



U.S. ARMY

AFSBN STEWART

CIF Appointment Scheduling

Version 1
As of 21 Aug 2023

Ms. Simone Clarke
CIF Property Book Officer

MSG Elizabeth Davis
Senior Enlisted Advisor

LTC John W. Burnett
CDR, AFSBn Stewart





SCHEDULE A CIF APPOINTMENT

Central Issue Facility (CIF) Appointment Scheduling

**ISM**

Installation Support Modules

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My OCIE Record

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

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	OLIVE		BAG 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 in URL
- Select: CIF Appointment(s)





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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: Preferred Phone:

<input type="checkbox"/>	ORDER(S) / ROSTER	APPOINTMENT DATE ↕	APPOINTMENT TIME ↕	TRANSACTION TYPE ↕	APPOINTMENT AT CIF ↕	GROUP SIZE ↕	SLOT REMARKS ↕	APPOINTMENT REMARKS ↕

No records found.

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

- Click: Create Appointment





Central Issue Facility (CIF) Appointment Scheduling



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AND THE STATE

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Create Appointment

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)						
Email Address:	simone.b.clarke.civ@army.mil	Showdown By:		Showdown At:		Last Manually Signed:	
						Locker ID:	

CIF to Schedule Appointments: FORT STEWART

Remarks:

Preferred Email (Required): simone.b.clarke.civ@army.mil

Preferred Phone: OTHER

Preferred New Phone: 912-435-0147

Transaction Type: ISSUE

Group Size:

1

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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Manage Appointments

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: **2033/06/30**
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**

<input type="checkbox"/>	ORDER(S) / ROSTER	APPOINTMENT DATE ↕	APPOINTMENT TIME ↕	TRANSACTION TYPE ↕	APPOINTMENT AT CIF ↕	GROUP SIZE ↕	SLOT REMARKS ↕	APPOINTMENT REMARKS ↕
<input type="checkbox"/>	(0)	2023-08-22	08:30-10:30	ISSUE	<u>SE4100</u>	1	** MRC Initial Issue Only**	

[Print All](#)

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- 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
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 Central Standard Time (CST). Fort Stewart is on Eastern Standard Time (EST). So ... 0730 is 0830 HR





Central Issue Facility (CIF) Appointment Scheduling

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

PBO 912-435-0147

