



# Army Field Support Battalion - Stewart

## Central Issue Facility (CIF) Appointment Scheduling



LTC John W Burnett  
Battalion Commander

SGM David M. Taylor  
Senior Enlisted Advisor

*Army Field Support Battalion - Stewart*  
*Rock Solid!*





# Central Issue Facility (CIF) Appointment Scheduling

**ISM**  
Installation Support Modules

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PECEIS  
PROCESSED, EVALUATED, CONFIRMED, EMISSIONS, SENSITIVE

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## My OCIE Record

<b>SSN/PID (DoD ID):</b> XXX-XX-XXXX	<b>Name:</b> CLARKE, SIMONE BETTYANN	<b>Sex:</b> F	<b>Initial Issue:</b> 2023/06/29
<b>Home CIF:</b> FORT STEWART	<b>Branch:</b> ARMY	<b>Rank/Grade:</b> 11	<b>Expected Clearance:</b> 2033/06/30
<b>DMOS:</b>	<b>Unit:</b> W6YKAA - W6YK USALRCTR FT STEWART		
<b>Confirmed:</b> Y	<b>Confirmed By:</b> AUTO GENERATED		<b>Last Confirmed:</b> 2023/08/21
<b>eSigned:</b> Y	<b>Last eSigned:</b> 2023/08/21		<b>Last Manually Signed:</b>
<b>Last Transaction:</b> 2023/08/14 (OCIE RECORD ADDITIONAL ISSUE)			
<b>Email:</b> simone.b.clarke.civ@army.mil		<b>Locker Id:</b>	

MENU	LIN	SIZE	CIC	NOMENCLATURE	PARTIAL NSN	AU QTY	OH QTY	DO QTY	PCS TRANS	ETS TRANS	ISSUING CIF
101	B13907	GREEN		BAG BARRACK CT OG 107	3692	1	1	0	Y	N	FORT STEWART
101	B14729	GREEN	1	BAG,DUFFEL	6541	1	1	0	Y	N	FORT STEWART
101	B15825			CLOTHING WTRPROOF	6909	1	1	0	Y	N	FORT STEWART

+ Item available for issue at the issuing CIF  
[CIF Appointment\(s\)](#)  
[View Pending Worksheet\(s\)](#)

Print Unsigned OCIE

Print Signed OCIE

Sign & Print

Need Help?

[Information Incorrect?](#) Follow the online help link at the upper right.

- Insert [https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing) in URL
- Select: CIF Appointment(s)





# Central Issue Facility (CIF) Appointment Scheduling

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PECEIS  
Professional Excellence in Customer Service

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My OCIE Record

[My OCIE Record](#) > [Manage Appointments](#)**Manage Appointments**

SSN/PID (DoD ID):  
Home CIF:  
DMOS:  
Confirmed:  
Last Transaction:  
Email Address:  
Preferred Email:

XXX-XX-  
FORT STEWART  
  
Y  
2023/08/14 (OCIE RECORD ADDITIONAL ISSUE)  
simone.b.clarke.civ@army.mil

Name:  
Branch:  
Unit:  
Confirmed By:  
Showdown By:

CLARKE, SIMONE  
B  
ARMY  
W6YKAA - W6YK USALRCTR FT STEWART  
AUTO GENERATED

Sex:  
Rank/Grade:  
Last Confirmed:  
Showdown:  
Showdown At:

F  
11  
2023/08/21

Initial Issue:  
Expected Clearance:  
eSigned:  
Last eSigned:  
Last Manually Signed:  
Locker ID:

2023/06/29  
2023/06/30  
Y  
2023/08/21

[Print All](#) [Print Selected](#) [Delete Selected](#) [Create Appointment](#)

- Click: Create Appointment





# Central Issue Facility (CIF) Appointment Scheduling

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**My OCIE Record**

[My OCIE Record](#) > [Manage Appointments](#) > Create Appointment

### Create Appointment

SSN/PID (DoD ID):	XXX-XX-██████████	Name:	CLARKE, SIMONE B	Sex:	F	Initial Issue:	2023/06/29	
Home CIF:	FORT STEWART	Branch:	ARMY	Rank/Grade:	11	Expected Clearance:	2023/06/30	
DMOS:		Unit:	W6YKAA - W6YK USALRCTR FT STEWART			eSigned:	Y	
Confirmed:	Y	Confirmed By:	AUTO GENERATED	Last Confirmed:	2023/08/21	Last eSigned:	2023/08/21	
Last Transaction:	2023/08/14 (OCIE RECORD ADDITIONAL ISSUE)			Showdown:		Last Manually Signed:		
Email Address:	simone.b.clarke.civ@army.mil		Showdown By:		Showdown At:		Locker ID:	

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CIF to Schedule Appointments:

Remarks:

Preferred Email (Required):

Preferred Phone:

Preferred New Phone:

Transaction Type:

Group Size:

[Save](#)

