CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size and quantity.

c. Soldiers will:

(1). Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.

(2). Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.

d. Unit supply personnel will:

(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.

(2). Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.

F-3. INSPECTION PROCEDURES

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

b. OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of fair wear and tear (FWT).

c. 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).

d. When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.

e. 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 1-1) will accompany the soldier and equipment to the CIF for exchange.

NOTE: ALL FAIR WEAR AND TEAR IS CONSIDERED ACCEPTABLE.

F-4. INSPECTION STANDARDS for all CTA-50-900 is as follows:

- a. CLEAN
- b. DRY
- c. FREE OF ODOR
- d. FREE OF ANIMAL HAIR
- e. FREE OF DUST

F-5 HELPFUL HINTS

- a. All buttons must be on and not broken or cracked.
- b. All small holes (less than ½ inch) must be repaired by the user.
- c. Stains can be removed by following the directives in FM 21-12 (Care and Maintenance of OCIE).
- d. Coveralls that are saturated with petroleum odors will not be accepted. They can be washed and odors removed.
- e. 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.
- f. Ensure that the foot well in all sleeping bags is clean.
- g. Lubricate all zippers with "zipper ease".
- h. Pin holes in water proof bags are acceptable.
- i. OCIE with adhesive glue/tape still attached or with markings will not be accepted. Names and other methods of identification will result in rejection of the item.
- j. Look for the unauthorized use of body putty on the helmet. Do not accept the helmet if there is any indication that a repair has been made.
- k. 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.
- l. Inspect each OCIE item, the inside as well as the outside.
- m. Look for damage of web equipment caused by machine washing/drying. This causes the fillings, padding and thread to shrink and melt rendering the item unserviceable.
- n. Flight gloves and CVC gloves are to be washed in warm water, not exceeding (120F). Do not bleach or starch. Rinse thoroughly in clear warm water. Remove soap by repeated rinsing or fabric will lose flame resistance. Remove excess water by squeezing gloves or rolling them in towel. Do not wring or twist. Stretch gloves into shape and hang or lay flat to air dry. Do not tumble dry, or expose wet gloves to heat or direct sunlight.

