

# Army Field Support Battalion - Stewart



Central Issue Facility (CIF) Appointment Scheduling



Army Field Support Battalion - Stewart Rock Solid!

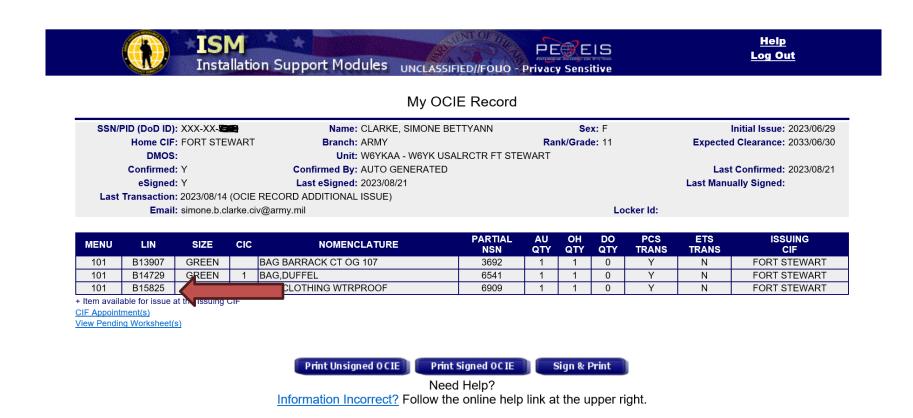


SGM David M. Taylor
Senior Enlisted Advisor









- Insert <a href="https://ism.army.mil/ism/SelfServiceServlet?nav.nav\_id=ssMyClothing">https://ism.army.mil/ism/SelfServiceServlet?nav.nav\_id=ssMyClothing</a> in URL
- Select: CIF Appointment(s)



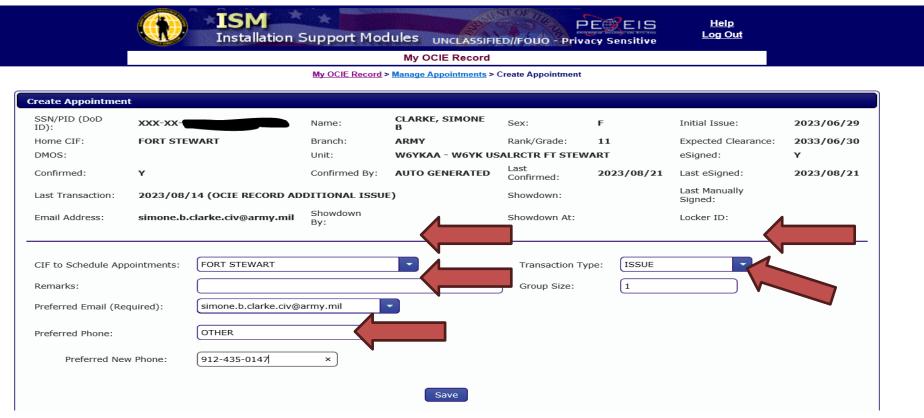




• Click: Create Appointment







- 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)



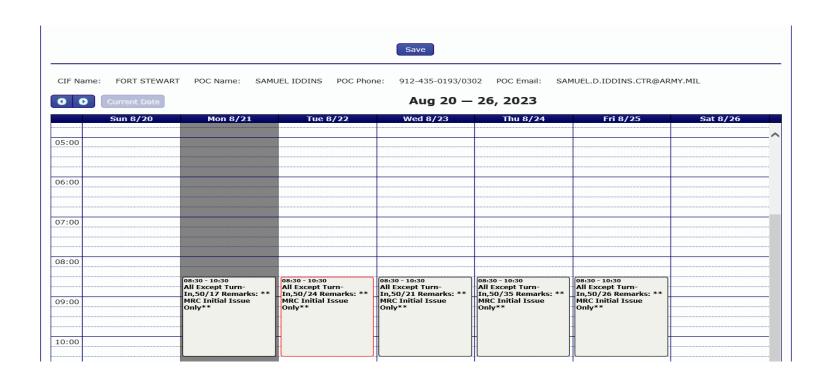


O Current Date	Aug 20 — 26, 2023					
Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26
98:00						
9:00	08:30 - 10:30 All Except Turn- In,50/17 Remarks: ** MRC Initial Issue Only**		08:30 - 10:30 All Except Turn- In,50/21 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn- In,50/35 Remarks: ** MRC Initial Issue Only**	08:30 - 10:30 All Except Turn- In,50/26 Remarks: ** MRC Initial Issue Only**	
0:00		-		-	-	
1:00	In,10/5 Remarks: ONLY ADDITIONAL		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	

- 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.







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







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







- 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

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

