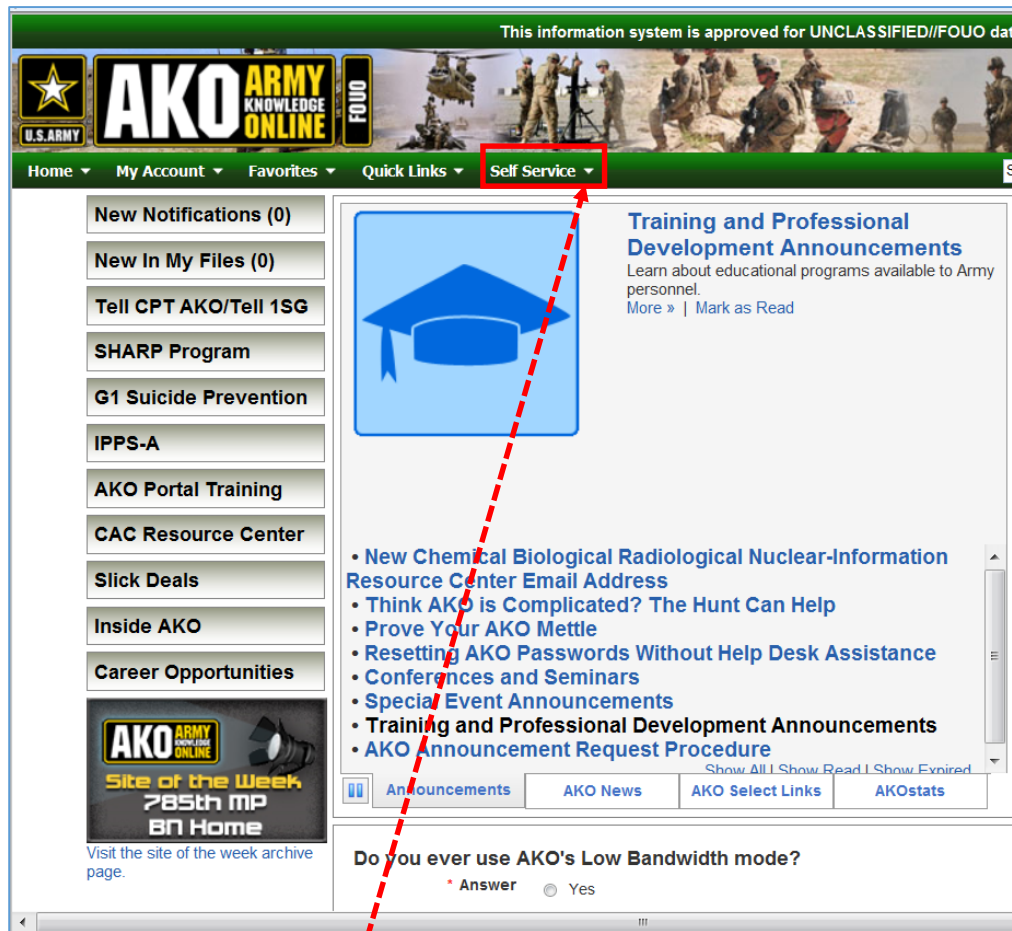
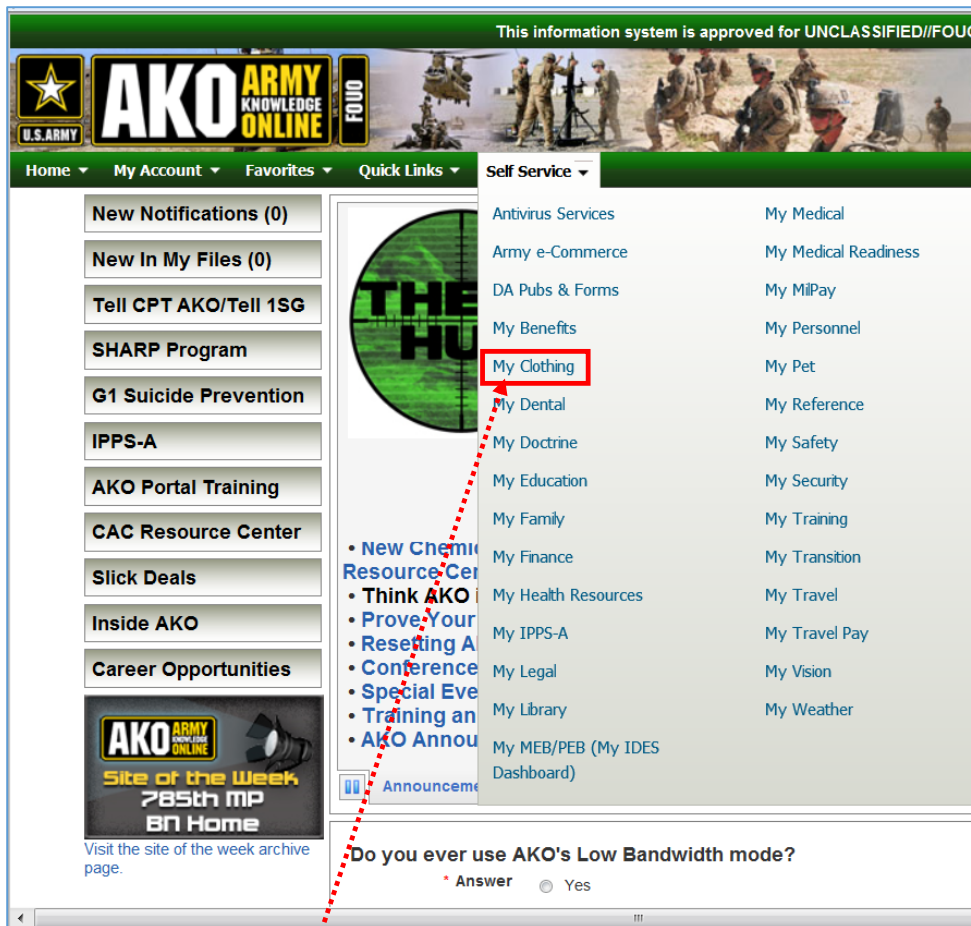


