



DEPARTMENT OF THE ARMY  
ARMY FIELD SUPPORT BATTALION-STEWART  
1624 WEST 6th STREET, BLDG 2916  
FORT STEWART, GEORGIA 31314-4929

REPLY TO  
ATTENTION OF

**SOP #: S&S-CIF-02  
MCB-CIF-02**

**ASCE-STW**

**APR 21  
Rev 01**

**EXTERNAL STANDARD OPERATING PROCEDURES  
FOR FORT STEWART/HUNTER ARMY AIRFIELD  
CENTRAL ISSUE FACILITY**

- 1. PROPONENT.** Army Field Support Battalion (AFSBn), Supply and Services Division, Central Issue Facility (CIF).
- 2. PURPOSE.** This standard operating procedure (SOP) assigns responsibilities, prescribes general policies, and outlines operating procedures for organizational clothing and individual equipment (OCIE) at CIFs located within the Fort Stewart and Hunter Army Airfield (HAAF) area of responsibility.
- 3. APPLICABILITY.** This SOP is applicable to all units and organizations supported by CIFs within Fort Stewart/HAAF AFSBn.
- 4. REFERENCES.**
  - a. AR 25-400-23, The Army Records Information Management System (ARIMS), 2 Oct 07.
  - b. AR 700-84, Issue and Sale of Personal Clothing, 22 Jul 14.
  - c. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.
  - d. AR 735-5, Policies and Procedures for Property Accountability, 9 Nov 16.
  - e. DA PAM 710-2-1, Using Unit Supply System: Manual Procedures, 1 Dec 16.
  - f. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedure, 30 Sep 98.
  - g. CTA 50-900, Clothing and Individual Equipment, 20 Nov 08.
  - h. CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items), 28 Jan 05.
  - i. FM 21-15, Care and Use of Individual Clothing and Equipment, 22 Feb 85.

j. TM 10-8400-203-23&P, General Repair Procedures for Individual Equipment, 1 Oct 14.

k. TM 10-8470-207-10, Operator Manual for Outer Tactical Vest (OT) Part of the Interceptor Body Armor System, 28 Apr 10.

l. TM 10-8470-208-10, Operator Manual for Improved Outer Tactical Vest (IOTV) and Improved Outer Tactical Vest Gen II (IOTV Gen II) Part of the Interceptor Body Armor System, 1 Mar 10.

## 5. REQUIREMENTS.

### a. Scope:

(1) Individuals are responsible for the proper care and safekeeping of property issued to them, while in their custody. A signed hand receipt, DA Form 3161, Request for Issue or Turn-in, DA Form 2062, Hand Receipt/Annex Number and DA Form 3645, OCIE Record are considered evidence of property responsibility.

(2) Responsibility can also be incurred based on possession of the property, the scope of the individual's duties, or employment regardless of whether or not he/she has signed a hand receipt. When property becomes lost, damaged, or destroyed, adjustment documents must be initiated to account for the property and/or to obtain release of responsibility and accountability (See Appendix B).

### b. Operation:

(1) The Ft Stewart/HAAF AFSBn CIFs operate IAW applicable regulations, directives, and policies set forth by governing military authority.

(2) CIF has converted to a StoreFront and shall abide by the Department of the U.S. Army, U.S. Army Materiel Command, U.S. Tank-Automotive and Armament Command, and U.S. Army Sustainment Command leadership's **Retained Issue Organizational Clothing and Individual Equipment (OCIE) Policy**.

(3) The stock of OCIE in the CIFs is assigned within CTA 50-900 prescribing mandatory minimum allowance requirements. Automated OCIE records, DA Form 3645 and DA Form 3645-1, Additional Organizational Clothing and Individual Equipment Record are used to record OCIE issues, turn-ins, and direct exchanges (DX) between the servicing CIF and the individual customer.

(4) The CIF Storefront concept will no longer accept last minute walk-ins to expedite ETS/retirement. Please plan accordingly. In the event of a clothing record discrepancy such as missing Organizational Clothing and Individual Equipment or lost items, the Soldier will be expected to submit adjustment documents within the 30-day timeframe.

(5) The U.S. Army Reserve, Army National Guard and Contract Staff will no longer be supported through the FSGA/HAAF Storefront. The Army Reserve will utilize their supply sergeant roles already established with the units and direct contact with Sierra Army Depot and

TACOM Central Management Office. The National Guard will utilize their state U.S. Property and Fiscal Office.

(6) Soldiers will retain their assigned OCIE from initial issue until the Soldier reaches ETS. Officers will return OCIE when they leave the Army for the Individual Ready Reserve or resign their commission.

(7) To schedule an appointment at CIF Storefront, log in through your AKO account. Click the Self-Service tab at the top of the page. Click the "My Clothing" link. Click the Individual Clothing Record link and create an appointment.

## **6. RESPONSIBILITIES.**

### **a. CIF Property Book Officer (PBO):**

(1) Serves as PBO and directs the overall operation of the Ft Stewart CIF and the HAAF CIF Annex.

(2) Ensures installation out-processing procedures include CIF on clearing paperwork.

(3) Resolves customer complaints that cannot be resolved by customer service personnel.

### **b. In-Processing Center:**

(1) Ensure Soldiers have a copy of assignment orders when reporting to the CIF for in-processing.

(2) Soldiers must immediately inventory OCIE issue. The Soldier has three (3) days to return to CIF if any OCIE is missing or damaged or any other discrepancies.

### **c. Commanders and Supervisors:**

(1) Commanders and supervisors have a broad scope of responsibility, including managing and controlling the equipment issued to, and used by members of their command IAW AR 710-2, paragraph 2-14.

(2) Commanders and supervisors must:

(a) Inspect and inventory Soldiers OCIE when returning from field training exercise (FTX) or clearing.

(b) Ensure all organizational menu issue listing (OMIL) authorized items are on hand.

(c) Ensure all issued OCIE is properly used and maintained.

(d) Ensure OCIE is protected from loss, damage, and destruction.

(e) Initiate timely investigations into the circumstances surrounding the loss, damage, or destruction of OCIE.

(f) Ensure inventories are conducted and documented when appropriate.

(g) Ensure unit OCIE property records are properly maintained.

(h) Ensure personnel responsible for property obtain proper clearance either by turning in property or transfer of responsibility before departing the command. For equipment damaged through other than fair-wear-and-tear (FWT), a damage statement must be prepared IAW AR 735-5, paragraph 14-18. (See Figure B-3, Damage Statement).

(i) Ensure that a financial liability investigation of property loss (FLIPL) is initiated when negligence or misconduct is involved and liability is not admitted; or, when the damage exceeds the dollar limitation set by regulations. The CIF will not accept any equipment, which indicates the item was damaged by either neglect or misconduct of an individual, without a properly processed adjustment document (See Appendix B).

(j) Ensure the policies outlined in this SOP and cited references are enforced and that accountability and individual maintenance of OCIE is completed.

(k) Review unit supplemental authorizations annually or as mission requirements change.

(l) Ensure Soldiers do not request the DX of OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the item.

(m) Stock and replace expendable organizational OCIE support items (e.g. canteen caps, helmet bands, screws, etc.) issued initially by the CIF. Stock repair parts to support OCIE in the possession of Soldiers.

d. Soldiers will:

(1) Report to the CIF by appointment only, in the duty uniform.

(2) Inspect and account for equipment prior to signature. It is the responsibility of the individual to ensure that all equipment issued is maintained in a clean and serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the FWT criteria IAW AR 735-5, paragraph 14-18.

(3) Be responsible for ensuring that their equipment is properly safeguarded at all times. Any lost or damaged OCIE while participating in alerts, FTX, or duty performance (i.e., guard duty) must be reported immediately to their commander or supervisor. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their Chain of Command for further investigation and/or processing.

(4) The individual is responsible for obtaining clearance from the CIF prior to their permanent change of station (PCS), expiration term of service (ETS), and inter-post transfer (IPT), retirement, or resignation.

e. Unit Supply Personnel will:

(1) Ensure all OCIE (e.g., barracks bags, food service uniforms, and safety shoes) issued to individuals at other duty stations is recorded on their clothing records.

(2) Ensure every Soldier in the unit properly processes in and out of the CIF.

(3) Maintain duplicate copies of clothing records and ensure that unit supply personnel and Soldiers make no entries (pencil/pen) on unit copy of clothing record.

(4) Conduct periodic/selective unit level inventories.

(5) Reconcile individual due-outs of OCIE on a monthly basis with the CIF.

(6) Ensure that Soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.

(7) Prepare necessary adjustment documents of all lost, damaged, or destroyed OCIE issued to individuals.

(8) Conduct, on a quarterly basis (three months from last reconciliation) a face-to-face reconciliation of OCIE records with the CIF IAW AR 710-2, paragraph 2-14. Units may request Soldiers' clothing records with a memorandum signed by the unit commander. Units are responsible for reviewing Soldiers records and inform the CIF if individual(s) on record have transferred to another unit, post, or have left the military.

(9) Provide the CIF with a copy of unit commander's assumption of command orders and update CIF files when there is a change of command.

(10) Prepare and forward required signature cards, DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies to the CIF, and ensure that expired DA Form 1687s are replaced promptly.

(11) Provide on a semi-annual basis (Jun and Dec) a personnel status report to the CIF. It must include the following information: authorized strength, required strength, assigned strength, number of authorized cooks, and number of authorized mechanics (See Appendix D).

(12) Requisition expendable supplies for the performance of organizational maintenance.

## **7. REQUIREMENTS.**

a. Retained issued OCIE is classified as professional books, papers, and equipment and can be shipped as part of household goods (HHG). Freight shipping is authorized when the Soldier and their chain of command anticipate the need for OCIE prior to the arrival of their

HHG. This is the preferred method. However, Soldiers should not use the option if they need their OCIE at their gaining organization prior to 35-40 days from their scheduled pick up date.

b. Guidelines for shipping Soldiers' equipment from AFSBn Transportation:

(1) Soldiers may ship up to three duffel bags (all equipment must be contained in the duffel bags).

(2) Duffel bags must have locks and names on outside of bags.

(3) Soldiers must provide copies of inventory sheet for each bag, and inventory must be conducted with the Soldier and the transportation officer prior to duffel bags being secured.

(4) Soldier must provide a copy of their orders and completed DD Form 1149, Requisition and Invoice/Shipping Document to transportation.

c. Policies and Procedures for In-Processing (Issue):

(1) All military personnel assigned to units supported by Ft Stewart/HAAF must in-process through their respective CIF. All personnel in-processing at the CIF must meet the following criteria in order to be serviced:

(a) Possess a valid military identification card.

(b) Provide one copy of orders assigning service member to the respective unit, to be retained by the CIF in the Soldier's clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders).

(c) Aviation personnel must have orders stating that they are on "Flight Status" and present evidence that flight gear was never issued or was turned-in at their previous duty station. Request for Orders (RFO) will not be accepted.

(d) Civilians only requiring issue of OCIE for special projects or deployments will provide a memorandum to the CIF from their commander or director (See Appendix F, Figure F-2).

(e) Females requiring maternity uniforms must bring a memorandum from their unit commander requesting the issue of maternity Uniforms.

d. Issue, Turn-in, DX of OCIE for General Officers, Colonels, Lieutenant Colonels, and Sergeant Majors:

(1) Transaction with the CIF may be made by the General Officer, Colonels, Lieutenant Colonels, and Sergeant Majors or by a designated representative.

(2) A memorandum authorizing a designated representative to sign for the individual will be accepted by the CIF. If a representative is used, the representative will report to the CIF with memorandum authorizing the transaction. Memorandum will contain the full name, last 4 SSN, grade, primary MOS, unit of assignment, and sizes for all sized items (for issue purposes)

of the individual requesting issue. The memorandum will be filed with the CIF and unit copies of the clothing forms.

e. Out-Processing (Turn-in):

(1) All Soldiers assigned to units or elements supported by Ft Stewart/HAAF must out-process through the CIF with one copy of their orders and DA Form 137-2 (Installation Clearing Papers).

(2) Soldiers have a minimum of 30 days prior to out-processing with orders at this location to schedule turn-in appointments for Direct Exchange prior to retirement and Expiration of Term of Service (ETS) from the Army. This ensures that a fully cleared clothing record will be before departing the installation. Soldiers leaving due to Permanent Change of Station from one installation to another will retain their issue of current gear, less ballistic plates and any other item(s) deemed necessary for retention by CIF. They may be able to use the Storefront to exchange items and clear unneeded items off of their clothing record. However, they must also follow the rules of the 30-day timeline.

(3) For active-duty component Soldiers, it is important to schedule and turn in items to the storefront as soon as confirmation (orders) of leaving the Army.

(4) All Soldiers must be in a proper and complete military uniform (No civilian clothing). The only exceptions will be Criminal Investigation Division and Military Police agents/investigators upon presentation of proper credentials.

(5) Personnel on PCS orders will retain all carry forward organizational equipment prior to departing for their next duty station.

(6) Aviation personnel who remain on flying status with "Flight Status" orders will retain flight gear.

(7) The unit will initiate an adjustment document against an individual Soldier when failing to properly clear the CIF.

f. Inter-Post Transfers (IPTs): Personnel who PCS as a result of an IPT, must clear the CIF. A copy of the orders must be presented to CIF prior to clearance papers being stamped. Personnel will keep all items of OCIE issued to them.

g. Direct Exchange (DX):

(1) All equipment must be cleaned prior to DX. Equipment requiring organizational/individual maintenance will not be exchanged and the Soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23&P.

(2) Serviceable equipment will not be exchanged for cosmetic reasons unless directed by the Central Management Office.

(3) CIF personnel will only DX OCIE due to size adjustments or unserviceability as a result of FWT.

(4) Equipment damaged through other than FWT must be accompanied with an adjustment document IAW AR 735-5.

h. Temporary Loans:

(1) Units requiring temporary loans will submit a memorandum to the CIF Manager/PBO requesting a temporary loan. The memorandum must list the items required, include a full justification of requirement, the intended use of the equipment, and the dates required.

(2) Temporary loans of OCIE are permitted for training purposes only.

(3) All temporary loans will be for a period not to exceed 30 days.

i. Deployment: Procedures for requesting plus-up equipment for deploying personnel:

(1) Units must submit deployment orders or a memorandum from the first Lieutenant Colonel in the unit's chain of command stating that a deployment is imminent to the G-4 through their normal supply chain up through the Central Management Office. Equipment should not be issued more than 90 days prior to deployment.

(2) Battalion S-4s are required to e-mail a spreadsheet containing pertinent information on every Soldier to G-4, broken down by company or detachment size to Central Management Office. Spreadsheet should contain: Soldiers names, SSNs, sizes needed, and unique deploying equipment needed.

(3) The Central Management Office will notify the issuing CIF and Battalion S-4 when the requisition is approved. The unit then coordinates with the CIF for the issue date and time. Plus-up items will be issued to Soldiers and accounted for on clothing records.

(4) Equipment should be kept by Soldiers after redeployment, but must be turned-in prior to their PCS or ETS.

j. Redeployment:

(1) Battalion S-4s are required to coordinate with the local CIF before or immediately after block leave to set up appointments for a face-to-face reconciliation of OCIE records. Reconciliation has to be completed prior to any DX. All items turned-in will be cleaned. Units are responsible for completing a 100% inventory prior to appointments.

