DEPARTMENT OF THE ARMY
406TH ARMY FIELD SUPPORT BRIGADE
LOGISTICS READINESS CENTER
5450 STROM THURMOND BOULEVARD
FORT JACKSON SC 29207-5015

ASFL-JZA 12 May 2026

MEMORANDUM FOR All Personnel, United States Army Garrison, Fort Jackson, SC

SUBJECT: External Standard Operating Procedures (SOP) for Organizational Clothing and Individual Equipment (OCIE)

1. **Mission.** The mission of the Central Issue Facility (CIF) is to provide OCIE support to Permanent Party, Initial Entry Training (IET), and Advance Individual Training (AIT) units assigned to Fort Jackson. Additionally, CIF supports the Adjutant General Basic Officer Course (AGBOLC), Financial Management Basic Officer Leader Course (FMBOLC), Chaplain Basic Officer Leader Course (CHBOLC), Adjutant General Captain Career Course (AGCCC), Warrant Officer Basic Leaders Course (WOBC), and any Active Duty organization to include outside the serving area directed Tank-Automotive and Armaments Command (TACOM) Central Management Office (CMO) and the Director of the Logistics Readiness Center (LRC).

2. **Purpose**. To define policies and procedures for customers receiving or returning OCIE. The SOP also provides guidelines and responsibilities for the issue, turn-in, Direct Exchange (DX), Electronic Orders (E-Orders), and Rapid Fielding Initiative (RFI) accountability of OCIE from CIF.

3. **Applicability.** This SOP applies to all units, activities, and organizations receiving support from CIF.

4. **Objective.** This SOP is designed to ensure smooth interactions between the customers and the staff of the CIF.

5. **References.**
   a. AR 700-84, Issue and Sale of Personal Clothing
   b. AR 710-2, Supply Policy Below the National Level
   c. AR 710-4, Property Accountability
   d. AR 735-5, Property Accountability Relief of Responsibility and Accountability
   e. CTA 50-909, Clothing and Individual Equipment
   f. Interim Policy (Phase IV) on Soldier Equipping for OCIE
   g. Soldier Equipping Policy OCIE Implementation of Phase V OCIE Modernization
   h. Hard Armor Ballistic Inserts/Plates Inspection and Request Policy
   i. OPORD 031-24 CIF Acceptance OCIE Free of Debris HQ T2COM Tasking Order

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CIF Sections	Phone Numbers
IET Issue Section	803-751-6814/6894/5643/6824
Reclassification Section	803-751-7904/7635
Administration Office Section	803-751-7213

6. **Operating Hours:**

Administration Office:

M/T/W/F	0800 – 1000	Walkins
M/T/W/F	1000 – 1200	Appointments
M/T/W/F	1500 – 1630	CIF Reconciliations

Permanent Party:

M/T/W/F	0800 – 1000	Walkins: DX (3 items or less) & Inquiries Walkins: Additional Issue & In-Processing (3 items or less)
M/T/W/F	1000 – 1200 1300 – 1500	Scheduled Classes: AIT, BOLCs, & DS Hat Class
M/T/W/F	1000 – 1200	Appointments: PCS, ETS, Retirements, Chapters, DX (4 or more items), & Additional Issue/Partial Turn-ins (4 or more items)
M/T/W/F	1300 – 1500	Appointments: PCS, ETS, Retirements, & Chapters DX (4 or more items), & Additional Issue/Partial Turn-ins (4 or more items)
M/T/W/F	1500 – 1630	CIF Reconciliations

Reclassification:

M/T/W/Th/F	0500 – 1100 & 1200 – 1300	Chapter Turn-ins & Outgoing Shipments
M/T/W/Th/F	1300 – 1400	CIF Reconciliations

Warehouse:

M/T/W/F	0800 – 1145 & 1300 - 1500	Unit Turn-ins & Incoming/Outgoing Shipments
M/T/W/F	1500 – 1630	CIF Reconciliations

IET:

M/T/W/Th/F	0700 – 0745	Chapters, Returning Trainees from Convalescent Leave, Missed Unit Appointments, DX's, Kickbacks, and S/Cs
M/T	0800 – 1200	Unit Turn-ins
W/Th/F	1300 – 1600	Unit Issue

NOTE: While CIF Reconciliations are underway, doors will be locked and phones will not be answered to ensure precise processing. All sections except IET and the Reclassification Section will be closed on all Thursdays. The entire facility will be closed on all Federal Holidays.

7. **Responsibilities.**

a. Directives. CIF operates in accordance with (IAW) the cited references. Customers are expected to have a good working knowledge of these directives.

b. Compliance. All CIF customers must comply with the guidelines below to receive service:

(1) All Service Members (SMs) are required to be in his/her duty uniform for all services to include in/out-processing. IAW AR 670-1, para 3-7a, all personnel will wear an Army uniform when on duty, unless granted an exception by the commanders to wear civilian clothes. Anyone not in uniform will be refused service. In/out-processing is considered a duty day; a SM's leave status or pay grade plays no factor.

(2) All SMs must be in possession of their valid Military Identification Card/Common Access Card (CAC).

(3) OCIE support is defined as issue, turn-in, or DX of authorized OCIE items.

(4) Memorandums will be signed by the Unit Commander designating personnel other than the SM to perform actions on their behalf.

(5) Exception to Policy (ETP) Memorandums will be signed by the Brigade (BDE) Commander at the 0-6 level and emailed to the CIF Accountable Property Officer (APO) who will seek approval from Training and Doctrine Command (TRADOC) G4.

(6) Reserve Service Members (SMs) are directed receive issue and DX to include Drill Sergeants (DS) Hats per Sierra Army Depot using the remote issue procedures outlined in United States Army Recruiting Command (USAREC) policy dated 21 Feb 13. Units that arrive to Fort Jackson without the required OCIE not adhering to the USAREC policy will be refused service. The only exceptions to this policy are the issuance of the maternity uniforms and the turn-in of OCIE for Permanent Change of Station (PCS) and

End of Time in Service (ETS) per the agreement between CIF Fort Jackson and the Reservist TACOM Logistics Management Specialist.

(7) Reservist on Active-Duty Orders may be provided service with the submission of each SM's orders annotating their Active-Duty status, Active-Duty dates, assignment to an Active-Duty unit, and training location indicating the desired OCIE items for training in advance to the APO for approval consideration. Depending on the number of SMs requesting assistance, a class may be scheduled, or OCIE may be issued during the indicated walk-in hours. No more than 6 SMs in the same category during walk-in hours.

(8) National Guard Components must bring their own previously issued OCIE to complete their mission. National Guard SMs arriving without OCIE must contact their local command. The only exception to this policy is the turn-in of OCIE for PCS and ETS per the agreement between CIF Fort Jackson and the National Guard Logistics Management Specialist.

(9) Cadet Command is responsible for the accountability of items issued to Cadets. Cadet Command will recover retained issued items from Senior Reserve Officer Training Corps (SROTC) cadets if the individual is unable to fulfill their contractual obligation.

(10) Cadre and/or Instructor must be present during the entire duration of a scheduled class issue or a scheduled class turn-in i.e., AIT, AGBOLC, FMBOLC, CHBOLC, AGCCC and WOBC.

c. Customer Requirements.

(1) Assumption of Command Orders (Memorandum)

(2) Signature Card (DA Form 1687)

(3) Statement of Charges (S/C) (DA Form 7923) when applicable

(4) Lateral Transfer (LT) (DA Form 3161) when applicable

(5) Request for Issue (DA Form 3161) when applicable

(6) Hand Receipt (HR) (DA Form 2062) when applicable

(7) Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) when applicable

d. CIF Staff.

(1) Provide excellent customer support in a timely manner.

(2) Validate customer's forms, assignment orders, and memorandums for processing actions.

(3) Validate Signature Cards (DA Form 1687) for processing actions.

(4) Will enforce the Soldier Equipping for OCIE Implementation of Phase V Modernization signed 10 March 2023.

(5) Will enforce the Interim Soldier Equipping for OCIE policy signed 07 September 2023.

(6) Will enforce the Hard Armor Ballistic Inserts/Plates Inspection and Request policy signed 26 September 2024.

8. **Issue Standards.**

a. **Permanent Party.**

(1) The CIF staff will process customers according to the designated times for walk-ins and appointments.

(2) The CIF staff will ensure all the necessary documents are present prior to the issuance of OCIE.

b**. IET & IET Chapters.**

(1) The CIF staff will expertly process a scheduled unit of 200 - 260 in 4 hours or less. Conduct individual issue of OCIE to support the basic training fill schedule, not to exceed 3 companies per day and a cumulative of 12 companies per calendar week.

(2) The CIF staff will expertly process chaptered personnel and will ensure they have turned in their retained and non-retained OCIE prior to departure.

c. BOLC and AIT.

(1) The CIF staff will expertly process SMs in a class setting 2 hours' time block. For any unfinished service during the 2-hour time block, the class will resume at later scheduled time. No customer will be serviced during lunch hours (1200 – 1300) unless the APO makes the decision. Cadre/Instructors will be provided with a copy of the student's HR prior to departure.

(2) The CIF staff will assist with inventorying each OCIE item alongside the SM.

9. **Issue Procedures.**

a**. Permanent Party.**

(1) OCIE issues will be accomplished IAW CTA 50-900.

(2) Permanent Party SMs in-processing are serviced at their designated times. The SMs must be in a military uniform, must have his/her CAC, and all required documents to include orders in his/her possession at the time of service. During CIF in-processing the CIF staff will review and print the SM's "before" clothing record to address missing or obsolete items. The CIF staff will print an additional clothing record requiring the SM to print their name, sign and date the clothing record. The SM and the CIF staff will retain a signed copy of the signed clothing record. The SM's in-processing documents will be signed and dated. The CIF staff will maintain a copy of the signed in-processing document in the SM's created folder. While issues, turn-ins, or DX involving three items or fewer may be processed during this initial window, any requirement for four or more items will necessitate a future appointment scheduled by the Administrative Office. In-processing must be completed in person.

(3) All newly assigned personnel will be issued all authorized OCIE as soon as practical, but not later than 7 working days after assignment to the parent unit. SMs are not authorized double issued items unless approved in advance by TRADOC G4. SMs will need to make an appointment to turn in excess OCIE (if 4 or more OCIE items).

(4) Soldiers with the Universal Camouflage Pattern (UCP) items are required to exchange the UCP for Operational Camouflage Pattern (OCP) and/or Operation Enduring Freedom (OEF) Pattern when OCP/OEF items are available.

(5) Once issued, the SM retains the OCP/OEF until they ETS or receive modernization upgrades.

(6) Once the SM has been issued his/her OCIE items will sign their automated OCIE record before departing CIF. A copy will be provided to the SM to retain.

(7) The SM must provide their Unit Supply Representative with a copy of his/her automated OCIE records, or the Unit Supply Representative may print a copy of the SM's clothing record in Soldier Equipping Asset Management (SEAM). Unit representatives are responsible for reconciling quarterly with CIF to ensure the clothing records are on file for their assigned personnel.

(8) DS in-processing to Fort Jackson will need their orders and/or Army Training Requirement and Resource System (ATAARS) documentation indicating they are on DS Status to receive DS plates. ETP memos signed by the SM's BDE Commander and/or Commandant are acceptable.

(9) Female Active Duty Army: SMs who are authorized to wear the OCP maternity uniform must provide a medical profile and/or a memorandum signed by their Unit Commander (See Appendix C). The SMs may receive 3 sets of uniforms of the same size or a combination of 3 different sizes. The maternity uniforms must not be permanently altered in any way. SMs may DX the maternity uniforms when applicable during the designated times. SMs will PCS with maternity uniforms and turn-in clean sets when departing the service.

