

## **General/Background Information**

In April 2022 the Fort Leavenworth Central Issue Facility was officially closed and Fort Leavenworth customers were transferred to the Organizational Clothing and Individual Equipment (OCIE) Direct Ordering (ODO) program. As such, personnel must submit OCIE requests for issue and turn-in through their unit representatives. This applies to ETS and Retirement personnel as well. Personnel on PCS orders will no longer be required to turn-in OCIE to clear CIF; they will retain and carry forward all currently issued items.

### **What is ODO?**

The OCIE Direct Ordering program was established to provide sustainment of OCIE to Soldiers in locations without nearby CIFs or areas previously supported by CIFs that were identified for closure. Under the ODO program, unit representatives (i.e. supply sergeants) are given account access and ability to request issues and turn-ins for personnel within their operational control.

### **How does ODO work?**

Personnel request new or replacement OCIE through their unit representatives who will determine with the assistance of the chain of command the validity of the request. For Fort Leavenworth, most requests will be small such as a cold weather jacket or maternity uniforms. Once the need is validated, the unit representative will submit the issue request on behalf of the Soldier. An OCIE warehouse will ship the item to the unit representative, who will receive the item and in turn-in formally issue the item to the requesting Soldier and add the item to the Soldier's OCIE record.

Personnel completing ETS/retirement turn-ins should coordinate with unit ODO representatives to turn-in items no later than 30 days prior to ETS/retirement. Personnel who receive ETS/Retirement orders with less than 30 days to final out date should contact their unit ODO representatives immediately to coordinate turn-in of OCIE. At the time of notification to clear the unit representative will provide a list of items to be turned in, a date-time-group for turn-in, and other coordinating instructions. At the turn-in appointment the ODO representative will conduct a joint inventory of the equipment with the Soldier, document the turn-in (via signatures & turn-in document) and prepare the turn-in for shipment to the OCIE warehouse. Once received at the warehouse, the warehouse will conduct another inventory and adjudicate appropriately (i.e. remove from hand receipt, contact unit representatives for processing of statement of charges/FLIPL or to rectify other issues).

NOTE: It is NOT the ODO representative's job to determine serviceability or cleanliness of the equipment; the warehouse will make the final determination (just as if you did a in person CIF appointment) and determine if a statement of charges or FLIPL must be initiated based on damage not being from normal wear-and-tear.

### **How can I view my OCIE Record?**

To view your current OCIE Record, log-in using your CAC at the following Self-Service link:

[https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing)