

“PCS Carry Forward Memorandum” NOT AUTHORIZED!

Details should read as follows:

1. Carry Forward Memorandum is NOT authorized at CIF. All Soldiers must turn-in OCIE IAW:
 - a) DA Form 3645, Organizational Clothing and Individual Equipment Record.
 - b) AR 735-5, 5–6. Change of station: Army property issued to a person will be turned in before that individual departs the unit/installation on a permanent change of station (PCS) move.
 - c) AR 735-5, 12-3c(8) For personnel departing the installation on an expiration term of service (ETS) and/or permanent change of station (PCS) move and hand carrying a DD Form 362 to the FAO, commanders, PBOs, and accountable officers will not affix clearing signatures or stamps on any document in accordance with installation SOP to clear the individual until after the individual returns to them a copy of the DD Form 362 annotated by FAO indicating receipt by the FAO.
2. Information: DA Form 3645 records transactions of Organizational Clothing and Individual Equipment (OCIE) between service members (SM) and the CIF Property Book Officer (PBO), and assigns responsibility for OCIE. Commanders, S4s and Unit Chain of Command cannot authorize “Carry Forward Memorandum” of OCIE.