(10) Female Active-Duty Air Force: SMs who are authorized to wear the OCP maternity uniform must provide a medical profile and a memorandum signed by their Unit Commander. The SMs may receive 3 sets of uniforms of the same size or a combination of 3 different sizes. The maternity uniforms must not be permanently altered in any way. DX the maternity uniforms when applicable during the designated times. SMs will return the laundered maternity uniforms 6 months post-partum or when no longer needed. Reservist SMs requiring maternity uniforms will be provided only 1 set and return when no longer needed.

(11) Civilian Pre-Deployment, Post-Deployment, and Emergency Essential training, validation, equipping, and processing are required to process through Camp Atterbury for OCIE issue and OCIE turn-in per Headquarters, Department of the Army (HQDA) Execution Order (EXORD) 234-21 Civilian Mobilization and Readiness Processing. The only exception to this policy
is if the DA Civilian's Position Description (PD) states they are authorized to receive OCIE.

(12) Contractors are authorized OCIE for deployment if stated in their contract.

(13) At no time will OCIE items be stored in privately owned vehicles (POV). POVs should only be used to transport OCIE to and from the duty location. POVs are not an authorized storage areas.

(14) SM's who have not in-processed CIF will not be able to perform DX transactions, receive any type of additional issue, or any other services from CIF.

(15) All SMs in the grade of 0-6 and below must report to CIF for issue. They are not authorized a representative to act on his/her behalf.

(16) AGCCC and WOBC SMs will receive OCIE required for school (if approved) in an individual setting, not in a class setting. Orders are required to receive OCIE. If the SMs have the same items annotated on their clothing record that he/she did not bring with them, an ETP for a Double Issue of OCIE is required at the time of issue and must be signed by his/her 0-6.

b. **IET.**

(1) At no time will Unit Cadre/DS be on the line while IET personnel are receiving or turning in his/her OCIE or walk through the barriers. If a situation warrants Unit Cadre/DS' attention, they will be called to assist by a CIF staff member.

(2) The scheduled unit will provide a roster NLT 24- 48 hours prior to the OCIE issue. The roster must contain the SM's Last Name, First Name, Full Middle Name, and Department of Defense Identification number (DODID). IET issues are conducted during normal issue hours. Units will report at their designated times for issue. If a unit arrives 30 minutes past their scheduled time, the unit will have to reschedule with the APO.

(3) The unit will have 4 hours to receive their retained and non-retained OCIE and conduct an inventory prior to departing.

(4) Unit Cadre/DS are responsible for conducting a thorough inventory (shake down) for each IET SM after receiving his/her issue and prior to his/her departure from the CIF Main Complex (BLDG 2450) and the CIF Night Issue Complex (BLDG 1776). Any deficiencies found will be corrected upon reporting at the DX/Issue counter. Post departure shortages will not be processed as “free issue”. Once the IET personnel depart the issue area, the opportunity for “free issue” is forfeited.

(5) Any lost, missing, or damaged items for any reason other than fair wear and tear (FWT) requires an adjustment document such as a S/Cs, (DA Form 7923), or FLIPL (DD Form 200).

(6) In the event of a size shortage, CIF is authorized to issue kits within a range of +2 or -1 sizes. Personnel must then follow unit guidance regarding pre-graduation returns or permanent exchanges at their follow-on station. The APO makes the final call on zeroing out OCIE when sizes cannot be provided.

(7) IET SM requiring DX during the training cycle, will return to Main Complex (BLDG 2450) at the designated time (0700 – 0745/Mon - Fri) along with a Damage Statement (See Appendix A) memo signed by the Unit Commander. IET SMs must return with Cadre, have his/her CAC and/or Identification Tags in hand.

(8) IET SMs who missed their OCIE issue/turn-in for any reason during their unit’s assigned issue/turn-in day will need to report back to CIF 0700 – 0745/Mon – Fri.

(9) Per the Interim Policy (Phase IV) on Soldier Equipping for OCIE, the CIF staff will issue expendable items, i.e., bladders, chin straps, and helmet pads only once. All subsequent issues will be provided by the parent units (See Appendix E). The only exception to this policy is when bladders are issued to IET SMs 120th Adjutant General Battalion (BN) during the CIF Night Issue and their bladders are or have become defective prior to departing for their assigned IET unit.

c. BOLC and AIT Units.

(1) BOLC and AIT SMs will be issued OCIE in a class setting during a pre-scheduled time block not to exceed 50 SMs. Class POCs will not schedule classes to “hold a spot”.

(2) Rosters are required (Last Name, First Name, Full Middle Name, DODID, and Class Number) NLT 3 days prior to the class issue and turn-in date.

(3) If a unit arrives 30 minutes past their scheduled time, the unit will have to reschedule with the CIF Supervisor or APO.

(4) Accommodations will be made if a SM is unable to receive their issue with the class. The CIF staff will need prior 24-hour notification for approval.

(5) All BOLC and AIT SMs will sign for all OCIE items received. Each SM will be provided with a copy of their signed HR.

(6) Any OCIE that becomes unserviceable due to normal FWT may be returned to CIF during DX hours and/or by appointment.

(7) Any item that has been damaged during a cycle by neglect or willful destruction will require a S/C or a FLIPL.

(8) CIF will not service SM’s arriving 7 or more students in the same category arriving during the walk-in hours, i.e., AIT, AGBOLC, FMBOLC, CHBOLC Students, CCC Students, and/or WOBC Students.

(9) Per the Interim Policy (Phase IV) on Soldier Equipping for OCIE, the CIF staff will issue expendable items, i.e., bladders, chin straps, and helmet pads only once. All subsequent issues will be provided by the parent units (See Appendix E).

d. DS Hat Classes.

(1) DS Hat Classes will be issued hats in a class setting during a pre-scheduled time block
not to exceed 120 SMs. Class POCs will not schedule classes to “hold a spot”.

(2) Rosters are required (Last Name, First Name, Full Middle Name, DODID, and Class Number) NLT 3 days prior to the class issue and turn-in date.

(3) If a unit arrives 30 minutes past their scheduled time, the unit will have to reschedule with the CIF Supervisor or APO.

(4) All Drill Sergeants Candidates (DSC) will a HR for their issued hats. Each SM will be provided with a copy of their signed HR at the end of the class by their Cadre.

(5) DS Hats that become defective will be exchanged M/T/W/F 0800- 1000 in a military uniform, with CAC and Cadre present.

(6) Any DS hats that have been damaged during a cycle by neglect or willful destruction will be required a S/C or a FLIPL.

10. **Turn-in Standards.**

a. **Permanent Party and IET.**

(1) OCIE must be free of debris, free of odor, and dry. CIF staff will refuse any equipment that is wet, exhibits an odor, or contains residual debris at the time of turn-in.

(2) Plates will be cleaned and free of cracks, creaking, or squeaking (see Section 22 for maintenance care). SMs are not authorized to ship ballistic plates in household goods during PCS moves due to high risk of damage and theft. Currently, plates are not retained issued items (See Appendix E).

(3) Vests when required for turn-in must return fully assembled with all the correct components attached.

(4) Rucksacks when required for turn-in must be returned fully assembled, with pockets and pouches emptied.

(5) Helmets when required for turn-in must be returned stripped with no helmet cover, chin straps, or helmet pads. Tape, name tags, and beads must be removed from all gear prior to arrival. IET personnel are required to turn in helmets and plates prior to departure, all other items are retained.

(6) IET personnel are required to keep their previously issued helmet pads, chin straps, and bladders.
Do not throw these items away. When the items are due for replacement, contact your unit supply representative for re-issue.

(7) Any sized or a specific pattern of an OCIE item provided for turn-in listed under the same line-item number (LIN) previously issued that is a different size or pattern when initially issued, can be exchanged for the size or pattern provided at the time of turn-in.

b. BOLC and AIT.

(1) All OCIE must free of debris, free of odor, and dry. CIF staff will refuse any equipment that is wet, exhibits an odor, or contains residual debris at the time of turn-in. The CIF Supervisor and the APO are the final governing authority in judging the serviceability of all equipment or residual debris at the time of turn-in.

(2) Any sized or pattern OCIE item provided for turn-in listed under the same line-item number (LIN) that is a different size or pattern when initially issued, will be exchanged for the size or pattern provided at the time of turn-in. No S/C is required for this action as there is no loss.

(3) BOLC and AIT SMs will turn-in via class setting. The unit POC will schedule a turn-in prior to the class arrival. Rosters are required (Last Name, First Name, Full Middle Name, DODID, and Class Number) NLT 3 days prior to the class turn-in date. Class POCs will not schedule classes to “hold a spot”.

(4) Accommodations can be made if a SM is unable to turn-in with the class. The CIF staff will need prior 24-hour notification for approval.

(5) BOLC and AIT personnel are required to turn in helmets and plates prior to departure.

(6) BOLC and AIT personnel are required to keep any previously issued helmet pads, chin straps, and bladders. Do not throw these items away. When the items are due for replacement, contact your unit supply representative for re-issue.

11. **Turn-in Procedures.**

a. Permanent Party.

(1) Turn-ins are conducted on the designated days and times. Appointments are reserved in advance by the class point of contact (POC) for AGBOLC, FMBOLC, and DS Hat issue. AGCCC and WOBC SMs will turn-in as individual SMs, not in a class setting. All SMs regardless of
rank and type of separation are required to report to CIF in duty uniform with all the appropriate paperwork, i.e., assignment orders and post clearing papers. FLIPLs are required NLT 48 hours prior to the SM's scheduled appointment in the Administration Office.

(2) All SMs out-processing (PCS, Chapter, or ETS) require an appointment. At the time of the appointment, the SM must be in a military uniform, must have his/her CAC his/her orders in his/her possession, and the required OCIE which must be free of debris, free or odor, and dry. A Damage Statement Memorandum is required if any of the items are damaged (rips, holes, tears, or frays), along with clearing papers. If the clearing papers are not present at the time of the scheduled appointment, the SM may return later with his/her clearing papers to receive the "CIF Cleared Stamp" if the turn-in was successful. The "Cleared CIF Stamp" must be on the out-processing form before the individual departs Fort Jackson.

(3) An inventory of the SM's OCIE will be conducted at unit level prior to the turn-in of OCIE. The purpose of the inventory is to ensure that appropriate actions for lost, damaged, or destroyed OCIE items are IAW AR 735-5. The SM may OCIE from the MCSS. The CIF Complex will not act as the SM's inventory point. It is the SM's responsibility to inventory his/her OCIE prior to arriving at CIF and provide the necessary documents (i.e., S/C or FLIPL).

(4) During the turn-in process, the turn-in will be halted if 3 or more items have debris, odor, wet, or if SM is unwilling or unable to complete a S/C for missing items. If either condition occurs, the SM will be instructed to pack up all their items and reschedule for another appointment date to complete their turn-in.

(5) During PCS, the CIF staff will only accept items with an "No", they will not accept any items with "Yes". The Army has determined the items with "Yes" will be retained by the SM. There are no exceptions; therefore, individual SMs are not bring these items to CIF. The turn-in of all OCIE due to status or position change must be documented on the SM's PCS orders; otherwise, CIF staff will only accept the OCIE required to be turned in for PCS (No).

(6) SMs who do not return items annotated with “No” must provide a S/C or FLIPL. CIF staff members will not clear the SM for PCS, ETS, or Chapter.

(7) SMs having UCP who have been issued OCP and no longer want to keep both patterns may turn in the UCP items (See Appendix E and F).

