



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 23 – Organizational Clothing Individual Equipment (OCIE) Issuance, Accountability, Maintenance, and Turn-in Procedures

1. Purpose: This policy explains Command and Soldier responsibilities regarding OCIE. The mission of the Central Issue Facility (CIF) is to provide OCIE authorized by CTA 50-900 and CTA 50-970 to all military personnel and selected DA Civilians (DAC) who are assigned or attached for duty to JRTC and Fort Polk. The CIF will provide emergency support to rotational units on an "as needed basis" with LRC Supply and Services Division approval.
2. Policy: All Soldiers assigned to Fort Polk will be issued complete OCIE. Soldiers are prohibited from refusing issuance of items at CIF; Soldiers will draw, maintain, and account for a complete OCIE set, as further outlined below.
 - a. Issuance (In-processing). IAW AR 710-2, Par 2-14(d), As part of in-processing at Fort Polk, all Soldiers will process through CIF. CIF personnel will conduct a comparison of the clothing record against the Standard Tactical Menu and Fort Polk Supplemental Items. Supplemental items are issued to Operations Group, 1-509th IN, and MOS-related equipment IAW CTA 50-900 (e.g., medics, food service). Any items identified as shortages or updated items on the clothing record will be issued; these items must be drawn (and obsolete items turned in, as applicable). Soldiers are prohibited from refusing to accept and sign for items at CIF. Exceptions may be granted on a case by case basis by the Chief of Staff or O-6 Commander. Additionally, CIF will report any instances of refusal to draw a complete OCIE set to the chain of command on the weekly "no-draw" list.
 - b. Accountability. IAW AR 710-2, Par 10-17, Leaders are responsible for the inventory of Soldier's OCIE. Leaders will set the example; while conducting inventory on subordinates' OCIE, leaders are expected to be fully engaged by participating themselves in OCIE layouts, inventories, and other related inspections. Additionally, unit supply teams will conduct quarterly reconciliation with CIF to account for any gaps or shortfalls in OCIE items among the Soldiers of that unit.
 - c. Maintenance. All Soldiers must maintain OCIE in clean and serviceable condition. Items found to be unserviceable will be direct exchanged at CIF promptly.


AFZX-CG

SUBJECT: JRTC and Fort Polk Policy 23 – Organizational Clothing Individual Equipment (OCIE) Issuance, Accountability, Maintenance and Turn-in Procedures

d. Out processing (Turn-in). All Soldiers responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing Fort Polk. All personnel must physically report to CIF to either turn in required OCIE items or have items documented in a carry forward memorandum for personal transfer to the next duty station. Carry forward items, other than retained items, require a memorandum signed by the commander. Soldiers will not outprocess Fort Polk without a CIF stamp on their clearance papers.

3. Proponent: The point of contact for this policy is the ACofS, G4 at (337) 531-4199.

4. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK
Brigadier General, USA
Commanding

Distribution:

A+