(2) Any item(s) which have been lost or are missing must have an adjustment document cash collection voucher/statement of charges or FLIPL to account for the item(s).

(3) No writing, painting, stamping, staining, or marking on any item issued is accepted IAW AR 710-2, paragraph 2-14 which prohibits personalization of OCIE except for Duffle Bags.

k. Reconciliation:



(1) Battalion S-4 must coordinate with the local CIF before or immediately after their block leave to set up an appointment with the CIF Manager for a face-to-face reconciliation of OCIE records.

(2) Units must submit an updated personnel roster. The roster should be in alphabetical sequence and contain the following information for each Soldier:

- (a) Rank
- (b) Name
- (c) Military Occupational Specialty (MOS)
- (d) SSN
- (e) Date of expected return from overseas
- (f) Attached Soldiers
- (g) Soldiers who are attached to another unit
- (h) Soldiers who have departed during the past 90 days

(3) Unit supply Sergeants should contact the CIF Manager to schedule unit DX appointments.

(4) OCIE items that are not available during DX will be requisitioned on a priority basis. Unit supply sergeants will be notified immediately when items are available to have individual Soldiers come in during the normal DX hours.

I. AKO Individual Clothing Record: Soldiers can obtain a copy of their clothing record by logging into AKO. Clothing record is located under the "Self Service" drop down menu, "My Clothing." When this comes up, on the right side of the screen mid- way down, click on "Link to access a copy of your CIF Clothing Record."

m. Mobility Inventory Control Accountability System (MICAS) Procedures:

(1) Unit Commanders will ensure their CBRN personnel conduct the following:

(a) Size all assigned personnel for Joint Service Lightweight Integrated Suit technology (JSLIST), chemical protective gloves, and chemical protective overshoes

(b) Maintain a record of IPE sizes of all assigned personnel.

(c) Request IPE 30-45 days prior to the latest arrival date (LAD).

(d) Obtain validation and approval of IPE from the appropriate Chemical Biological Radiological Nuclear (CBRN) staff. (CBRN Staff will submit to CIF).

(e) Schedule an appointment with CIF for pick-up

(2) Units will submit a valid Notice of Delegation of Authority for receipts for Supplies (DA Form 1687) (See Figure B-5) and Assumption of Command Orders to CIF employee. DA Form 1687 shall be valid for one year from the date of issue, minus one day; have a valid digital or wet signature or both. Remarks will state "ISO Mission" or "ISO PTDO."

## **8. APPENDICES.**

- a. Appendix A – Hours of Operation
- b. Appendix B – Adjustment Document
- c. Appendix C – Conducting OCIE Record Inventories
- d. Appendix D – Quarterly Unit Reconciliations
- e. Appendix E – Expendable OCIE
- f. Appendix F – Authorized OMIL/MOS and Civilian OCIE Issue Procedures
- g. Serviceability Standards for OCIE

Point of Contact for this SOP is the Central Issue Facility (CIF) Accountable Officer, Simone B. Clarke at (912) 320-0027 or [simone.b.clarke.civ@mail.mil](mailto:simone.b.clarke.civ@mail.mil).

CHAD L. MONIZ  
LTC, LG  
Commanding

## **Appendix A: Hours of Operation**

Exceptions to the following hours of operation are US Federal Holidays, scheduled inventories, and/or when officially directed.

### **Fort Stewart**

1624 West 6th Street  
Building 2916  
Fort Stewart, Georgia 31314  
Phone: (912) 435-0302/0193

Monday to Thursday	0830 to 1530 HR
Fridays	0830 to 12 Noon

### **Hunter Army Airfield**

43 Liberator Road  
Building 1036  
Hunter Army Airfield, Georgia 31409  
Phone: 912-315- 6270/5728

Monday to Thursday	0830 to 1100 & 1200 to 1500 HR
Fridays	0830 to 1200 Noon

## **Appendix B: Adjustment Document (1 of 2)**

1. This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged, or destroyed OCIE items.
2. AR 735-5 prescribes policies in preparing and processing these documents.
3. Use the following adjustment documents, when applicable for property that is lost, damaged, or destroyed by means other than FWT IAW AR 735-5:
  - a. DD Form 200, Financial Liability Investigation of Property Loss (Figure B-1).
  - b. DD Form 362, Statement of Charges/Cash Collection Voucher (Figure B-2).
  - c. Damage Statement Example (Figure B-3).
4. Amendment of a DD Form 200 after CIF has assigned a Document Number:
  - a. If it becomes necessary to alter a financial liability investigation of property loss in any way after CIF PBO has assigned a document number, the approving authority will initiate a new FLIPL, citing the prior FLIPL number and document number, and attach it to the DD Form 200 as an exhibit.
5. Accounting for recovered property previously listed on a financial liability investigation of property loss (Reestablishment of Property). Property is found after a DD Form 200 has been initiated to account for its loss. When this occurs, follow the procedures listed below:
  - a. When the property is recovered before a document or voucher number is assigned to the DD Form 200, the initiator will-
    - (1) If some, but not all the property is recovered, line through the recovered property identified in blocks 4 through 8 and initial the entries on all copies. Adjust the grand total in block 8, total cost.
    - (2) If all the property is recovered, destroy the document.
  - b. When property is recovered after a document or voucher number has been assigned to the DD Form 200, the initiator, the financial liability officer, appointing authority, or the approving authority, as appropriate, will direct the accountable officer in writing to re-establish accountability for the recovered property (Figure B-4).
    - (1) In the Active Army and USAR, the accountable officer will reverse the

## Appendix B: Adjustment Document (2 of 2)

transaction using the same document or voucher number assigned to the DD Form 200.

(2) The accountable officer will respond back by memorandum to the initiator, financial liability officer, or approving authority as appropriate when accountability has been re-established. The accountable officer's response will be attached to the DD Form 200 as an exhibit.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
<b>AUTHORITY:</b> 10 USC 2775; DoD Directive 7200.11; EO 9397. <b>PRINCIPAL PURPOSE(S):</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				<b>ROUTINE USE(S):</b> None. <b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION				6. QUANTITY	7. UNIT COST	8. TOTAL COST
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)					<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
12. (X one)		RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)			REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)		
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER	
			f. SIGNATURE			g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure B-1: DD Form 200, Financial Liability Investigation of Property Loss (Front)

**ATTACHMENT 2 - SAMPLE DD FORM 200 BACK PAGE**

<b>16. FINANCIAL LIABILITY OFFICER</b>		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	BLOCKER, H DREXEL PBO	475-0282
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

APD PE v1.00

**Figure B-1: DD Form 200, Financial Liability Investigation of Property Loss (Back)**



UNIT LETTERHEAD/STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Army Field Support Battalion (AFSBn), Supply and Services Division, Central Issue Facility, 1624 West 6th Street, Building 2916, Fort Stewart, Georgia 31314

SUBJECT: Damage Statement

1. NAME, RANK, SSN has the item(s) listed below to DX. The damage occurred during field training exercise on (give dates of field training exercise). Exchange of these items for like serviceable items is hereby authorized:

NOMENCLATURE	NSN	Size	QTY
Bag, Clothing Waterproof	8465-01-117-8699		2
Parka, C/W	8415-01-228-1315	MR	1

2. I, or a member of my Command have/has reviewed the circumstances surrounding the damage to the above listed item(s) and found no evidence of negligence or willful misconduct.

3. Point of contact for this office is the undersigned at DSN: XXX-XXXX.

JOHN L. SMITH  
CPT, IN  
Commanding

NOTE: Each statement must have an original signature. Individuals for whom the unit commander has approved a damage statement for OCIE will take the statement and the damaged articles of OCIE to the servicing CIF within 30 calendar days upon commander's approval for exchange. If the commander believes negligence or misconduct were involved, a FLIPL should be initiated IAW AR 735-5.

**Figure B-3: Damage Statement Example**





DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

(Date)

MEMORANDUM FOR (Accountable Officer)

SUBJECT: Reestablishment of Property Accountability, Investigation Number  
WADJAA-08-HHB-01, Document Number 8210-0202

You are directed to reestablish accountability of the found property below in the quantity listed. This property was dropped from accountability using a financial liability investigation WAFJAA-08-HHB-02, document number 9210-0202.

<u>LIN</u>	<u>NSN</u>	<u>Item description</u>	<u>Qty</u>
N96248	5825-01-526-4783	Navigation Set PSN SNS: 111873, 114576	2
M79678	5855-10-432-0524	Night Vision PVS-14 SNs: 117823, 117962	2

Approving authority, appointing  
authority, financial liability officer, or  
Initiator (as appropriate)  
signature block and signature

Figure B-4: Re-establish Accountability of Recovered Property Memorandum

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					20201217
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
HHC 12th Army			Fort Stewart, GA 31313		
LAST, FIRST, MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
Doe, John A.	YES	YES	[Signature]		
Nothing Follows			[Signature]		
			[Signature]		
			[Signature]		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: Request & Receive Supplies					
REMARKS					
ISO Mission					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
WAJUAA			W33DOJ		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
SMITH, JOHNNY B	O-3	435-4442	20211216	[Signature]	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.01ES

Figure B-5: DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies

## **Appendix C: Conducting OCIE Record Inventories (1 of 2)**

1. The following inventories are required for OCIE issued to Soldiers:
  - a. Upon assignment of a Soldier to a unit.
  - b. Prior to the Soldier clearing the installation.
  - c. OCIE should be inventoried and secured when a Soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, on extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility. This inventory is required only when the Soldier has not already secured OCIE in unit facilities, authorized on or off-post bachelor quarters (other than troop billeting), or family housing.
2. The unit commander will choose an officer, warrant officer, or non-commissioned officer (NCO) to conduct the inventory. The representative will:
  - a. Ensure the Soldier's OCIE is co-mingled with other Soldiers' OCIE.
  - b. Prepare two copies of DA Forms 3645/3645-1. Enter the words "Inventoried according to DA PAM 710-2-1" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the required blocks.
  - c. File the original DA Forms 3645/3645-1 with the Soldier's OCIE. File a copy in the unit absentee files with the Soldier's other DA Forms 3645/3645-1.
  - d. Secure the inventoried OCIE in unit facilities.
3. The following procedures are used when a Soldier returns from AWOL, hospitalization, confinement, or extended TDY:
  - a. The Soldier and the commander's designated supply representative will conduct a joint inventory of property upon return to duty.
  - b. The supply representative will prepare adjustment documents for any items the Soldier is financially liable for.
  - c. The Soldier will sign a release statement and it will be posted to the inventory form for items being issued.
  - d. The Soldier will go to the CIF with adjustment documents for re-issue of shortages.

## **Appendix C: Conducting OCIE Record Inventories (2 of 2)**

4. When a Soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, or confined in a military or civilian facility for more than 60 days, the inventory outlined in IAW DA Pam 710-2-1, paragraph 10-18 above should be conducted and items turned-in to the CIF. The commander's designated supply representative will:

a. Remove the unit copy of the Soldier's DA Forms 3645/3645-1 from the file. Compare forms with the inventory forms. Make a list of any shortages or overages.

b. Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

(1) Turn-in overages as found on installation property book.

(2) Account for shortages according to AR 735-5, Chapter 13. Document numbers will be assigned by the CIF.

(3) Turn-in the Soldier's OCIE to the CIF.

(4) The inventory forms and the Soldier's DA Forms 3645/3645-1 showing turn-in credit will be placed in the absentee file.

## **Appendix D: Quarterly Unit Reconciliations**

1. All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due three months from the last unit reconciliation. CIF Manager / PBO is responsible for coordinating the time and date the reconciliation will take place.
2. During the face-to-face 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 (Figure D-1).
3. 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.
4. 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.

UNIT LETTERHEAD/STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Army Field Support Battalion (AFSBn), Supply and Services Division, Central Issue Facility, 1624 West 6th Street, Building 2916, Fort Stewart, Georgia 31314

SUBJECT: Personnel Status Report for UNIT, UIC

1. The following information is accurate as of DAY / MONTH / YEAR:

Part I (All units)

- a. Authorized strength:
- b. Required strength:
- c. Assigned strength:

Part II (All units):

- a. Number of authorized officers:
- b. Number of assigned females:
- c. Number of authorized cooks:
- d. Number of authorized mechanics:

Part III (Aviation units only)

- a. Number of authorized pilots:
- b. Number of officers on flight status:
- c. Number of enlisted personnel on flight status (crew and non-crew):

2. Point of contact for this office is the undersigned at DSN: XXX-XXXX.

JOHN L. SMITH  
CPT, IN  
Commanding

**Figure D-1: Personnel Roster**

## **Appendix E: Expendable OCIE**

1. To provide commanders and unit personnel with information on expendable components and maintenance kits available to units for the purpose of replacing, repairing, and maintaining OCIE issued to Soldiers.
2. Expendable supplies required to complete an item of OCIE for use will be initially stocked at the CIF and issued to the individual during in-processing.
  - a. Expendable items, when becoming damaged, unserviceable or lost will be replaced at the unit level IAW DA PAM 710-2-1, paragraph 10-2.
  - b. The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.
3. Stockage of expendable CTA 50-900 equipment by units:
  - a. Units are authorized to requisition and issue expendable components.
  - b. OCIE maintenance is the Soldier's responsibility.
  - c. A complete listing of authorized expendable supplies to be stocked by units for the repair and maintenance of CTA 50-900 can be found in CTA 50-900.

## **Appendix F: Authorized OMIL/MOS and Civilian OCIE Issue Procedures**

1. This appendix contains examples and guidance in preparing memorandums for requesting issue of CTA 50-900 equipment for Civilians or specific MOS.
2. Supply personnel will ensure that equipment issued to Soldiers is recorded on clothing records and signed by Soldiers.
3. Requests for issue of OCIE for Civilians must be submitted by memorandum as shown in Figure F-2. The individual must hand-carry the memorandum when reporting to the CIF.
4. Examples of Memorandums:
  - a. Request for Supplemental Issue of MOS Items to Soldiers (Figure F-1).
  - b. Request for Issue of OCIE for Civilians (Figure F-2).



UNIT LETTERHEAD/STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Army Field Support Battalion (AFSBn), Supply and Services Division, Central Issue Facility, 1624 West 6th Street, Building 2916, Fort Stewart, Georgia 31314

SUBJECT: Request for Supplemental Issue of MOS Specific Items

1. The following individual is working full-time in the MOS, and requires that he/she be issued supplemental OCIE:

RANK	FULL NAME	SSN	MOS
------	-----------	-----	-----

2. Please issue the required MOS specific equipment, as stipulated in AR 710-2-1, table 2.

3. Point of contact for this office is the undersigned at DSN: XXX-XXXX

JOHN L. SMITH  
CPT, IN  
Commanding

**Figure F-1: Request for Supplemental Issue of MOS Items to Soldiers**

UNIT LETTERHEAD/STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Army Forward Support Battalion (AFSBn) , Supply and Services Division, Central Issue Facility, 1624 West 6th Street, Building 2916, Fort Stewart, Georgia 31314