(8) SMs who are unable to turn in OCIE annotated with a “No” on the clothing records due the items are no longer in his/her possession, i.e., packed and shipped in their Household Good (HHGs), will need to provide a S/C, FLIPL, or an ETP approved by TRADOC G4. FLIPLs are due to the Administration Office NLT 48 hours prior to the SM’s scheduled appointment.

(9) IAW the ALARACT Message 192/2012 DTG: P 12110ZJUL12, SMs who have deployed for more than 30 days are authorized to retain their Army Combat Uniforms as OCIE. The CIF staff will remove these uniforms from the SM’s clothing records without conducting a FLIPL, or processing a S/Cs. The CIF staff will complete a modification to the clothing record to remove the items in question or complete a turn-in of the OCIE items and process a L/T Out removing the items CIF property book.

(10) Partial turn-ins are appointment-based transactions and are allowed only when the SM has multiple quantities of the same item in the same pattern, and/or pattern. All SMs are required to right-size their clothing record at their assigned CIF.

(11) All personnel in the grade of 0-6 and below must report to CIF for turn-in. He/she is not authorized to act on his/her behalf unless the Commander designated a representative in writing to act on his/her behalf.

(12) BN Commanders are responsible for ensuring that outgoing Company Commanders and any CIF Hand Receipt Holders (HRH) clear their CIF HR before a Change of Command is conducted and/or their departure from Fort Jackson. HRHs must clear or turn over their HR to his/her replacement 48 hours prior to their CIF appointment to turn-in or clear his/her OCIE on their personal clothing record. If the HRH has not cleared or turned over his/her HR to his/her replacement, he/she will not be able to clear CIF regarding their personal clothing record. In other words, he/she will not be “cleared” by CIF to PCS, ETS, or Retire until their HR has been properly signed over.

b. IET.

(1) IET will report to CIF with a hard copy of the unit's roster on their designated appointment date and time. Each IET SM must have his/her CAC, memorandum, or Identification Tags. The unit's roster must consist of the following in this order: Last Name, First Name, Full Middle Name, and DODID.

(2) IET turn-in will be conducted at their designated times. Any units that report 30 minutes or more passed their designated time will be refused service. Contact the APO for rescheduling.

(3) All items will be free of debris, free of odor, and dry prior to the turn-in date. Items that are not in compliance will not be accepted under any circumstances. At no time will OCIE be cleaned on the CIF Complex.

(4) SM's leadership are required to conduct an inventory of all OCIE items for turn-in prior to arriving for E-4 and below. All missing items must be identified prior to arriving at CIF. The SM will require an adjustment document such as a S/C or FLIPL for any missing items. These forms will be completed by unit supply personnel and presented to CIF. CIF staff members will process the S/C, provide a document number and return to unit personnel to take to the Finance Office. CIF Administration Office will process the provided FLIPL, provide a document number, and provide a completed copy to the unit personnel.

(5) Convalescent Leave (con leave), SMs reporting to 120th AG BN, kickbacks from any previous turn-in attempts and SM's that have missed his/her scheduled appointment with their assigned unit will be performed at their designated times.

(6) Chapters will not be accepted in IET any other time, only M - F, 0700 - 0745. Chapters will turn-in all retained and non-retained issued OCIE in IET except for their camelback, OCP uniforms, and Physical Training (PT) uniforms. The camelback, OCP uniforms, and PTs are turned into the Reclassification Section on their last day in service. The Chapters will report in civilian clothes. Chapters and their Unit Representatives will follow the same standard for the cleaning of OCIE. If this is not accomplished, CIF staff members will not accept the items and dismiss the Chapter even if the Chapter must depart that same day.

(7) Chapter personnel will retain the following items: headgear, belts, boots, buckles, underwear, necklace, necktabs, neckties, gloves, handbags, towels, scarves, handkerchiefs, shoes, socks, spectacles, neck gaiter, shirt cold weather, undershirt cold weather, drawers' cold weather, bladder hydration system, and all insignia.

(8) A copy of the clothing record will be provided to the Chapter indicating that all retained and non-retained OCIE has or has not been turned into the IET section. The clothing record will remain in SEAM as an active record until all issued OCIE items have been turned in. At that time, the clothing record will be removed from the SEAM database.

(9) The Unit Commander may designate another SM to clear a SM due to a disability, incarceration, or similar circumstances by memorandum only. The memorandum must be signed by the commander giving that SM permission to clear the SM from CIF.

(10) IET SMs who fail to turn-in any missing items/components who can make the correction while still on the line, may do so. The line is not to be held up no longer than 1 minute to make any necessary corrections without the SM leaving the line (i.e., items on the SM's person.

(11) If the IET SM leaves the line to make any corrections while the unit is actively being processed to remedy a situation the IET SM will go to the back of the line to make the correction. If the unit's 4-hour time block has passed, the missing items will be corrected on a different day Mon – Fri, 0700 – 0745.

c. BOLC and AIT Units.

(1) BOLC and AIT SMs will turn in non-retained issued OCIE during a pre-scheduled 2-hour time block. For any unfinished service during the 2-hour time block, the class will resume at a later time. No customer will be serviced during lunch hours (1200 – 1300). Cadre/Instructors will be provided with a copy of the student's record prior to departure.

(2) Rosters are required (Last Name, First Name, Full Middle Name, DODID, and Class Number) NLT 3 days prior to the turn-in date.

(3) Accommodations will be made if a SM is unable to turn-in their issued OCIE with the class. The CIF staff will need prior 24-hour notification for approval.

(4) All BOLC and AIT SMs will sign their clothing indicating the items he/she has turned in. Each SM will be provided with a copy of their updated clothing record.

(5) Items lost by an individual during the cycle can be purchased at the Military Clothing Sale Store (MCSS) or by providing a S/C or FLIPL.

(6) CIF will not service SMs arriving in 7 or more students in the same category arriving during the walk-in hours i.e. AIT, AGBOLC, FMBOLC, CHBOLC Students, CCC Students, and/or WOBC Students.

(7) AIT students who become a Chapter must make an appointment and turn-in with his/her Cadre being present. At the time of the appointment, the SM must be in a military uniform, must have his/her CAC, have his/her orders in his/her possession, the OCIE being turned in must be free of debris, free of odor, and dry. A Damage Statement Memorandum is required if any of the items are damaged (rips, holes, tears, or frays) and clearing papers. If the clearing papers are not present at the time of the scheduled appointment, the SM may return later with his/her to receive the “CIF Cleared Stamp” if the turn-in was successful. The “Cleared CIF Stamp” must be on the out-processing form before the individual departs Fort Jackson.

12. **Placing Identifying Marks on OCIE.**

a. IAW AR 710-2, paragraph 2-14 (I) (2), individuals are responsible for the proper care, custody, and safeguarding of all OCIE issued to them. Except for sew-on name tags and authorized insignia, personnel will not place stencil or any other permanent marking on OCIE. If Unit Commanders determine that additional identification is required, appropriate sew-on tags may be used. OCIE will not be marked, stamped stenciled for any reason. If a SM needs to place an identifying mark on OCIE the SM may use duct or masking tape to identify unit, platoon, section, and name. The wet weather parka can have a name tape sewn on right pocket. Currently, duffel bags are the only exception per the memorandum signed by the Army G-4 dated 23 January 2023. Prior to turning in a previously marked duffel bag the markings must be covered with a solid color such as brown, black, or OD green.

b. If a SM marks OCIE in any other manner than annotated above, he/she will be required to provide an adjustment document (S/C or FLIPL) prior to clearing CIF. Commanders may use a black marker to identify size on OCIE where the size has worn due to the high volume of use, this is the only exception when it comes to marking OCIE, and it should be annotated on the care label, if possible.

13. **Damage Statements.**

a. Unit Commanders or their designated representatives are authorized to approve Damage Statement Memorandum for damaged OCIE when a preliminary investigation by the Unit Commander or the SM's chain of command (such as Squad Leader, Platoon Sergeant/Leader, or First Sergeant) reveals the damage occurred while conducting official Government business, and neither negligence nor willful misconduct was involved (example found in Appendix A) for OCIE damage statement IAW with AR 735-5. The Commander or his or her designated representative will sign the Damage Statement Memorandum. Each Damage Statement Memorandum must have an original signature.

b. Individuals approved by Unit Commander will bring the Damage Statement Memorandum and the damaged OCIE to CIF within 30 calendar days of the commander's approval for exchange. Damaged items are considered burns or tears over 2 inches long and will be determined by the CIF Property Book Officer (PBO) or qualified Logistics Readiness Center (LRC) technical inspector.

14. **DX.**

a. All SMs personnel requiring DX will report to CIF during the designated hours. DX will only take place during these hours, no exception. DX items will be free of debris, free of odor, and dry. If items are filthy, has an odor, or wet will not be accepted.

b. Rips and tears do not render an item unserviceable. Tears more than 2 inches with no dry rot evident, will require relief of responsibility documentation or a damage statement by Unit Commander, if damage occurred during official Government business (See Appendix A).

c. Items damaged by causes other than FWT will not be exchanged without adjustment documentation as prescribed in AR 735-5, S/C or FLIPL. The APO, CIF Supervisor, or qualified LRC technical inspector are the final authority on determining damages because of FWT.

d. OCIE items damaged while being used for “other than its intended purpose” will not be exchanged without an adjustment document identified in paragraph 8c above. An example is cook- whites or mechanic coveralls stained by paint.

e. All tags on OCIE must remain free of all markings, be intact and cannot be removed. If tags are removed from an item, a damage statement signed by the Unit Commander prior to turn-in is required (See Appendix A). Commanders may use a black marker to identify size on OCIE where the size has worn due to the high volume of use, this is the only exception when it comes to marking OCIE, and it should be annotated on the care label, if possible.

f. When SMs arrive at CIF for DX, all items will be ready for exchange. The CIF Complex will not be used to prepare items for turn-ins. Customers will be refused service and asked to return at another time once they have all equipment properly prepared. All items will be free of debris, free or odor, and dry. It is the responsibility of the individual SM to ensure a proper turn-in. These standards are in place to reduce the waste of man hours for the SM and CIF personnel.

g. DS are allowed to DX their hats every 6 months for any size that is in stock regardless of the size previously issued. DS are required to sign their clothing record upon completion of their hat exchange. This does not apply to DSCs while in a school status.

h. Per the T2COM-251029-98H6, DS and DSC females are authorized to wear the Campaign Hat. Males and females may receive 2 hats in the same size or a combination of 2 different sizes. Senior Drill Sergeants (SDS) will confirm the proper fit of the DSC hats prior to the DSCs departure from CIF.

i. Any DSC who wishes to exchange their hat(s) for a different size other than what was issued must provide an ETP signed by the Commandant or Deputy Commandant detailing the need for a hat size exchange. The final decision will be made by the LRC Director.

j. DS not assigned to CIF Fort Jackson, will not be issued DS hats. Their DS hats must be issued by his/her home CIF.

15. **Absentee Turn-Ins.**

a. OCIE issued to individuals who are absent without leave (AWOL) status or hospitalized, will be accounted for IAW AR 700-84, paragraph 12-2.

b. Turn-in of absentees' OCIE will be posted to the individual Clothing Record by CIF personnel. The term "Absentee Turn-in" and the date of the turn-in will be on the clothing record. If a FLIPL (DD Form 200) is required for all or a portion of the absentee's OCIE, it will also be posted to the individual's clothing record by CIF personnel. A copy of the clothing record and all adjustment documents will be provided to the unit. The unit is required to maintain them in their files.

