



U.S. ARMY

Army Field Support Battalion - Stewart Levy Briefing Central Issue Facility (CIF) Out-Processing Procedures

Version 4
As of 21 April 2023

Ms. Simone Clarke
CIF Property Book Officer
912-435-0147

SGM Jeremy White
Senior Enlisted Advisor

LTC Keith L. Ford
CDR, AFSBn Stewart





Central Issue Facility (CIF) Out-Processing Procedures

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

Email CIF@

USARMYFtStewartASC406-AFSB-Mail_listCIFCustomerService@army.mil

Agenda

1. Permanent Change of Station (PCS) Out-Processing Procedures
2. PCS Carry Forward Memorandum 'NOT AUTHORIZED'
3. Memorandum for Record Directive
4. ETS/Retirement Out-Processing Procedures
5. Medical Evaluation/ Administrative Separation Out-Processing Procedures
6. Clothing Record/ Appointment Access via "Guest My Clothing Self Service" page in ISM without requiring initial access via AKO





Central Issue Facility (CIF) Tips for Out-Processing

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

PERMANENT CHANGE OF STATION (PCS):

1. Pick up a copy of Clothing Record (DA Form 3645) at least 45-60 days out (see Slide 7 for instructions)
2. Conduct an inventory of OCIE against the Clothing Record (DA Form 3645)
3. Noted discrepancies should be reported to the Unit Supply
4. Unit Supply will prepare a Statement of Charges (DD 362) or FLIPL (DD 200) *if applicable
5. Turn-in Training JSLIST, Mosquito Net & Tent to UNIT SUPPLY, who will provide the SM with a signed DA Form 3161. Bring a copy of signed DA Form 3161 at CIF walk-in appointment. CIF will use it to adjust the Clothing Record (DA Form 3645). Ensure DA Form 1687 and Assumption of Command Orders are on file at CIF.
6. Ensure OCIE is clean & free of debris, name tags and PII (See CIF website for instructions)
7. PCS – Walk-In Appointment
8. Soldiers PCSing will conduct a Turn-In Appointment IAW DA 3645 (Organizational Clothing and Individual Equipment Record), all OCIE with “N” under the PCS Transfer Column is mandatory to turn-in
9. Soldier must be in Military Uniform (No PTs or Civilian Clothing)
10. ID Card, Orders and Installation Clearing Checklist w/Roster number is required at appointment





Central Issue Facility (CIF) Tips for Out-Processing

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

PCS Carry Forward Memorandum is not “AUTHORIZED”!

Soldiers PCSing will conduct a Turn-In Appointment IAW DA 3645 (Organizational Clothing and Individual Equipment Record), all OCIE with “N” under the PCS Transfer Column is mandatory to turn-in

a. AR 710–2, 2–14m. Missing items will be accounted for under AR 735–5.

Soldiers may purchase items they are short from the military clothing sales store (MCSS) if available, however, these items remain the property of the

U.S. Army.

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 move.

c. AR 735-5, 12-3c(8) For personnel departing the installation on an expiration term of service and/or permanent change of station 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.

d. AR 735-5, 12–1. General actions to protect Government property Individuals are responsible for the proper care, custody, and safeguarding of all OCIE issued to them in accordance with AR 710–2.





Central Issue Facility (CIF) Tips for Out-Processing

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

Memorandum For Record

From: Galimore, John T CIV USARMY TACOM (USA) <john.t.galimore.civ@army.mil>

Sent: Thursday, July 7, 2022, 12:12 PM

To: AFSB's, All Units, and all Central Issue Facilities

Subject: Carry Forward Memos

Team,

Effective immediately please do not process any carry forward memos. The reason those items are coded PCS No is so that those items remain at that location.

If the individual does not turn in the item at clearing, please process the appropriate relief documents (CCV, SOC, FLIPL).