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment (OCIE) to Civilians

1. Request that assigned to RANK, FULL NAME, SSN, Fort Stewart, Directorate of OFFICE/UNIT NAME be issued OCIE for use while participating in OPERATION in ASSIGNMENT LOCATION.
2. The individual is aware of authorized OCIE issue. Individual will receive all OCIE approved by CMO. (This does not include personal clothing.)
3. Once OCIE is verified and signed for, the individual named above assumes full responsibility and liability for any loss or damage (other than fair-wear-and-tear) to the equipment.
4. Individual will report to his/her CIF appointment on time with a copy of their orders and a valid military ID in their possession prior to being issued OCIE.
5. At the completion of assignment/deployment, the individual named above will return all OCIE to the issuing CIF.
6. Point of contact for this office is the undersigned at DSN XXX-XXXX.

JOHN L. SMITH  
CPT, IN  
Commanding

**FIGURE F-2: Request for Issue of OCIE for Civilians**

## **Appendix G: Serviceability standards for OCIE (1 of 6)**

1. This appendix provides specific inspection/classification procedures and standards for acceptance of OCIE by CIF personnel. The guidance provided will simplify and reduce the time expended by individuals in clearing the CIF.

### 2. Responsibilities:

a. Commanders, supervisors, and supply personnel are responsible for ensuring that personnel processing out of the unit have their OCIE inspected and cleaned prior to out-processing through the CIF.

b. CIF personnel will inspect all OCIE being turned-in, and ensure its serviceability, size, and quantity.

#### c. Soldiers will:

(1) Familiarize themselves with the proper methods of cleaning and repairing OCIE at their level of maintenance.

(2) Ensure all OCIE issued to them is cleaned and accounted for when reporting to the CIF.

#### d. Unit Supply Personnel will:

(1) Follow the guidance in TM 10-8400-201-23&P and inspect OCIE periodically or as prescribed by directives. All inspections will be documented on DA Forms 3645/3645-1. The inspection of OCIE for individuals departing the unit should be conducted prior to reporting to the CIF.

(2) Ensure that any lost, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.

### 3. Inspection Procedures:

a. CIF personnel will be the final governing authority in judging the serviceability of all equipment.

b. OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of FWT.

c. Unserviceable equipment must be thoroughly inspected to ensure the item was not damaged as a result of improper maintenance or exchanged for an item that was

## **Appendix G: Serviceability standards for OCIE (2 of 6)**

previously disposed of through property disposal channels with the Defense Logistics Agency (DLA).

d. When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.

e. When an item becomes unserviceable through other than FWT, the unit commander must complete an investigation into the circumstances by which the equipment became unserviceable. The commander's investigation will determine if the damage to the item(s) was the result of negligence or misconduct by the individual. If OCIE is damaged during a field exercise, a signed damage statement (See Appendix B, Figure B-3) will accompany the Soldier and equipment to the CIF for exchange.

**ALL FWT IS CONSIDERED ACCEPTABLE AND DOES NOT NEED TO BE TURNED-IN BEFORE THE TURN-IN APPOINTMENT.**

4. Inspection Standards for all OCIE are as follows:

a. Clean.

b. Dry.

c. Free of animal hair.

d. Free of dust.

e. Inspect each OCIE item, the inside as well as the outside.

f. Look for damage of web equipment caused by machine washing/drying. This causes the fillings, padding, and thread to shrink and melt rendering the item unserviceable.

5. Care and Maintenance Instructions:

a. IOTV Care Instructions (to clean):

(1) Remove loose dirt from the outer shell with a cloth or soft bristle brush. Do not machine wash or dry vest. Machine washing/drying will damage or destroy the IOTV.

(2) Hand-wash IOTV outer shell and component carriers only in cold or warm water, using a mild detergent or soap. Do not use chlorine bleach, caustic cleaners,

## **Appendix G: Serviceability standards for OCIE (3 of 6)**

yellow soap, cleaning fluids, or solvents. These will cause discoloration and deterioration.

(3) Remove ballistic inserts and the hard armor plates from the IOTV and the component carriers.

(4) Soft ballistic inserts are to be cleaned ONLY by removing loose dirt from the surface with a cloth or soft bristle brush. Do not bleach, machine wash, or dry clean.

(5) Do not apply solvents to the ballistic inserts. If ballistic inserts become wet, lay flat and allow to air dry away from heat sources and direct sunlight. If the ballistic inserts become saturated with liquids such as gasoline, bleach, or other lubricants, turn-in for replacement as soon as possible.

(6) Rinse the outer shell and component carriers thoroughly in clean warm water.

(7) Air dry indoors or in shade, away from direct sunlight and heat sources.

(8) Do not attempt to dye or fix any discolorations on the item.

b. Modular Lightweight Load-Carrying Equipment (large rucksack) Care Instructions:

(1) Hand wash using mild detergent or soap. Do not use chlorine bleach, caustic cleaners, yellow soap, cleaning fluids, or solvents. These will cause discoloration and deterioration. Do not machine wash/dry or dry clean.

(2) Scrape dirt/dust from item using a soft bristle brush that not damage fabric. Machine wash or dry clean.