16. **Bulk Issue and Turn-in.**

a. Unit representatives on a signature card will request a turn-in appointment. Unit representatives will also need to provide a detail to assist with the turn-in process. Units that arrive 15 minutes or more past their appointment time with no approved prior coordination will be rescheduled.

b. A Request for Issue/Turn-in (DA Form 3161) in triplicate will be provided upon arrival indicating the items requested by LIN, National Stock Number (NSN), nomenclature, quantity, and size. The appropriate personnel will print, sign, and date the request. CIF personnel will provide the Request for Issue/Turn-in (DA Form 3161) and the unit personnel will provide the DA Form 3161/Request for Turn in at the time of the scheduled appointment.

c. Prior to turn-in, all items will be free of debris, free of odor, dry, and have no identifying markings. Items will be separated by NSN, nomenclature, and size.

d. CIF is not authorized to issue OCIE in bulk; therefore, requested OCIE items in bulk will be denied unless approved by the LRC Director.

17. **Adjustments Documents.**

a. S/Cs: IET and IET Chapter Personnel. For IET and IET Chapter personnel, the customer unit is responsible for initiating the S/Cs. The CIF staff will process the S/Cs and maintain a file copy for their records. Unit Cadre will be provided with a copy of the processed S/Cs for submission to the Finance and Accounting Office (FAO). The FAO requires these documents to be submitted via a Unit Transmittal Letter (UTL).

b. S/Cs for AIT, Permanent Party, and Visiting Personnel. CIF will initial and process the S/Cs. The CIF will maintain a copy of their records and forward the S/Cs to the FAO weekly via UTL.

c. Reimbursement is provided to individuals when articles are recovered will process IAW AR 735-5, paragraph 12-2 (see Reestablish Accountability).

d. All FLIPLs will be initiated by customer units and sent to CIF via the electronic Financial Liability Investigations of Property Loss (eFLIPL) system. The APO has 24 -4 8 hours to action all provided FLIPLs. If errors are present, the APO will reject the FLIPL for correction.

e. Recovered property previously listed on FLIPL and S/C remains the property of the U.S. Government and must be turned into CIF. Follow procedures established IAW AR 735-5, paragraph 4-3 c.

f. S/C (DA Form 7923) will be initiated within 5 working days after the date of discovering the discrepancy IAW AR 735-5 paragraph 12-2 (e) 1. If the S/C is not submitted within the time limits of AR 735-5, a FLIPL (DD Form 200) must be prepared. S/C (DA Form 7923) over 30 days will not be accepted.

g. CIF will not sell, give as a gift, loan, exchange, or otherwise dispose of any Government property, accountable or non-accountable unless specifically authorized by law. Items replaced in-kind and payments made under the provisions of AR 735-5, paragraph 4-3 c for lost, damaged, or destroyed Army property does not constitute a sale of Army property. Title of such property remains with the Government.

18**. Reclassification Section.**

a. The Reclassification section nor any other section will give out any Property Book or Non-Property Book items. All serviceable items received will be returned to stock for re-issue and/or shipped out to the appropriate Regional Logistics Support Center (RLSC). All unserviceable items will be processed for turn-in through the appropriate channels.

b. Clothing returned by SMs being discharged is turned into the Reclassification section by the individual SM the morning of his/her final discharge date. The 120th AG BN Cadre are responsible for ensuring each SM turning in has a copy of his/her

automated DA Form 3078 for initial issue from the Central Initial Issue Point (CIIP). Chaptered personnel will turn in their initial issue, IAW AR 700-84 paragraphs 12 - 4, 12 - 5e, 12 – 7, and 12 – 9. The SM may purchase any
missing items from the MCSS or will have a S/C (DA Form 7923) stamped by the Defense Finance and Accounting Service (DFAS) prior to the SM clearing Reclassification.

c. SMs including Permanent Party personnel, determined to be in distress (i.e., theft or fire) the Cadre and or chain of command will provide a memorandum by a 06 or higher stating why the SM is determined to be in a distressed situation. Permanent party SMs will be approved case by case because they are given a supplemental allowance annually. In addition, a Military Police Report will be provided along with a FLIPL (DD Form 200) with a document number from their BN S-4, prior to the SM being cleared. The Cadre of 120th Adjutant General (AG) BN will provide supporting documents to account for the missing items prior to the SM's arrival, no exceptions. The CIF Reclassification personnel will conduct an inventory using Personal Clothing Record (DA Form 3078) with SM.

19. **Absentees.**

a. Clothing of absentees Inventory. Per AR 700-81, the abandoned property of a Soldier absent from the unit without authority will be inventoried without delay following the procedures in paragraph 12–13a (1) and 12–13a (2). These procedures apply only if the enlisted Soldier resides in troop billets.

(1) The unit commander will designate a commissioned officer, warrant officer, or noncommissioned officer in pay grade E5 through E9 to conduct the inventory. The unit commander will assure the inventory officer that the clothing abandoned belongs to the absent enlisted Soldier. Another member of the unit or activity will witness this inventory.

(2) The inventory officer will make sure the clothing is not exchanged for clothing of any other enlisted Soldier. Prepare a DA Form 3078 in original and three copies. Record on this form the items and quantities of personal military clothing issued. Excesses of personal military clothing above authorized levels will not be recorded on DA Form 3078. These items will be included on the personal effects inventory. See DA Pam 600–8 for instructions on how privately owned military personal property is inventoried. The person conducting the inventory will enter the words "Inventoried by" and sign in the "Remarks" block of the DA Form 3078.

(3) Ensure that the witness and the unit commander or designated representative verify and initial this form.

(4) Place the original copy of the inventory in the enlisted Soldier's duffel bag or other suitable container. Retain the other three copies in the unit suspense file pending further action.

(5) Inventoried clothing of an absent enlisted Soldier discussed in paragraph 12–13*a* will be secured in the unit's facilities or in a secured storage area designated by the installation commander.

(6) When the absentee has returned, the enlisted Soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078. The enlisted Soldier will be given copy three of the inventory. The unit commander determines whether the enlisted Soldier has the initial allowances of personal clothing. Shortages are replaced at the enlisted Soldier's expense.

b. Clothing of enlisted soldiers dropped from the rolls. Clothing of enlisted Soldiers who are absent without leave is inventoried, safeguarded, and retained in the unit facilities or other suitable storage area per paragraph 12–13. When the enlisted Soldier is returned to military custody or dropped from the rolls as a deserter, clothing is disposed of as follows:
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(1) If the absentee is returned to an installation other than their home station before being dropped from the rolls, the home station commander ships the abandoned clothes to the enlisted Soldier's new station if the enlisted Soldier will not be returned to the home station unit. Determines the expense to the Government for shipping the clothes. Forwards the information to the new station for collection of shipping expenses from the enlisted Soldier's pay.

(2) When an enlisted Soldier is dropped from the rolls as a deserter, clothing is removed from the unit facilities or other secured areas. Recoverable items are turned in to the Installation Supply Division. The following information will be entered on the turn in document: Identity of the enlisted Soldier and their assigned unit. Statement that the enlisted Soldier was dropped from the rolls on a certain date. Statement that all abandoned recoverable items listed on DA Form 4886 are included.

(3) The unit commander or representative, above the grade of E4, will inventory clothing of ARNG and United States Army Reserves (USAR) Soldiers dropped from the rolls. DA Form 4886, CCDF Form 3161, or CCDF Form 3078 will be prepared and accompany the clothing upon turn in. The turn in documents will identify the enlisted Soldier and their assigned unit. Contain a statement that the enlisted Soldier was dropped from the rolls on a certain date. Contain a statement that all abandoned recoverable items listed on DA Form 4886 are included. The appropriate accountable officer (USPFO for ARNG) retains the original of the turn in document. One copy is sent to the Soldier's unit for filing. In the ARNG, a copy is sent to the State Adjutant General for inclusion in the Soldier's permanent file. All abandoned property in the ARNG is turned into the USPFO per paragraph 15–10. Records are disposed of according to AR 25-400-2.

(4) Clothing for Soldiers returned to military control after abandoned clothing has been disposed of is replaced at the Soldier's expense. This includes Soldiers of the ARNG and USAR.

e. According to AR 735–5, adjustment action will be taken for clothing not returned or recovered from ARNG Soldiers who are discharged or dropped from the rolls.

20. **Vests.** Vest sizes will match those of the Small Arms Protective Insert (SAPI), the Enhanced Small Arms Protective Insert) E-SAPI, X-Small Arms Protective Insert (XSAPI) unless otherwise stated. The plates will not be switched out for different sizes for a better fit regardless of the reason.

21. **Ballistic Plates:**

a. Deployment Ready: Non-Destructive Test Equipment (NDTE) scanned plates with the scan within the last 5 years. These plates are reserved specifically for deployments and will have a NDTE passed label.

b. High Rish Live Fire (LFX) Training and Contingency units: NDTE scanned plates within the past 5 years used only for high risk LFC, or assigned to contingency units, and properly stored when not in use. These plates will have the NDTE passed label.

c. Training Purpose Only (TPO): plates are labeled "TPO", used for low-risk training including static live fire ranges, field training exercise, and Warrior Task Training.

d. The CIF staff will issue one of the types of plates below per your category, training, and/or deployment status:

Green = Enhanced Small Arms Protective Plates Inserts (E-SAPI)

Black = Small Army Protective Plates Inserts (SAPI)

Tan = X-Threat Small Arms Protective Insert (XSAPI)

Additionally, the maximum protection level written on the E-SAPI, SAPI, and XSAPI are different:

E-SAPI specifies "7.62 mm APM2 Protection"

SAPI specifies "7.62 mm M-80 Ball Protection"

XSAPI specifies “7.62x54R mm Armor Piercing Rounds

E-SAPI SAPI XSAPI



<u>IET personnel will not be issued Training Plates. If Training Plates are in IET personnel possession, notify the chain of command immediately to have the plates replaced</u>.

Note: All plates except for scanned EAPI plates may be used to support the IET mission.

e. Proper storage of the Interceptor Body Armor (IBA) SAPI, E-SAPI, and Enhanced Side Ballistic Inserts (ESBI) at CIFs is critical to avoiding damage and maintaining the plate’s effectiveness. Ballistic plates should be stored out of direct sunlight and away from heat sources, as prolonged periods of exposure can deteriorate them.

f. If in original packaging, keep E-SAPI, SAPI, XSAPI, and ESBI plates in original shipping packing material until they are issued. Stack no more than three boxes high in

a warehousing/issuing facility. The original packaging consists of ballistic plates packed vertically in a corrugated cardboard box with closed cell foam between each plate for cushioning. These boxes are then double packed in a larger box for added protection. Reuse original packing material if available. Place closed cell foam between each stacked plate for added cushioning and load distribution.

g. If not in original packing, stack same-size plates flat no more than 10 high on a solid surface with the Strike Face down.

h. The plates are considered unserviceable if any of the following conditions are present:

(1) Outer cover is damaged the ceramic tile material.

(2) Plate is cracked, and you hear loose pieces rattling around when shaken.

(3) Creaking or squeaking of ceramic tile heard when plate twisted by hand.

(4) Composite backing is delaminating (backing materials plies are separating).

(5) Cracking of the ceramic tile is felt or heard as you firmly pinch the outer ½" perimeter of the plate.

(6) Plate has been hit by a bullet or fragment.

i. Do not machine wash or dry. Failure to follow instructions may degrade your ESAPI/SAPI ballistic protection.

(1) Remove loose dirt and lint from outer surface of the plates using cloth or soft bristle brush. Never use stiff bristle brush.

(2) Wet the plates in a sink or shower using warm, not hot water.