SCHEDULE CIF APPT USING AKO:

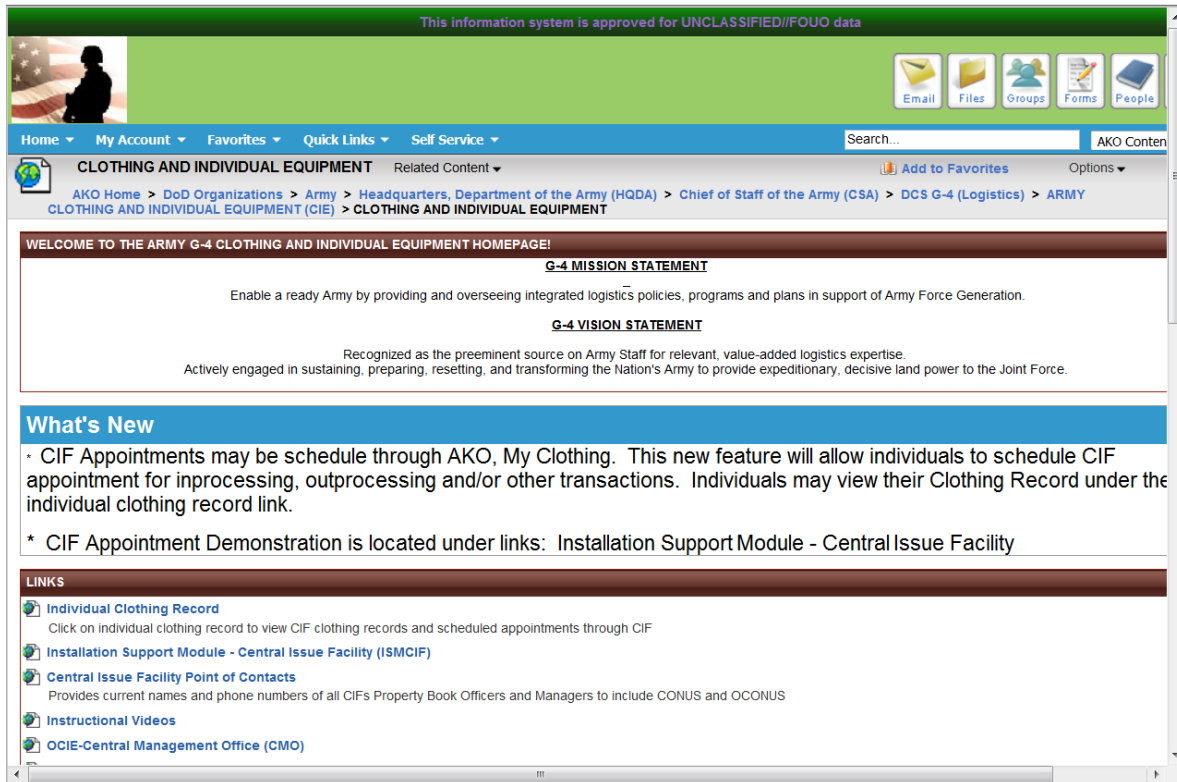
1. LOG ON TO AKO, a screen similar to the following will appear:



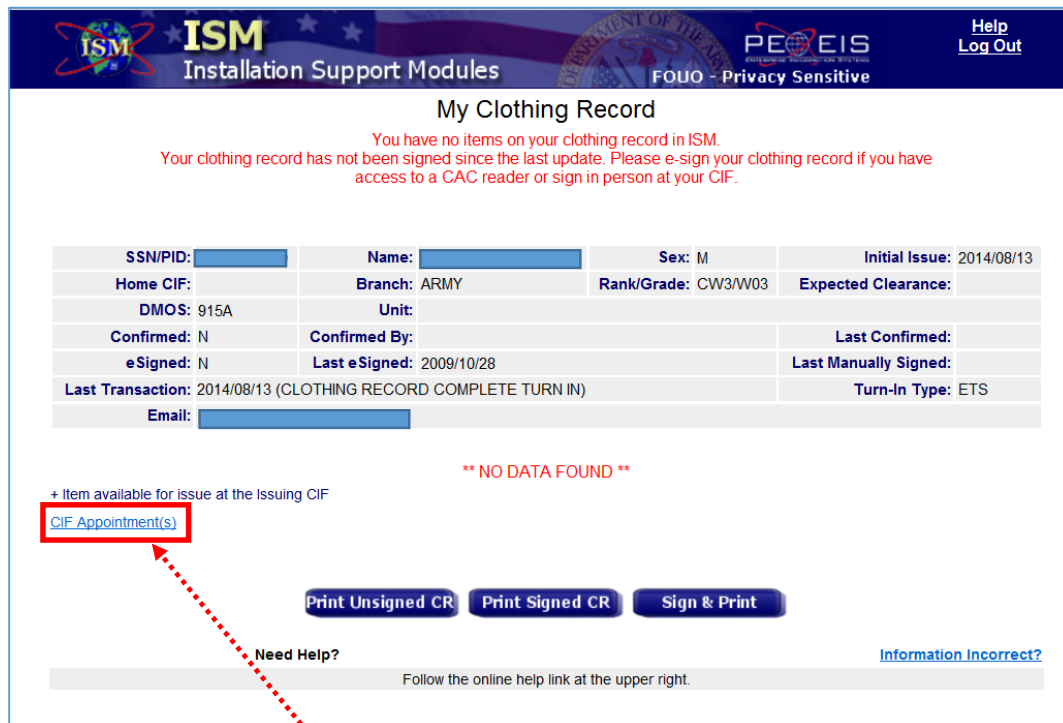
2. Click on the **Self Service** drop down list. A screen similar to the following will appear:



3. Click on **My Clothing**. A screen similar to the following will appear:



4. Click on [Individual Clothing Record](#). A screen similar to the following will appear:



5. Click on **CIF Appointment(s)**. A screen similar to the following will appear:

ISM Installation Support Modules

PECEIS FOUO - Privacy Sensitive

Help Log Out

My Clothing Record

[My Clothing Record](#) > [Manage Appointments](#)

