



DEPARTMENT OF THE ARMY  
ARMY FIELD SUPPORT BATTALION-STEWART  
1624 WEST 6<sup>TH</sup> STREET, BUILDING 2916  
FORT STEWART, GEORGIA 31314

ASCE-STW

11 May 2021

MEMORANDUM FOR SEE RECORD

SUBJECT: Memorandum of Instructions (MOI) for Individual/Bulk Lateral Transfers.

1. The following procedures outlines Individual/ Unit Bulk Lateral Transfer all items considered above CIF BLS (Mosquito Nets, JSLIST sets, Tents, MP/DES Gear, etc.).
2. All Mosquito nets, JSLIST sets and tents shall be laterally transferred to the unit's UIC IAW MTOE authorization. Units have two options of transfer:

**Option 1:** Conduct Quarterly Reconciliation IAW AR 710-2, paragraph 3-20c/ Mass Lateral Transfer.

a. All units will conduct a quarterly reconciliation of OCIE records with the CIF IAW AR 710-2, paragraph 3-20c and CIF External SOP (in review). Reconciliations are due three months from the last unit reconciliation.

b. During the reconciliation, the unit must have a valid/updated personnel roster. Rosters must be in alphabetical sequence, regardless of rank. At a minimum, the roster will contain the rank, full name, duty MOS, social security number and DEROS of each individual. Any personnel attached/detached from the unit must be listed on the roster.

c. Commanders must have appointment orders on record at the CIF. During absences of the assigned commander, the newly appointed commander must provide a set of orders. Commanders are responsible for providing a valid DA Form 1687, Delegation of Authority Card for supply personnel to pick-up duplicate copies of clothing records.

d. Unit commanders must inform the CIF of the current assignment or transfers of personnel. When a Soldier is transferred from one unit to another unit within the same organization, a copy of assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.

The result of the reconciliations is a copy of each SMs Clothing Record. It is at this time the mass lateral transfer will be completed for existing equipment already issued to SMs.

**Option 2:** Individual Soldiers/ Lateral Transfer

a. SM will turn in Mosquito Nets, JSLIST sets, Tents, MP/DES Gear to the unit supply room. Supply SGT will prepare DA Form 3161 to CIF from Unit (To: CIF, From: UNIT/UIC). Supply SGT will sign as received & Soldier will sign as Issued.

b. Soldier will provide the signed DA Form 3161, a copy of DA Form 1687/Assumption of Command Orders to CIF.

c. CIF will conduct a turn in from the Soldiers Clothing Record to CIF Property Book and conduct a lateral transfer from CIF Property Book to the Soldier's unit (Check PB balance prior to LT to unit).

d. CIF will digitally sign the ISM generated DA Form 3161 and issue to the Soldier, to be signed by the Supply SGT. Soldier will return the ISM generated DA Form 3161 to CIF.

e. Upon receipt of the ISM generated DA Form 3161, CIF workforce will post/ finalize the lateral transfer transaction. Workforce will file both the Supply SGT DA Form 3161 and ISM generated DA Form 3161 IAW AR 25-400-2.

3. Point of contact for this memorandum is Simone B. Clarke, Supervisor General Supply Specialist, (912) or [simone.b.clarke.civ@mail.mil](mailto:simone.b.clarke.civ@mail.mil).

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