(3) Apply a mild soap or detergent to the soiled areas and scrub with a cloth or soft bristle brush. Scrub only long enough to remove soil.

(4) Heavy grease/oil stains may be pre-spotted with a mild detergent and scrubbed with soft brush.

(5) Rinse the plates with warm water until all suds are completely gone.

(6) Let the plates dry by itself, away from heat or open flame.

22. **E-Order.**

a. Concept of Operations. E-Orders will be used to support SMs deploying as individual SMs. CIFs will use E-Order to field OCIE to individual SMs.

(1) E-Orders will not be used to fill shortages or otherwise supplement a previous fielding event or re-stock CIF inventory.

(2) For the purpose of this SOP “SMs” means personnel authorized to receive PM-SPIE OCIE, this includes other services.

b. Procedures. The CIF staff can submit partial orders if the SM elects to decline specific PM-SPIE items.

(1) For example, if a SM was previously fielded certain recoverable items such as the Hydration System, Knee and Elbow Pads, or Modular Lightweight Load-Carrying Equipment (MOLLE), they may decline those items to preclude duplication. (See ALARACT 390/2011 DTG: P211926Z OCT 11).

(2) Duplication of OCIE is not authorized.

c. Ordering. Upon the Program Executive Office (PEO) Soldier’s approval, the CIF staff will order the selected items requested by the SM for individual SMs.

(1) The SMs are required to provide PEO Soldier with their deployment orders and/or DA form 1610. PEO Soldier will verify the deployment status of the SM and coordinate with the PM-SPIE Fielding Coordinator.

(2) If verified, the SM’s BN/BDE S4 will send the SM to CIF Jackson to get sized and place their order. The CIF staff will also check SM’s clothing record for duplication prior to placing orders. Each order must contain the SM’s name, rank, DODID, gender, MOS, Unit Identification Code (UIC), Theater of Operation, and the unit’s in-theatre supply POC’s name, and e-mail address. If the SM’s status is denied, the BN/BDE S4 and the SM will need to contact PEO Solider representatives directly for further consideration.

d. Shipping.

(1) For individual SM's Orders: Project Manager (PM) Soldier Protection and Individual Equipment (SPIE) Regional Lansing Support Center in Lansing, MI. consolidates orders for a single CIF each day. They will build individual orders on a First in First out (FIFO) and ship the equipment, ensuring it arrives within 10 business days after the order is approved by an E-Order Coordinator.

(2) The document package included in the shipment will contain a copy of the filled order for each SM (Nomenclature, NSN, and quantity on DD Form 1149). It will also include a shortage list identifying the items by nomenclature, NSN, and quantity that were not available for shipments not in stock (NIS). When the order is shipped it will be posted as a LT. **NOTE*:*** LTs (DA Form 3161) are processed daily and will include all items for all orders shipped to the CIF that day as one bulk LT.

e. Receiving.

(1) For individual SMs: When the E Order shipment arrives, the CIF staff will inventory and receive the shipment. Any discrepancies will be reported by the CIF to the E-Order Coordinator within 3 days via a Report of Discrepancy (DA Form 364). Replacement items cannot
be sent until PM SPIE receives the Report of Discrepancy. The CIF will accept the LT action within 3 days. The CIF will notify the unit(s) and schedule an issue date/appointment for the SM.

(2) Once the CIF staff will notify the SM their E-Order has arrived, the SM must schedule an appointment to pick up their order within 30 days. After 30 days the equipment will be placed in CIF's stock for re-issue and/or returned to PEO Soldier.

f. Issuing. Since E-Order replaces a fielding event, each SM issued an IOTV must be trained on the equipment. CIF staff will ensure the SM is trained by a certified IOTV Operator's Course Trainer (CIF Employee certified to present the IOTV Operator's Course) as required by Program Executive Office Solider for Overseas Contingency Operations.

(1) For Individual SMs: The CIF's staff issues equipment to SMs by appointment. Once the PM-SPIE items are issued, the CIF has 3 working days to post the transaction to E-Order.

(2) CIF will update the SM's records in SEAM to reflect equipment received per local operating procedures/standards. **NOTE:** E-Order and the SEAM databases are not linked, and entries must be made separately to each system. E-Order is not set up to handle returns. Any excess or unissued equipment received by the CIF is to be absorbed into CIF stock and issued as normal inventory.

g. Responsibilities for PM-SPIE.

(1) PM-SPIE will assign a single POC to coordinate all PM-SPIE tasks and responsibilities in support of this MOA.

(2) Establish written procedures for the Program Executive Office (PEO) Soldier Regional Lansing Support Center to facilitate successful and timely shipments to customers.

(3) Provide one-time initial training to CIF personnel on the E-Order system.

(4) Provide the CIF, one-time initial IOTV Fitting Kit of equipment.

(5) Provide notification to CIF of changes to the SM equipment list and BOIP.

(6) Provide additional training for any new item added to the approved list.

(7) Provide additional training on any subsequent changes to the web ordering process.

(8) Provide New Equipment Certification Training (NET Training) for designated CIF personnel on equipment that requires NET. At a minimum provide Train the Trainer certification training for the Improved Outer Tactical Vest (IOTV) Operator's Course.

(9) Ensure that shipments are consolidated and shipped to arrive NLT 10 - 12 business days after the order is approved by an E-Order Coordinator.

(10) Bear all first-destination transportation expenses to ship PM-SPIE equipment to the receiving CIF.

(11) Ensure that the PEO Soldier Staging Facility includes in every shipment a list of all SM's orders to facilitate issue by the CIF. This will include all items by

nomenclature, NSN, and quantity in the shipment (DD Form 1149). In addition, the Staging Facility will provide a shortage list of the items NIS at shipment.

(12) Ensure LT action in the system is initiated when shipment leaves the staging facility.

(13) Validate this process annually to ensure sizing and delivery processes are in compliance with training and other procedures outlined in this MOA and local operating procedures.

(14) Ensures shortages are filled promptly. When in stock, the NIS items will be sent to the SM's in- theater supply POC for forwarding to the SM.

(15) Provide account management functions and quality control for E-Ordering.

(16) Provide Help Desk capability for E-Order users (CIFs).

h. Responsibilities for CIF.

(1) CIFs will assign a single POC to coordinate all tasks and responsibilities in support of this MOA with PM-SPIE.

(2) Identify the designated POC to PM-SPIE prior to initiation of sizing/shipping operations in support of this MOA.

(3) Apply for E-Order user account using DD Form 2875. Only 3 user accounts will be authorized for each CIF without additional justification.

(4) Ensure that the use of E-Order is authorized/validated with the PM-SPIE Fielding Coordinators for OCO deploying SMs and IBU's.

(5) Ensure deploying SMs have 30 days before departure before requesting an E-Order shipment.

(6) Receive E-Orders, inventory shipment, accept LT Action in SEAM within three days, and issue equipment.

(7) The CIF verifies the deployment status of the SM and coordinates with the PM-SPIE Fielding Coordinator to validate the use of E-Order for that SM prior to the execution of the ordering process.

(8) Ensure SM's clothing record in SEAM is updated within local operating procedures standards.

(9) Excluding certain sized items not available via CMO, the CIF will sustain depleted sizing kit items after initial issue by PM-SPIE.

(10) Identify personnel for NET Certification training and maintain a minimum of one IOTV Operator's Course certified instructor on staff.

(11) Conduct NET for all SMs that receive equipment that require this training. At a minimum conduct NET for all IOTV and/or Plate Carriers issued.

(12) Ensure CIF trainers recertify every 12 months.

23. **Reestablish Accountability.**

a. SMs may request the reestablishment of accountability for found items annotated on a finance processed S/Cs.

b. The SM is required to provide CIF staff with the exact items listed on the S/Cs for turn in along with the financed processed S/Cs from any Army military base to include a copy of their debited LES.

c. The CIF staff will accept the items for turn-in, provide the SM credit, properly remove the found OCIE from the record while creating, and provide all CIF requirement documentation to complete the packet.

d. The CIF staff will create the reestablish accountability memorandum and provide the APO for review. The APO will review memorandum with supporting documentation and sign the memorandum within 24 - 72 hours if no errors or concerns are present.

e. The CIF staff will maintain a copy of the entire packet in the SM files as well as the accountability files. The original packet will be provided to the SM to take to Finance for final processing.

24**. Deceased SMs.**

a. Unit personnel must submit the Appointment of Summary Court Martial Officer (SCMO) Memorandum to the CIF staff. Once provided, the unit may request the deceased SM's clothing records and schedule a turn-in appointment for recovered OCIE. CIF will honor requests for multiple turn-in appointments if necessary.

b. All turned-in OCIE must free of debris, free of odor, and dry. Following the turn-in, CIF will provide the unit representative with an updated copy of the SM's clothing record. If any items remain outstanding on the record, the unit supply section must initiate a FLIPL accompanied by all required supporting documentation.

25**. SMs Outside the Radius.**

a. SMs located outside the CIF Fort Jackson servicing radius will receive logistical assistance in a limited capacity. To ensure mission-essential training needs are met within the local footprint, the APO restricts the issuance of high-demand special interest OCIE exclusively to authorized personnel within the Fort Jackson servicing area. **(Items include DS Hats, Ballistic Plates, Vests, Helmets, Large Rucksacks, 3-Piece Sleep Systems, Camelbacks/Bladders, and Protective Eyewear).**

b. SM must observe all posted CIF Fort Jackson operating hours and appointment schedules. Valid supporting documentation is mandatory, including official orders, and 0-6 signed ETP Memorandums.

26. **Clothing Records and Requests.**

a**. Perm Party**

(1) Copies of processed and signed clothing records will be provided to SMs during in-processing, additional issues, turn-ins and exchanges.

(2) All Service Members seeking verification of clothing record postings other than in-processing, additional issues, turn in-in and exchanges are required to utilize the SEAM system for record retrieval. CIF will not process routine record pulls for these inquiries. CIF staff may print records on a case-by-case basis.

b. IET.

(1) Clothing records will be adjusted within 24 - 72 hours after issue and/or turn-in. CIF staff may provide records strictly on a case-by-case basis at the management's discretion.

(2) All personnel assigned to IET units are required to utilize the SEAM system to retrieve clothing records. Due to the inclusion of photo documentation, individual clothing records now span multiple pages. Processing large-scale print requests for these expanded files results in an unsustainable volume of paper consumption. This excessive paper usage rapidly depletes the organization supplies, and increases logistical burdens, and physical document management. Consequently, attempting to fulfill these bulk print requests not only drains physical resources but also creates severe administrative backlogs that significantly delay the posting of standard mission-essential documentation.

c. Classes (. i.e., AIT, BOLC DS Hat).

(1) SMs will be issued a standardized worksheet requiring their signature. This document will be used to update their clothing record within five (5) days following their departure. CIF staff will provide a signed copy to their Class Leader prior to departure.

(2) If any errors, missing or duplicated items are identified in on the clothing record, the SM must notify CIF staff immediately and provide the signed documentation as proof.

d. Chapters.

(1) All chapters will receive a final copy of their clothing record after turning in any required documentation i.e., S/Cs or FLIPL.

(2) The CIF staff will not provide trash bags, boxes, or other containers for Service Members (SMs) to transport items not accepted for turn-in. The use of CIF trash cans or dumpsters for the disposal of unwanted military or personal items is strictly prohibited. Unit representatives are responsible for ensuring that personnel undergoing administrative separation (Chapters) possess appropriate civilian luggage to transport all remaining property.

