



U.S. ARMY



U.S. ARMY GARRISON HAWAII

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CENTRAL ISSUE FACILITY

(Early Turn-In Memorandum Example)



DEPARTMENT OF THE ARMY

UNIT ADDRESS

Office Symbol

Date

MEMORANDUM FOR: Central Issue Facility (C.I.F.)

SUBJECT: Authorization for Early Turn-in to C.I.F.

1. The following Service Member is authorized to clear and turn in his/her OCIE (aka TA-50) to the C.I.F. prior to his/her PCS or ETS Availability date (enter "date" here) without Installation Clearing Papers or Orders

Rank & Name (Last, First, MI)

Full Social Security Number

2. The P.O.C. for this memorandum is the undersigned at Email, Phone, and UIC.

(must be digitally or wet signed here)

JOHN S. DOE

CPT, BRANCH

Commanding

NOTES: The Commanding Officer must have a filed copy of the Assumption of Command (Authority IAW AR 600-20, Paragraph 2-5) with CIF, and the original MFR with signature will be turned in to be filed with the Service Member's transaction (CIF will not make copies). Be advised that this MFR only authorizes turn-ins NMT 30 days prior to the "AVAL" date on the SM's orders, or the estimated time of PCS or ETS.

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