(3) Rinse thoroughly with clean water.

(4) Air dry indoors or in shade, away from direct sunlight and heat sources

(5) Do not attempt to dye or fix any discolorations on the item. Turn it in for a replacement.

c. Turn-in Vest and Ballistic Inserts if:

(1) They have been hit by fragments or small arms fire.

## **Appendix G: Serviceability standards for OCIE (4 of 6)**

- (2) The outer cover is torn or damaged beyond repair.
- (3) The ballistic inserts are “bunched” and cannot be flattened.
- (4) The hook and loop closures cannot be closed completely or repaired.
- (5) The webbing is torn or damaged beyond repair.
- (6) The vest can no longer be adequately cleaned or is discolored.

### **d. Storage:**

- (1) Clean all components and ensure they are completely dry before storing.
- (2) Store the IOTV as flat as possible in order to avoid bunching or wrinkling of any materials.
- (3) Store the IOTV and its components in a plastic bag to protect it from dirt, moisture, and dust.

### **e. Flight Gloves and Combat Vehicle Crewmember (CVC) Gloves Care Instructions:**

- (1) Wash in warm water, not exceeding (120F). Do not bleach or starch.
- (2) Rinse thoroughly in clear warm water. Remove soap by repeated rinsing or fabric will lose flame resistance. Remove excess water by squeezing gloves or rolling them in towel. Do not wring or twist.
- (3) Stretch gloves into shape and hang or lay flat to air dry. Do not tumble dry or expose wet gloves to heat or direct sunlight.

## **6. Enhanced Small Arms Protective Inserts (ESAPI) and Enhanced Side Ballistic Inserts (ESBI):**

a. Inspection: Commander will review the procedures for proper inspection of the ESAPI and ESBI inserts (plates) as outlined in the IOTV use and care manual and other documentation to ensure that Soldiers are following proper inspection procedures. The Soldier must inspect inserts before each mission. The ESAPI/ESBI insert must be turned-in if any of the following conditions are present:

- (1) The outer cover is damaged exposing the black ceramic tile material.

## **Appendix G: Serviceability standards for OCIE (5 of 6)**

(2) The ESAPI/ESBI is cracked and you hear loose pieces rattling around when the ESAPI/ESBI is shaken.

(3) The ESAPI/ESBI plates bend or twist indicating the plate is broken.

(4) The composite back face is delaminated and the individual fabric plies are separating.

(5) If your ESAPI/ESBI is hit by fragments, turn them in.

b. Precautions: Soldiers must ensure they have the correct protective inserts. The ESAPI and ESBI have green covers and provide a higher level of protection than the Small Arms Protective Insert (SAPI) which has a black cover. ESAPI should be worn by all personnel in theater. If you have the older SAPI (black) plates, turn them in to be replaced with ESAPI (green) plates.

c. Interim repairs of the ESAPI/ESBI. The outer cover can be repaired using rigger tape until it can be exchanged.

d. Cleaning: Do not machine wash or dry. Failure to follow these instructions may render your ESAPI/ESBI useless against ballistic threats.

(1) Remove loose dirt and lint from the outer surface of the ESAPI/ESBI using cloth or soft bristle brush. Never use a stiff bristle brush.

(2) Wet the ESAPI/ESBI in a sink or shower using warm, not hot, water.

(3) Apply a mild soap or detergent to the soiled areas and scrub with a cloth or soft bristle brush. Heavily soiled areas may be scrubbed with GI soap. Scrub only long enough to remove soil.

(4) Heavy grease/oil stains may be pre-spotted with a dry cleaning solvent and detergent mixture and scrubbed with a soft brush.

(5) Rinse the ESAPI/ESBI with warm water until all suds have completely dissolved.

(6) Let the insert dry by itself, away from heat or open flame.

e. Storage: Proper storage of the ESAPI/ESBI by individual Soldiers and at the CIF is critical in avoiding damage and maintaining plates effectiveness.

## **Appendix G: Serviceability standards for OCIE (6 of 6)**

### f. Individuals:

- (1) Always clean your ESAPI/ESBI thoroughly before storing.
- (2) Insert the ESAPI/ESBI into the IOTV pockets in the same manner as when worn. This prevents loss of components.
- (3) Store the IOTV system as flat as possible to avoid bunching of materials.
- (4) It is recommended that the system be stored in a plastic bag to keep out dirt, dust, and moisture.

### g. CIF:

- (1) If in original packaging, keep ESAPI/ESBI plates in original shipping packing material until they are issued. Stack no more than three boxes high in warehousing / issuing facility. The original packaging consists of ballistic plates packed vertically in a corrugated cardboard box with closed cell foam between each plate for cushioning. Boxes are then double packed in a larger box for added protection. Reuse original packing material if available. Place closed foam between each stacked plate for added cushioning and load distribution.
- (2) If original packing materials are not being used, stack same-size plates flat no more than 10 high on a solid surface with the strike face down; or, using a seven inch Tri-wall container, with the addition of reinforced cardboard and bubble wrap on the bottom of the container, stack ESAPI plates vertically in four rows of 33 plates per row, and two plates placed horizontally on top of each row.