- Click drop down box (CIF to Schedule Appointment) to select Fort Stewart.
- Update email address in order to receive confirmation email
- Update telephone number
- Check Transaction type: Issue
- Group Size: 1 (only 1 SM per appointment)





# Central Issue Facility (CIF) Appointment Scheduling

CIF Name: FORT STEWART POC Name: SAMUEL IDDINS POC Phone: 912-435-0193/0302 POC Email: SAMUEL.D.IDDINS.CTR@ARMY.MIL

Current Date **Aug 20 — 26, 2023**

	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26
08:00							
09:00		08:30 - 10:30 All Except Turn-In,50/17 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In,50/24 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In,50/21 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In,50/35 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In,50/26 Remarks: ** MRC Initial Issue Only**	
10:00							
11:00		10:45 - 11:45 All Except Turn-In,10/5 Remarks: ONLY ADDITIONAL ISSUES/DX/ NO TURN-INS	10:45 - 11:45 All Except Turn-In,10/1 Remarks: ONLY ADDITIONAL ISSUES/DX/ NO TURN-INS	10:45 - 11:45 All Except Turn-In,10/2 Remarks: ONLY ADDITIONAL ISSUES/DX/ NO TURN-INS		10:45 - 11:45 All Except Turn-In,10/0 Remarks: ONLY ADDITIONAL ISSUE/DX	
12:00							

- This is the view of the appointments.
- Note: 50/17 means: There are 50 slots and 17 Soldiers have made an appointment.
- Click the appointment slot for the time slot needed.





# Central Issue Facility (CIF) Appointment Scheduling

Save

CIF Name: FORT STEWART POC Name: SAMUEL IDDINS POC Phone: 912-435-0193/0302 POC Email: SAMUEL.D.IDDINS.CTR@ARMY.MIL

Current Date

Aug 20 — 26, 2023

	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26
05:00							
06:00							
07:00							
08:00							
09:00		08:30 - 10:30 All Except Turn-In, 50/17 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In, 50/24 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In, 50/21 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In, 50/35 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn-In, 50/26 Remarks: ** MRC Initial Issue Only**	
10:00							

- Once time slot is clicked, a red frame appears signifying the selection was made.
- Click “Save” to save the selected time slot







# Central Issue Facility (CIF) Appointment Scheduling

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PEOEIS  
Enterprise Operational Enterprise Information System

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My OCIE Record

[My OCIE Record](#) > Manage Appointments**Manage Appointments**

SSN/PID (DoD ID):  
XXX-XX-XXXX

Name:  
CLARKE, SIMONE B

Sex:  
F

Initial Issue:  
2023/06/29

Home CIF:  
FORT STEWART

Branch:  
ARMY

Rank/Grade:  
11

Expected Clearance:  
2023/06/30

DMOS:

Unit:  
W6YKAA - W6YK USALRCTR FT STEWART

eSigned:  
Y

Confirmed:  
Y

Confirmed By:  
AUTO GENERATED

Last Confirmed:  
2023/08/21

Last eSigned:  
2023/08/21

Last Transaction:  
2023/08/14 (OCIE RECORD ADDITIONAL ISSUE)

Showdown:

Last Manually Signed:

Email Address:  
simone.b.clarke.civ@army.mil

Showdown By:

Showdown At:

Locker ID:

Preferred Email:  
simone.b.clarke.civ@army.mil

Preferred Phone:  
912-435-0147

Print All

Print Selected

Delete Selected

Create Appointment

- Soldier's Clothing Record should show the appointment (date, time, transaction type, CIF, group size and slot remarks).





# Central Issue Facility (CIF) Appointment Scheduling

## Appointment Creation Notification



ISM@vpap1152.ism.army.mil

To Clarke, Simone B CIV USARMY ASC 406 AFSB LRC (USA)



Mon 8/21/2023 12:18 PM

The following appointment has been created by CIF Personnel:

CIF: FORT STEWART  
Start Date: 2023-08-22 07:30 (CIF Local)  
End Date: 2023-08-22 09:30 (CIF Local)  
Slot Transaction Type: NO TURN-IN  
Service Capacity: 50  
Appointment Transaction Type: ISSUE  
Slot Remarks: \*\* MRC Initial Issue Only\*\*  
Appointment Remarks:  
POC Name: SAMUEL IDDINS  
POC Email: [SAMUEL.D.IDDINS.CTR@ARMY.MIL](mailto:SAMUEL.D.IDDINS.CTR@ARMY.MIL)  
POC Phone: 912-435-0193/0302

- If the email address was updated (recommend using military email address), Soldier should receive an email confirmation of appointment.
- Note System is on Eastern Standard Time (EST).







# Got a Questions for CIF?

Send us an email to CIF @

[USARMYFtStewartASC406-AFSB-Mail\\_listCIFCustomerService@army.mil](mailto:USARMYFtStewartASC406-AFSB-Mail_listCIFCustomerService@army.mil)

Or Call us @571-801-0363/0364/0367/0370