27. **Inventories and Shakedowns.** Unit Cadre, DS and the individual Service Member must conduct a comprehensive "shakedown" and inventory of all items before leaving

the facility. This inspection must occur within the CIF Main Complex (BLDG 2450) or the CIF Night Issue Compound (BLDG 1776). Verified deficiencies identified during the on-site inspection will be corrected upon reporting to CIF staff. Departure from the CIF footprint constitutes final acceptance of the property record. Shortages identified after departure will not be processed as "free issue" or clothing record corrections. The opportunity for "free issue" is strictly forfeited once personnel leave the area.

28. **Annual Inventories.**

a. Annual inventories will be held in the month of December unless otherwise indicated by the APO. All supported organizations will be notified NLT 3 weeks prior to the start of the annual inventories. During this time there will be little to no transactions conducted.

b. Permanent Party personnel who will PCS, ETS, or Retire during this time will be granted appointments on a case-by-case basis. All appointments are contingent upon the SM’s final out dates. To obtain a turn-in appointment, SMs will email the CIF Staff a copy of his/her orders and installation clearing papers.

c. Chaptered IET personnel who must depart during this time will conduct an inventory with his/her unit representative. The unit representative will obtain a copy of the Chapter’s clothing record in advance, if possible, to ensure an accurate inventory. The Chapter will sign over their OCIE to their unit representative on a DA Form 3161 and will maintain a copy. The OCIE will be secured at the unit with the DA Form 3161.

d. If any OCIE items are missing or damaged, the unit representative will complete a S/C or FLIPL prior to the departure of the Chapter and secure the documents with the OCIE. Upon CIF’s re-opening, the unit representative will turn in the OCIE on behalf of the departed Chapter with a memorandum signed by the Unit Commander authorizing him/her to do so. All OCIE must be cleaned and dry.

29. **Unprofessional/Aggressive Behavior.** At no time will customers conduct themselves in an unprofessional or hostile manner. Yelling, throwing, intimidation, the use of profanity, or any form of physical or verbal abuse will not be accepted. The individual will be asked to compose themselves, if he/she refuses, he/she will be asked to leave and/or the Military Police will be called. The SM’s chain of command will be contacted immediately and remedy the situation prior to the SM’s return to complete his/her transaction. The APO/Branch Chief reserves the right to state that a member of the SM’s chain of command be present upon the SM’s return.

ASCE-LJA
SUBJECT: External Standard Operating Procedures (SOP) for Organizational Clothing and Individual Equipment (OCIE)

30. **POC** for this SOP is the CIF APO/Branch Chief, Supply and Services Division, Logistics Readiness Center, Fort Jackson, SC, DSN: 734-7213 or COMM: 803-751-7213.

SMITH.EVERETTE.JAMES.II.1048327660

Digitally signed by SMITH.EVERETTE.JAMES.II.1048327660
Date: 2026.05.20 13:05:15 -04'00'

Everette J. Smith II
Director, Logistics Readiness Center

ASCE-LJA
SUBJECT: External Standard Operating Procedures (SOP) for Organizational Clothing and Individual Equipment (OCIE)

Appendix A Damage Statement Memorandum

SAMPLE

OFFICE SYMBOL DATE

MEMORANDUM FOR Logistics Readiness Center (LRC), ATTN: Central Issue Facility, Fort Jackson, SC 29207

Subject: OCIE Damage Statement

1. Who: PV2 Donald Smith

2. What: During B 3-60th BN Cycle 20-03, the following Service Member (SM) OCIE issued items below became damaged during the Forge on 03 March 2022.

Nomenclature:	Stock Number:	Quantity:	Damage Description	Unit Price:
Assault Pack	8468-01-580-0981	1	Zipper Broken	$ 77.27
Canteen, 1QT	8465-01-115-0026	2	Cap missing	$ 7.75
Pouch, M4 3 Mag	8465-01-641-9389	2	Buttons missing	$ 22.69

3. When: 03 Mar 2022

4. Where: Forge, Fort Jackson, SC

5. Why: I have reviewed the circumstances surrounding the damage to the above listed items and found no evidence of negligence of willful misconduct.

6. Point of contact is the undersigned at 803-751-1234 or john.d.smith.mil@army.mil.

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Appendix B Maternity Memorandum Request

SAMPLE

OFFICE SYMBOL DATE

MEMORANDUM FOR Logistics Readiness Center (LRC), ATTN: Central Issue Facility, Fort Jackson, SC 29207

SUBJECT: Maternity Uniform Request

The below Service Member (SM) is authorized to receive maternity uniforms. The SM has a valid medical profile accepted by her command.

1. Who: SSG Moore, Jane L., DODID # 1234567890

2. What: Receive maternity uniforms

3. When: 15 Mar 2023

4. Where: Fort Jackson, SC CIF

5. Why: The SM has an established medical profile which warrants the issuance of maternity uniforms. The SM is aware that she may not permanently alter the uniforms in any way. The SM may exchange the uniforms when/if necessary.

6. Active-Duty Army SMs will retain 3 sets of maternity uniforms in a combination of 3 different sizes until the departure from the service. Active-Duty Air Force SMs will retain 3 sets of maternity uniforms in a combination of 3 different sizes until no longer needed and/or by the end of the 7th month post-partum. Reserve SMs will receive 1 set of maternity uniforms and return when no longer needed.

7. Point of contact is the undersigned at 803-751-1234 or john.d.smith.mil@army.mil.

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Appendix C Request an Exception to Policy

SAMPLE

OFFICE SYMBOL DATE

MEMORANDUM FOR CENTRAL ISSUE FACILITY MANAGER, 2450 Marion Ave, Fort Jackson, SC 29207

SUBJECT: Request an Exception to Policy to Retain OCIE

1. The Service Member (SM) is requesting to retain issued OCIE from Fort Jackson during PCS to their next duty station starting on 11 August 2022.

2. What: See Below

NOMENCLATURE	SIZE	PATTERN	QTY
a. E-SAPI Plates	SMALL	N/A	2 EA
b. Parka Cold Wea	LG	OEF	1EA

3. When: 11August 2022

4. Where: Fort Jackson, SC CIF

5. Why: The SM is scheduled to PCS to Fort Bragg. The SM's OCIE has been placed in his Household Goods which has already been shipped. The SM will retain the current OCIE and will continue using them at the next duty station.

6. Point of contact for this memorandum is MSG Dan R. Rivers at 803-751-1234 or dan.r.rivers.mil@army.mil.

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ASCE-LJA
SUBJECT: External Standard Operating Procedures (SOP) for Organizational Clothing and Individual Equipment (OCIE)

Appendix D Double Issue of OCIE

SAMPLE

OFFICE SYMBOL

MEMORANDUM FOR CENTRAL ISSUE FACILITY MANAGER, 2450 MARION AVE, COLUMBIA, SC 29207

SUBJECT: Request an Exception to Policy for Double Organizational Clothing and Individual Equipment (OCIE) Issue

1. Who: SGT Stuffy, Jim B., DODID # 0123456789

2. What: Requested OCIE item(s) is (are) listed below:

NOMENCLATURE	SIZE	PATTERN	QTY
a. Base Vest	XS-REG	UCP	1EA
b. Field Pack	LG	OEF	1SE
c. Jacket, CW	XS-REG	OCP	1EA

3. When: 15 April 2025

4. Where: Fort Jackson, SC CIF

5. Why: SGT Stuffy's OCIE was destroyed in a house fire and the requested items are needed immediately to attend the range for qualification. A Financial Liability Investigation of Property Loss (FLIPL) is being initiated and but will not be completed in time for the SM to attend the range for qualification.

6. Point of contact is the undersigned at 803-751-1234 or bill.s.good.mil@army.mil.

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Appendix E Phase IV Soldier Equipping for OCIE

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT**:** Interim Policy (Phase IV) on Soldier Equipping for Organizational Clothing and Individual Equipment (OCIE)

1. References:

a. Common Table of Allowances 50-900, Clothing and Individual Equipment, 20 November 2008.

b. Army Regulation (AR) 71-32, Force Development and Documentation Consolidated Policies, 20 March 2019.

c. AR 700-84, Issue and Sale of Personal Clothing, 22 July 2014.

d. AR 710-2, Supply Policy Below the National Level, 28 March 2008.

e. Memorandum: Fielding Prioritization for Operation Enduring Freedom-Camouflage Pattern (OEF-CP) Organizational Clothing and Individual Equipment (OCIE), 18 January 2018.

f. ALARACT 038/2021 – Issue Guidance for the Female Improved Outer Tactical Vest (FIOTV) as a Bridging Strategy to Fielding of the Modular Scalable Vest (MSV).

g. 10 U.S.C. §2568. Retention of Combat Uniforms by Members Deployed in Support of Contingency Operations.

h. Policy Memorandum: Retained Issue of Organizational Clothing and Individual Equipment (OCIE), 14 May 2020.

2. Purpose:

a. To provide interim guidance on OCIE management and the retained issue policy reform efforts during transition and implementation. The Army is holistically refining and updating OCIE management and how OCIE is initially issued, retained, and otherwise received by Soldiers. This interim change is intended to clarify the transition process (Phase IV) and additional guidance on specific items on the retained issue list.

b. The reform changes include standardizing the list of OCIE items required to conduct Warrior Tasks and Battle Drills (WTBD); providing initial issue at Initial Entry Training (IET); and using the Online Direct Ordering (ODO) for sustainment. This process will gradually transition all Soldiers to the standard list of OCIE found in the Retained Issue Policy, (See Appendix A.)

c. The Retained Issue Policy addresses other aspects of OCIE management to include:

(1) Appendix B: Expiration of Time in Service (ETS)

(2) Appendix C: Military Occupational Specialty (MOS) specific OCIE items

(3) Appendix D: SROTC retained OCIE items

(4) Appendix E: TBP regional specific OCIE items

d. Phase IV adds the MOLLE Rifleman Set as authorized retained items by all Soldiers (Enlisted and Officers). The update will discuss policies for Permanent Change of Station (PCS) and recovery of OCIE prior to ETS. This memorandum will not prohibit the recovery of any OCIE when it is in the best interest of the Government.

3. Applicability: Active Army, Army Reserve, and Army National Guard.

4. Reform Efforts, Updates, Changes:

a. The Maneuver Center of Excellence (MCoE) approved the standard list of OCIE required to conduct WTBD. Any recommendations for changes to the standard menu can be submitted to HQDA G-4 Troop Support. Send annual recommended changes no later than (NLT) 30 September to ETMS2 tasker HQDA-230130-JJTV: https://hqda.etms2.army.mil/main.aspx?appid=ece74f15-8778-ed11-9037-

005056b4fccd&forceUCI=1&pagetype=entityrecord&etn=ava_tasker&id=de6dfa18-dea0-ed11-b792-005056b43308

b. Retained Issue: In Fiscal Year 2021 (FY21) Tank-Automotive & Armaments Command (TACOM) Central Management Office (CMO), in coordination with Training and Doctrine Command (TRADOC), began executing a phased implementation plan to gradually transition initial issue of retained OCIE from the first unit of assignment to IET locations. TACOM CMO will incrementally increase the number of OCIE items issued at IET sites until we achieve the entire Soldier menu for incoming Soldiers. Estimated completion is 4QTR FY25.

c. Transitioning the Force to the standard OCIE menu: Transitioning individual Soldiers to the standard menu will occur over time. The unit ODO Representative will reconcile Soldiers OCIE clothing records to match the standard menu as close as possible with available inventory during in and out processing. Soldiers are able to initiate this change prior to their PCS move by scheduling an appointment with their CIF/CIF Storefront. Transition items are limited to the availability of on hand inventory. Soldiers will have use of the ODO process to transition their OCIE to the standard menu list.

d. Regional OCIE items: Regional Appendix E is under development and will be provided in Phase V Interim Policy update. The intent of this appendix is to provide supplemental guidance to OCIE items required by Soldiers to perform their missions in specific climates Regional OCIE items will not be retained by Soldiers when they PCS from the region.

e. Military Occupational Specialty (MOS) specific OCIE items as retained issue: This process is under development. This requires each Centers of Excellence responsible for their specific MOS to identify to the HQDA G-4 team the unique OCIE items required for

Soldiers to perform their specific MOS. Appendix C updates will be published annually if applicable. Responsible CoEs can submit MOS specific menus and recommended changes NLT 30 September each year in ETMS2 HQDA-230130-JJTV:

f. Online Direct Ordering (ODO) (is used to replace unserviceable OCIE items directly to the unit. Units can contact TACOM CMO to set up ODO. In the ODO process the Soldier initiates the request through the unit appointed representative. The unit

representative approves the request and forwards to CMO for processing. The item will arrive in three to four business days for Soldier pick up. ODO will allow Soldiers to order OCIE replacement items while in Garrison and combat thus reducing the need to travel to/from a CIF for support.

g. CIF Inventory Realignment: TACOM CMO provides disposition instructions to the installation CIF storefronts for OCIE items that are determined to be in excess of the new requirement. Continental United States (CONUS) storefront CIFs may maintain up to 120 days OCIE stocks. Outside the Continental United Stated (OCONUS) CIFs may maintain up to 180 days of OCIE stocks. CIFs have 30 days to laterally transfer OCIE that is identified as excess and will not maintain any additional inventory.

h. Expendable supplies required to complete or place an item of OCIE into use will be stocked at parent units. Examples of expendable items replaced at the using unit level listed in AR 710-2, para., 2-14c, is expanded to include the hydration bladder, helmet chinstrap, and helmet pads. AR 710-2 update will be available once the Army reaches Phase V of the transition plan to ensure we have captured all the required changes.

5. Instructions for Appendixes: Detailed instructions are provided in the appendixes. Updates to appendixes will be published and effective at the beginning of each calendar year. The calendar year was chosen because it allows the easiest transition for TRADOC to implement initial issue changes during the IET holiday break

a. Instructions for Appendix A: The MCoE will determine the list of OCIE required for all Soldiers to perform Warrior Task Training. Soldiers will retain these items from initial issue until the Soldier reaches ETS or retirement. Soldiers transitioning between Regular Army, Army National Guard (ANG), and AR will return their OCIE and redraw an initial issue when they report to their new unit. SROTC cadets that leave the ROTC program prior to commissioning will turn in their OCIE into their designated ROTC department.

(1) The MCoE, using the Soldier-as-a-System Integrated Product Team (IPT), will review and update the appendix as necessary each calendar year and submit changes to the Office of the Deputy Chief of Staff, G-4 (ODCS, G-4), DALO-SPT for publication.

(2) When a Soldier reaches ETS, or otherwise leaves the Army, the units will provide an updated inventory sheet to the installation CIF/CIF Storefront, or TACOM CMO. The Soldier will turn-in recoverable items to local supporting CIF/CIF Storefront, or through the ODO process.

b. Instructions for Appendix B: DALO-SPT will review this appendix annually and update as necessary in coordination with Army Materiel Command (AMC) G-4, TACOM CMO, National Guard Bureau (NGB) G-4, and Army Reserve G-4. The ETS Retained list consists of items that are deemed unserviceable for the government to recover and reutilize. These items will remain with the Soldier when they ETS. Disposal/disposition of the items are at the Soldier's discretion upon ETS.

c. Instructions for Appendix C: DALO-SPT will update this appendix annually in coordination with TRADOC and each Center of Excellence. MOS items are specific OCIE items required to perform specific MOS functions. MOS Retained issue items are issued during IET or appropriate time during One Station Unit Training (OSUT) and will remain in Soldiers' possession as long as the Soldier holds the MOS. If the Soldier was not issued the MOS Specific items while at AIT, it becomes the unit's responsibility to coordinate with the CoE and the supporting CIF Store Front or ODO process to acquire the items for the Soldier.

d. Instructions for Appendix D: TRADOC and U.S. Army Cadet Command will review this appendix annually and update as necessary in coordination with G-4 DALO-SPT. Cadet Command is responsible for accountability of items issued to Cadets. Cadet Command will recover retained issue items from SROTC cadets if the individual is unable to fulfill their contractual obligation.

6 Current Soldier/Total Force Transition: As Soldiers PCS and out process, the CIF personnel or ODO Representatives review the Soldiers record to address all items of concerns by issuing items required in Appendix A or C. They will collect excess items above the Basis of Issue (BOI). CIF personnel will also remove items from the record that are not recoverable (i.e., Flame Resistant Army Combat Uniforms from a deployment). The CIF will contact the CMO for disposition instruction for items not listed in Appendix A, B, or C or if there are any questions concerning non-recoverable items.

a. Soldiers with Universal Pattern Camouflage (UCP) items are authorized to exchange the UCP for Operational Camouflage Pattern (OCP) when OCP items are available.

b. Once issued the Soldier retains the OCP until they ETS or receive modernization upgrades.

7. The Deputy Chief of Staff, G-4, who is the proponent of AR 700-84 and AR 710-2, will incorporate the guidance in this message into the AR's and submit changes to HQDA

G3 for changes into CTA 50-900 once the final phase of Retained Issue at IET is achieved.

8. The ODCS, G-4 point of contact (POC) for this action is Mr. John Cisney, 703-695-1036, DSN: 312-695-1036, or john.b.cisney.civ@army.mil. The CMO POC is Mr. Amit Saigal, (410) 436-3941, or amit.k.saigal.civ@army.mil.

HALL.JOHN.EME Digitally signed by
RY.1116254979
4 Encls Assistant Deputy Chief of Staff, G-4

1. Appendix A, Soldier OCIE Retained Issue
2. Appendix B, ETS Retained Issue
3. Appendix C, MOS Issue
Appendix D, Senior Reserve Officer Training Corps Retained Issue

DISTRIBUTION:
Principal Officials of Headquarters, Department of the Army Commander
U.S. Army Forces Command
U.S. Army Training and Doctrine Command
U.S. Army Materiel Command
U.S. Army Futures Command
U.S. Army Pacific
U.S. Army Europe and Africa

ASCE-LJA
SUBJECT: External Standard Operating Procedures (SOP) for Organizational Clothing and Individual Equipment (OCIE)

Appendix F Soldier Equipping Policy for OCIE Phase V

DALCO-SPT (700A) 25 August 2003

SUBJECT: Solider Equipping Policy for Organizational Clothing and Individual Equipment (OCIE) (Implementation of Phase V OCIE Modernization).

1. References:

a. Common Table of Allowances 50-900, Clothing and Individual Equipment, 20 November 2008

b. Army Regulation (AR) 71-32, Force Development and Documentation Consolidated Policies, 20 March 2019

c. R 700-84, Issue and Sale of Personal Clothing, 22 July 2014

d. AR 710-2, Supply Policy Below the National Level, 28 March 2008

e. Memorandum: Fielding Prioritization for Operation Enduring Freedom-Camouflage Pattern (OEF-CP) Organizational Clothing and Individual Equipment (OCIE), 18 January 2018

f. 10 U.S.C. §2568. Retention of Combat Uniforms by Members Deployed in Support of Contingency Operations

g. HQDA EXORD 159-23 Conversion of Army Central Issue Facilities 10 February 2023

2. Purpose:

a. To provide guidance on OCIE management and the transition and implementation of the Phase V Retained Issue. This process will **gradually** transition all Soldiers to the standard list of OCIE found in CTA 50-900 Appendices A-E.

b. Phase V adds the Sleep System, helmet, and ballistic vest as authorized retained items for all Soldiers (Enlisted and Officers). Priority of transition is the IET locations. This memorandum provides authorization to Soldiers in the field to transition to Retained Issue Policy Appendix A items when items are available.

c. This update will discuss policies for Permanent Change of Station (PCS) and recovery of OCIE prior to ETS.

3 Applicability: Active Army, Army Reserve, Army National Guard.

4. Total Force Transition: As Soldiers PCS and out-process, the CIF personnel or unit representatives will reconcile items required by Appendix A or C and collecting excess items above the Basis of Issue (BOI) in accordance with above appendices.

a. Soldiers with Universal Camouflage Pattern (UCP) items are authorized to exchange the UCP for Operational Camouflage Pattern (OCP) when OCP items are available.

b. Ballistic plates are not retained issue items per CTA 50-900 Retained Issue Policy. Ballistic plates are only used for when an actual ballistic threat is present. Soldiers are not authorized to ship ballistic plates in household goods during PCS moves due to high risk of damage and theft. Soldiers with MOS 89D/E EOD and 31B MP will receive scanned/certified plates from their supporting CIF upon arrival for use in their assigned duties and will return the plates to the CIF when they PCS. All other Soldiers will receive plates as needed for high-risk ranges and deployments; plates will be returned to the CIF storefront at the conclusion of the range or deployment.

5. TACOM CMO beginning FY24, will resource RC requirements at IET under reimbursable basis. RC Soldiers will keep retained issue OCIE throughout their career. If an RC Soldier changes COMPOs, they will turn in their OCIE and draw new OCIE from their new COMPO.

6. The Deputy Chief of Staff, G-4, who is the proponent of AR 700-84 and AR 710-2, will incorporate the guidance in this message into the AR’s and submit changes to HQDA G-3 for changes into CTA 50-900 once the final phase of Retained Issue at IET is achieved.

7. Appendices Summary:

a. Appendix A OCIE standard menu. Transitioning Soldiers to Appendix A list of OCIE will occur through IET and over time during the Soldiers PCS move with the CIF,

CIF Storefront, or unit-initiated transition of the Soldiers OCIE record to match Appendix A.

b. Appendix B ETS Retained Items. The ETS Retained list consists of items that Are deemed uneconomical for the government to recover and reutilize. These items will remain with the Soldier when they ETS. Disposal/disposition of the items are at the Soldier's discretion upon ETS.

c. **Appendix C Military Occupational Specialty (MOS) Retained Issue.** MOS items are specific OCIE items required to perform specific MOS functions. MOS Retained issue items are issued during AIT or during One Station Unit Training (OSUT) and will remain in Soldiers' possession for the duration of time the Soldier is assigned to the MOS.

d. **Appendix D SROTC Retained Issue.** Cadet Command is responsible for accountability of items issued to Cadets. Cadet Command will recover retained issue items from SROTC cadets if the individual is unable to fulfill their contractual obligation.

8.The ODCS, G-4 point of contact (POC) for this action is Mr. John Cisney, 703-695-1036, DSN: 312-695-1036, or john.b.cisney.civ@army.mil. The CMO POC is Mr. Amit Saigal, (410) 436-3941, or amit.k.saigal.civ@army.mil.

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Encls HEIDI J. HOYLE Digital Signed by MG, USA
Acting Deputy Chief of Staff, G-4

ASCE-LJA
SUBJECT: External Standard Operating Procedures (SOP) for Organizational Clothing and Individual Equipment (OCIE)

Appendix G Hard Armor Ballistic Plate Policy

DALO-SP 26 September 2024

MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: Hard Armor Ballistic Inserts/Plates Inspection and Request Policy
1. References.

a. Army Regulation (AR) 385-10 (The Army Safety and Occupational Health Program), 24 July 2023

b. Army Techniques Publication (ATP) 5-19, (Risk Management),9 November 2021.

c. Technical Manual (TM) 10-8470-210-10, Improved Outer Tactical Vest (IOTV) GEN III (Preventive Maintenance Checks and Services (PMCS) (Chapter 3).

d. Office of Deputy G-4, Memorandum (Revised Hard Armor Ballistic Inserts/Plates Inspection Policy), 23 April 2019

e. Office of Deputy G-8, Memorandum (Body Armor to Support Annual Training, Deployment and Contingency Requirements), 20 December 2016

2. Purpose. To allocate resources to support the highest risk missions by clarifing and reinforcing requirements for Hard Armor Ballistic Inserts/Plates. This memorandum outlines the level of ballistic protection for a range of missions in various conditions.

