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:

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	Email Files Groups Forms People
Iome 🔻 My Account 👻 Favorites 👻 Quick Links 👻 Self Service 👻	Search AKO Conte
CLOTHING AND INDIVIDUAL EQUIPMENT Related Content -	J Add to Favorites Options ◄
AKO Home > DoD Organizations > Army > Headquarters, Department of the Army (HQDA) > CLOTHING AND INDIVIDUAL EQUIPMENT (CIE) > CLOTHING AND INDIVIDUAL EQUIPMENT	Chief of Staff of the Army (CSA) > DCS G-4 (Logistics) > ARMY
WELCOME TO THE ARMY G-4 CLOTHING AND INDIVIDUAL EQUIPMENT HOMEPAGE!	
G-4 MISSION STATE	
Enable a ready Army by providing and overseeing integrated logistics policie	s, programs and plans in support of Army Force Generation.
G-4 VISION STATEM	IENT
Recognized as the preeminent source on Army Staff for Actively engaged in sustaining, preparing, resetting, and transforming the Nation's A	
Actively engaged in sustaining, preparing, resetting, and transforming the Nation's A	
	rmy to provide expeditionary, decisive land power to the Joint Force.
Actively engaged in sustaining, preparing, resetting, and transforming the Nation's A What's New • CIF Appointments may be schedule through AKO, My Clothing. This appointment for inprocessing, outprocessing and/or other transactions	my to provide expeditionary, decisive land power to the Joint Force. new feature will allow individuals to schedule CIF . Individuals may view their Clothing Record under th
Actively engaged in sustaining, preparing, resetting, and transforming the Nation's A What's New • CIF Appointments may be schedule through AKO, My Clothing. This appointment for inprocessing, outprocessing and/or other transactions individual clothing record link.	my to provide expeditionary, decisive land power to the Joint Force. new feature will allow individuals to schedule CIF . Individuals may view their Clothing Record under th
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Actively engaged in sustaining, preparing, resetting, and transforming the Nation's A What's New CIF Appointments may be schedule through AKO, My Clothing. This appointment for inprocessing, outprocessing and/or other transactions individual clothing record link. * CIF Appointment Demonstration is located under links: Installation S LINKS Individual clothing Record Click on individual clothing record to view CIF clothing records and scheduled appointments through CIF Installation Support Module - Central Issue Facility (ISMCIF) Central Issue Facility Point of Contacts Provides current names and phone numbers of all CIFs Property Book Officers and Managers to include CO	my to provide expeditionary, decisive land power to the Joint Force. new feature will allow individuals to schedule CIF . Individuals may view their Clothing Record under th upport Module - Central Issue Facility

following will appear:

My Clothing Record You have no items on your clothing record in ISM. You clothing record has not been signed since the last update. Please e-sign your clothing record if you have access to a CAC reader or sign in person at your CIF. SSN/PID: Name: Sex: M Initial Issue: 2014/08/13 Home CIF: Branch: ARMY Rank/Grade: CW3/W03 Expected Clearance: DMOS: 915A Unit: Last Confirmed confirmed: N Confirmed By: Last Confirmed: e Signed: N Last e Signed: 2009/10/28 Last Manually Signed: .ast Transaction: 2014/08/13 (CLOTHING RECORD COMPLETE TURN IN) Turn-In Type: ETS Email:				1odules	FOUO - Privac		
SSN/PID: Name: Sex: M Initial Issue: 2014/08/13 Home CIF: Branch: ARMY Rank/Grade: CW3/W03 Expected Clearance: DMOS: 915A Unit: Unit: Initial Issue: 2014/08/13 Confirmed: N Confirmed By: Last Confirmed: Initial Issue: 2014/08/13 e Signed: N Last e Signed: 2009/10/28 Last Manually Signed: Initial Issue: 1 e.ast Transaction: 2014/08/13 (CLOTHING RECORD COMPLETE TURN IN) Turn-In Type: ETS Email:				• •			
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Home CIF: Branch: ARMY Rank/Grade: CW3/W03 Expected Clearance: DMOS: 915A Unit:			accessi	o a CAC reader of sign	in person at your CIF.		
Home CIF: Branch: ARMY Rank/Grade: CW3/W03 Expected Clearance: DMOS: 915A Unit:	SSN/PID-		Name		Sev: M	Initial leeve	2014/08/12
DMOS: 915A Unit: Confirmed: N Confirmed By: Last Confirmed: eSigned: N Last eSigned: 2009/10/28 Last Manually Signed: ast Transaction: 2014/08/13 (CLOTHING RECORD COMPLETE TURN IN) Turn-In Type: ETS Email:				ARMY			2014/00/13
Confirmed: N Confirmed By: Last Confirmed: eSigned: N Last eSigned: 2009/10/28 Last Manually Signed: .ast Transaction: 2014/08/13 (CLOTHING RECORD COMPLETE TURN IN) Turn-In Type: ETS Email:							
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Email: em available for issue at the Issuing CIF : Appointment(s) Print Unsigned CR Print Signed CR Sign & Print	e Signed:	N	-	2009/10/28		Last Manually Signed:	
** NO DATA FOUND ** E Appointment(s) Print Unsigned CR Print Signed CR Sign & Print	ast Transaction:	2014/08/13 (CI	OTHING RECOR	D COMPLETE TURN IN)		Turn-In Type:	ETS
em available for issue at the Issuing CIF Appointment(s) Print Unsigned CR Print Signed CR Sign & Print	Email:						
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Need Help?		· • .	Chine Onsigne	a ong inter orginea	orginarrina		
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5. Click on **<u>CIF Appointment(s)</u>**. A screen similar to the following will appear:

		SM Installation Support Modules	FOUO - F	PECEI Privacy Sensiti	Log Out	
		Му С	lothing Record			
		My Clothing Rec	ord > Manage Appointments			
lanage Appointme	nts					
SSN/PID: Home CIF:		Name: Branch: ARMY	Sex: Rank/Grade:	M CW3/W03	Initial Issue: Expected Clearance:	2014/08
DMOS:	915A	Unit:			eSigned:	N
Confirmed: Last Transaction:	N 2014/08/13 (Cl	Confirmed By: OTHING RECORD COMPLETE TURN I	•		Last eSigned: Last Manually Signed:	
			Showdown By: Preferred Phone:		Showdown At:	
Email Address: Preferred Email: ORDER (S) / ROSTER No records found.	APPOINTMENT DATE ≎	APPOINTMENT TRANSACTION TIME ≎ TYPE ≎			LOT APPOI	NTMENT RKS ≎
Preferred Email: ORDER (S) / ROSTER		APPOINTMENT TRANSACTION TIME \$ TYPE \$	Preferred Phone:		LOT APPOI	
Preferred Email: ORDER (S) / ROSTER		APPOINTMENT TRANSACTION TIME \$ TYPE \$	Preferred Phone:		LOT APPOI	

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

	ISM	ISM Installation Support Modules	FOUO - F	PEREI Privacy Sensiti	Log Out	
		My Clothing	Record			
	,	My Clothing Record > Manage Appo	<u>intments</u> > Create Appo	intment		
Create Appointment		FORT CARSON				
SSN/PID: Home CIF: DMOS: Confirmed: Last Transaction: Email Address:	915A N 2014/08/:	FORT GORDON FORT WAINWRIGHT NATIONAL GUARD CONNECTICUT NATIONAL GUARD MAINE NATIONAL GUARD NEBRASKA NATIONAL GUARD SOUTH DAKOTA NATIONAL GUARD WEST VIRGINIA	Sex: Rank/Grade: Last Confirmed: Showdown: Showdown By:	M CW3/W03	Initial Issue: Expected Clearance: eSigned: Last eSigned: Last Manually Signed: Showdown At:	2014/08/: N
CIF to Schedule Appo	ointments:	FORT CARSON	Transaction	•	E 🔹	
Remarks:			Group Size	:		
Preferred Email (Requ Preferred Phone:	urea):	OTHER •		· · · ·	••••	
Preferred New	Phone:				*****	
		Save			******	

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

<u>NOTE</u>: 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:

			My Cl	othing Record				
			My Clothing Reco	rd > Manage Appointr	ments			
anage Appointme	nts							
SSN/PID:		Name:		Sex:	м		Initial Issue:	2014/08
Home CIF: DMOS:	915A	Branch: Unit:	ARMY	Rank/Grac		3/W03	Expected Cleara eSigned:	nce: N
Confirmed: Last Transaction:	N 2014/08/13	Confirmed By: CLOTHING RECORD	COMPLETE TURN IN	Last Confi Showdown			Last eSigned: Last Manually Si	oned:
Email Address:	1014/00/10			Showdown			Showdown At:	gree.
Preferred Email:						Preferred F	hone:	
ORDER (5) / ROSTER	APPOINTMEN DATE \$	T APPOINTMENT TIME \$	TRANSACTION TYPE ≎	APPOINTMENT AT CIF ≎		SLO		APPOINTMENT REMARKS ≎
	2015-11-0	2 09:00-10:30	ISSUE	<u>SE5500</u>	1	Installa Suppor		
		Print All	Print Selected	Delate Selected	reate Appointm	ent		

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