John

v/r

John T. Galimore

Chief, Clothing and OCIE

TACOM C&H PSID

E 5027 Blackhawk Road

Aberdeen Proving Ground

Edgewood Area MD 21010

DSN 584-0695 Commercial 410-436-0695

Mobile 410-937-5736





Central Issue Facility (CIF) Tips for Out-Processing

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

ETS/RETIREMENT:

1. Pick up a copy of Clothing Record (DA Form 3645) at least 45-60 days out.
2. Conduct an inventory of OCIE against the Clothing Record (DA Form 3645), (Noted discrepancies should be reported to the Unit Supply)
3. Unit Supply will prepare a Statement of Charges (DD 362) or FLIPL (DD 200) *if applicable
4. Turn-in Training JSLIST, Mosquito Net & Tent to UNIT SUPPLY, who will provide the SM with a signed DA Form 3161. Bring a copy of signed DA Form 3161 at a CIF walk-appointment. CIF will use DA Form 3161 to adjust the Clothing Record (DA Form 3645). Ensure DA Form 1687 and Assumption of Command Orders are on file at CIF
5. Ensure OCIE is clean & free of debris, name tags and PII (See CIF website for instructions)
6. Schedule Turn-in appointments at (912) 435-0193/0302 or walk-in to CIF to schedule a Turn-in appointment
7. ETS & RETIREMENT will conduct a Turn-In Appointment IAW DA 3645 (Organizational Clothing and Individual Equipment Record), all OCIE with "N" under the ETS Transfer Column is mandatory to turn-in.
8. Soldier must be in Military Uniform (No PTs)
9. ID Card, Orders and Installation Clearing Checklist w/Roster number is required at appointment.





Central Issue Facility (CIF) Tips for Out-Processing

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

Medical Evaluation Board (MEB)/ Administrative Separation:

- MEB must follow steps 1-6 of the ETS TIPS/ & Administrative Separation follow steps 1-5 of ETS Tips
 - MEB (Only): Present Memo signed by Integrated Disability Evaluation System (IDES) Chief
- Soldiers Administratively Separating: No appointment Needed during Operating Hours
 - Administrative Separation: Present memo signed by Company Commander (O-3 or Above)
 - *Note: Disciplinary Chapters require an escort that is at least an E-5 and above or same rank or higher than the Soldier being Separated*
- Conduct a Turn-In Appointment IAW DA 3645 (Organizational Clothing and Individual Equipment Record), all OCIE with “N” under the ETS Transfer Column is mandatory to turn-in
- Soldier must be in Military Uniform (No PTs)
- ID Card, Orders and Installation Clearing Checklist w/Roster number is required at appointment
- *MEB & Administrative Separation must return to CIF upon receipt of Orders & Installation Checklist w/Roster number IOT to receive a CIF Clearance Stamp*





Central Issue Facility (CIF) Tips for Out-Processing

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

CIF Clothing Records and Appointments

A direct link to the ISM page to which the AKO link redirected previously is available as an alternative method for SM's to access their OCIE records now that AKO has been retired.

The following URL can be used by SMs to access the Guest My Clothing Self Service page in ISM without requiring initial access via AKO. Please note that SMs will require an active CAC and their DoD ID must be present on their OCIE record to allow access.

https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing

A copy of the information is also available on the "Welcome to ISM" front page of ISM in the Announcements section (ODO Units).

Please note that any SMs without their DoD ID associated with the OCIE records will receive a message that a record could not be found when attempting to access via the link above. If this is the case, they will need to reach out to their Home CIF to report the issue. Someone from the CIF will then contact the AHRS Service Desk to request that their DoD ID be assigned to their OCIE record. Once assigned they will be able to access the OCIE record via the link provided above.





Central Issue Facility (CIF) Tips for Out-Processing

Visit CIF Website @

<https://home.army.mil/stewart/index.php/about/Garrison/LRC/central-issue-facility>

Got a Questions for CIF?

Send us an email to CIF @

USARMYFtStewartASC406-AFSB-Mail_listCIFCustomerService@army.mil

Or Call us @912-435-0193/435-0302