3. Scope. Provides provisions for both operator level and depot level inspections. Both are critical and complementary for ensuing Soldiers have appropriate ballistic protection. Provide guidance for requesting Hard Armor Ballistic Inserts/Plates.

4. Applicability. This policy applies to the Regular Army, Army National Guard (ARNG) of the United States, and the U.S. Army Reserve (USAR).

5. Background.

a. Reference 1.c provides operator instructions to inspect hard armor plates serviceability. Ballistic plates are designed and manufactured to defeat specific small arms threats that Soldiers may encounter on the battlefield. When required each Soldier is issued a set of 4 plates: 2 large torso plates worn in the front and back, and 2 smaller side plates. DALO-SP SUBJECT: Hard Armor Ballistic Inserts/Plates Inspection Policy

b. Plate Scanning Expiration Date: During Operation Iraqi Freedom and Enduring Freedom the Army required scans every 9 to 12 months for organizational level inspections and to gather usage data on the plates. The 9 to 12 month control measures are no longer necessary. The operator level inspection determines serviceability of the plate with a scan required every 5 years.

6. Three Levels of Ballistic Plates Policy.

a. Deployment Ready – Non-Destructive Test Equipment (NDTE) scanned plates with the scan within the last 5 years. These plates, reserved specifically for deployments, and will have a NDTE passed label.

b. High Risk Live Fire Exercise (LFX) Training and Contingency units: NDTE scanned plates within the past 5 years, used only for high risk LFX, or assigned to contingency units, and properly stored when not in use. These plates will have the NDTE passed label.

c. Training Purposes Only (TPO): plates are labeled “TPO”, used for low-risk training including static live fire ranges, field training exercise, and Warrior Task Training.

7. Operational uses.

a. All deploying Soldiers will be issued Deployment Ready plates. Unit will not use plates if passed the scan date.

b. Contingency or Prepare to Deploy orders. Units will be issued deployment ready plates upon assumption of the mission and will return the plates when relieved.

c. High Risk LFX: Defined as involving multiple weapons or weapon platforms used in conjunction with fire and maneuver. Soldiers must conduct a operator level inspection prior to any LFX to ensure hard armor plates are serviceable.

d. Low Risk Training: Warrior Tasks, Battle Drills, and low-risk live fire events do not require
ballistic protection. Examples are static firing line without any maneuver. TPO plates can be used for these events. Soldier will perform operator level inspections to ensure plates do not have major faults like cracks that alter the form, fit, and function of the hard armor plate.

8. Operator Level Inspection Policy.

a. Proper and regular visual inspections of the hard armor, per Reference 1.c. Chapter 3,

ensures the hard armor plates are in proper condition. These inspections are critical to detect internal and external material deficiencies that could affect the functionality of the plates. DALO-SP SUBJECT: Hard Armor Ballistic Inserts/Plates Inspection Policy

3

b. Soldiers must return plates that fail operator level inspections to the nearest Central Issue Facility (CIF) for exchange.

9. Depot Level Inspection Policy.

a. The Tank and Automotive Command's Central Management Office (TACOM CMO) employs the Armor Automated Inspection System (AIS) Non-Destructive Test Equipment (NDTE) to identify any hidden internal manufacturing defects or plates that show signs of stress fractures. Application of disposition labels adhere to the hard armor plate and capturing the information by the Armor AIS operating system. To provide the Army with a long-term surveillance process, commands will scan ballistic plates every five years to ensure no degradation of internal components has occurred.

Note: The NDTE inspection is a snapshot in time and is only valid at the time performed, this inspection does not negate the need for the operator level inspection. There are five disposition labels:

(1) Passed inspection: Hard armor plate that maintains ballistic resistance. There are no restrictions on usage. Soldiers must conduct operator level inspections prior to any operation even if the hard armor plates have a "Passed Inspection" label.

(2) Requires further testing: Soldiers will not be issued plates with this label.

(3) External Material Defect: Hard armor plate cover requires repair. Soldiers will not be issued hard armor plates with this label.

(4) Do not reissue: Remove the plate from circulation. Do not issue hard armor plates with this label to soldiers.

10. Requests.

a. Requesting Plates for Deployments, Training Center Rotations, or High Risk Exercises.

ASCE-LJA
SUBJECT: External Standard Operating Procedures (SOP) for Organizational Clothing and Individual Equipment (OCIE)

(1) Commands must coordinate requests for deployment plates through the local CIF at least 90 days before the required issue date, subject to mission requirements. This allows time for scanning and transportation of hard armor plates to the nearest CIF. Units will pick up deployment plates no earlier than 60 days prior to deployment or high-risk live fire event. The 60 days is to allow the units time to arrange CIF appointments and install plates in the body armor vests. Commands must return plates to the CIF within 30 days of re-deployment.

(2) National Guard units will have plates delivered to the State CIF for issue to deploying Soldiers unless directed otherwise by National Guard Bureau (NGB). USAR plates will be delivered by the Reserve Sierra Army Depot CIF. Commands must return plates to the CIF within 30 days of re-deployment. DALO-SP SUBJECT: Hard Armor Ballistic Inserts/Plates Inspection Policy

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b. Individual Soldiers requesting plates for duty Positions. Only the follow groups authorized to retain plates are: Explosive Ordnance Disposal (EOD) specialist MOS 89D/E and Military Police Soldiers MOS 31B/E/K. The plates will be issued upon arrival and returned upon departure from a duty station. These Soldiers will not PCS with plates.

11. Installation CIF Storefronts will manage deployment plates and TPOs will be easily identifiable within the CIF storage areas.

12. Sierra Army Depot (SIAD) Retrograde will submit Funds Verification & Use Authorization (FVUA) requests for shipping of all hard armor to the requesting units.

13. Points of contact for this memorandum are COL Adam T. Seibel, 703-692-9032, adam.t.seibel.mil@army.mil or Mr. John Cisney, 703-967-8192, john.b.cisney.civ@army.mil
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Appendix H OCIE Free of Debris

(U) Operation Order (OPORD) 031-24, Central Issue Facility (CIF) Acceptance of Organizational Clothing and Individual Equipment (OCIE) Free of Debris

(U) References.

(a) (U) HQDA Soldier Equipping Policy for OCIE, 25 August 2023, and Appendices.

(b) (U) Fragmentary Order 1 to Headquarters, Department of the Army (HQDA) Execute Order 159-23 Conversion of Army CIF to Storefronts and the Installations Transition to the Online Direct Ordering (ODO) Program, 08 September 2023.

(c) (U) Common Table of Allowance 50-900, Clothing and Individual Equipment, 19 December 2023.

(U) Time Zone Used Throughout This OPORD: ZULU (unless specified otherwise)

(U) Task Organization: 402nd AFSB Army Field Support Brigades (AFSB)
403rd AFSB
404th AFSB
405th AFSB
406th AFSB
407th AFSB
HQ ASC

1. (U) Situation. HQDA published Execute Order 159-23 which directs CIFs to convert to storefront and Army units to ODO and the right sizing of Soldiers OCIE records to match Appendix A (Soldier OCIE Retained Issue (Core Menu)) and Appendix C (Military Occupational Specialty Retained Issue) of the Soldier equipping policy. The new Soldier equipping policy also addresses pattern exchange during permanent change of station and OCIE recovery prior to expiration term of service. In coordination with both these efforts ASC is working to streamline and simplify the process.

2. (U) Mission. Upon receipt of this OPORD all AFSBs ensure that all CIF/storefronts will no longer reject OCIE turned in from Soldiers for uncleanness, provided the equipment is free of debris. Free of debris denotes the absence of obvious dirt, mud, or any extraneous particles not part of the equipment. This OPORD applies to all AFSBs and their subordinate CIFs, effective immediately upon receipt.

3. (U) Execution.

a. (U) Commander’s Intent.

(1) (U) Purpose. Provide instructions on OCIE management and eliminate unnecessary rejection of OCIE due to lack of laundering or cleaning.

(2) (U) Key Tasks.

(a) (U) CIFs/storefronts accept all Soldiers' OCIE if free of debris.

(b) (U) Upon receipt of OCIE, CIF/storefronts promptly pack and ship all equipment to the regional logistics support center (RLSC) for refurbishment and cleaning, except for new items in their original packaging, which may be returned to stock to be reissued.

(c) (U) CIFs/storefronts monitor stock levels closely to manage OCIE stocks shipped to and from the RLSC for resupply, leveraging RLSCs and distribution networks where possible to enhance retail inventory velocity.

(d) (U) CIFs/storefronts accept all excess from Soldiers during in/out processing and conduct a reconciliation of the Soldier’s OCIE records in accordance with Appendix A (Soldier OCIE Retained Issue (Core Menu)) and Appendix C (Military Occupational Specialty Retained Issue) of the Soldier equipping policy.

(e) (U) Synchronizes with Tank Automotive Armaments Command Central Management Office, AFSB/battalions, and stakeholders.

(3) (U) End State. ASC has successfully eliminated the need for Soldiers to perform a deep cleaning of OCIE for turn-in. Army Soldiers are encouraged to make appointments to turn in excess OCIE with the least amount of resistance.

b. (U) Concept of Operations.

(1) (U) Execute the turn in of OCIE with less hassle regarding cleanliness.

(2) (U) Eliminate the requirement to have Soldiers complete a laundering level of cleaning for items that need to be turned into the CIF/storefront.

(3) (U) Implement a rotation of OCIE stocks to the RLSC for cleaning, repair, and redistribution out to the force.

c. (U) Tasks to Subordinate Units and ASC Headquarters Staff.

(1) (U) Commander 402nd, 403rd, 404th, 405th, 406th and 407th AFSBs.

(a) (U) Ensure that CIFs are following guidance and allowing Soldiers to turn in OCIE free of debris and modernize their OCIE.

(b) (U) Soldiers are authorized to conduct excess turn in and pattern exchange not only during in/out processing but anytime there is a need if prior coordination has been made with the CIF and the stocks are on hand to issue.

(2) (U) Executive Director for Support Operations.

(a) (U) Coordinates with HQDA, AMC, Tank Automotive Armaments Command, Defense Logistics Agency, and other stakeholders on implementation plan.

(b) (U) Conducts strategic messaging to senior leaders at each installation.

d. (U) Coordinating Instructions. Commanders and ASC staff are authorized to initiate actions in accordance with this OPORD.

4. (U) Sustainment. Not applicable.

5. (U) Command and Signal.

a. (U) Command. Normal command channels are in effect.

b. (U) Signal.

(1) (U) Confirm receipt of this OPORD in Enterprise Task Management Software Solution or with ASC Command Operations and Information Center, usarmy.ria.asc.mbx.coic@army.mil.

(2) (U) ASC Supply Chain Operations Directorate point of contact is CW3 Jose M. Francogomez, DSN 793-3280, email: jose.m.francogomez.mil@army.mil or Mr. Willie L. Jones, DSN 793-6387, email: willie.l.jones28.civ@army.mil.

ACKNOWLEDGE:

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