Manage Appointments

SSN/PID: [REDACTED] Name: [REDACTED] Sex: **M** Initial Issue: **2014/08/13**
 Home CIF: [REDACTED] Branch: **ARMY** Rank/Grade: **CW3/W03** Expected Clearance:
 DMOS: **915A** Unit: Confirmed By: Last Confirmed: Last eSigned: **N**
 Confirmed: **N** Last Transaction: **2014/08/13 (CLOTHING RECORD COMPLETE TURN IN)** Showdown: Last Manually Signed:
 Email Address: [REDACTED] Showdown By: Showdown At:
 Preferred Email: Preferred Phone:

ORDER (S) / ROSTER	APPOINTMENT DATE	APPOINTMENT TIME	TRANSACTION TYPE	APPOINTMENT AT CIF	GROUP SIZE	SLOT REMARKS	APPOINTMENT REMARKS
No records found.							

Print All Print Selected Delete Selected Create Appointment

6. Click on **Create Appointment**. A screen similar to the following will appear:

ISM Installation Support Modules

PECEIS FOUO - Privacy Sensitive

Help Log Out

My Clothing Record

[My Clothing Record](#) > [Manage Appointments](#) > [Create Appointment](#)

Create Appointment

SSN/PID: [REDACTED] Sex: **M** Initial Issue: **2014/08/13**
 Home CIF: [REDACTED] Rank/Grade: **CW3/W03** Expected Clearance:
 DMOS: **915A** Confirmed By: Last Confirmed: Last eSigned: **N**
 Confirmed: **N** Last Transaction: **2014/08/13** Showdown: Last Manually Signed:
 Email Address: [REDACTED] Showdown By: Showdown At:

CIF to Schedule Appointments: **FORT CARSON** Transaction Type: **ISSUE**
 Remarks: [REDACTED] Group Size: **1**
 Preferred Email (Required): [REDACTED]
 Preferred Phone: **OTHER**
 Preferred New Phone: [REDACTED]

Save

7. From the **CIF to Schedule Appointments**: drop down list select **FORT GORDON**.

NOTE: This list is sorted alphabetically so you will need to scroll through the list to select Fort Gordon.

8. From the **Transaction Type:** drop down list select the transaction type you wish to schedule an appointment for.
9. Enter **Remarks** as necessary, this field is optional.
10. Enter the **Group Size** number, system defaults to 1.
11. Enter the **Preferred Email** – Note: please enter the email you check most frequently, this does not have to be your military email, this will be the email that the CIF will utilize to contact you if necessary.
12. Enter the **phone number** you want the CIF to utilize to contact you if necessary.
13. Click on **Save**. A screen similar to the following will appear:

The screenshot displays the 'My Clothing Record' interface. At the top, there are logos for ISM, PE, and EIS, along with 'FOUO - Privacy Sensitive' and 'Help Log Out' links. The main content area is titled 'Manage Appointments' and shows a summary of a user's record. The record includes fields for SSN/PID, Home CIF, DMOS (913A), Confirmed (N), Last Transaction (2014/08/13 (CLOTHING RECORD COMPLETE TURN IN)), Email Address, Preferred Email, Name, Branch (ARMY), Sex (M), Rank/Grade (CW3/W03), Initial Issue (2014/08/), Expected Clearance, eSigned (N), Last Confirmed, Last eSigned, Last Manually Signed, Showdown, Showdown By, and Showdown At. Below this summary is a table with the following columns: ORDER (S) / ROSTER, APPOINTMENT DATE, APPOINTMENT TIME, TRANSACTION TYPE, APPOINTMENT AT CIF, GROUP SIZE, SLOT REMARKS, and APPOINTMENT REMARKS. A single row is visible with the following data: (0), 2015-11-02, 09:00-10:30, ISSUE, SE5500, 1, Installation Support. At the bottom of the table are buttons for 'Print All', 'Print Selected', 'Delete Selected', and 'Create Appointment'.

MAKE APPT AS FAR IN ADVANCE AS YOU'D LIKE;

- 1) **In-Processing** you need a copy of your orders when you arrive for your appointment
- 2) **Out-Processing** you need to have Installation Clearing Papers or a memo from the commander authorizing you to clear without installation clearing papers when you arrive for your appointment
- 3) **Friday is reserved for In-Processing Soldiers Only**

"NO TURN INS" ON FRIDAY