

# 405<sup>TH</sup> ARMY FIELD SUPPORT BRIGADE



## CENTRAL ISSUE FACILITY

## STANDARD OPERATING PROCEDURES

## EXTERNAL

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**This SOP supersedes all previous CIF SOPs on this subject.**

SUBJECT: 405<sup>th</sup> AFSB Stuttgart, Logistics Readiness Center, Central Issue Facility (CIF) External Standing Operating Procedures (SOP)

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SUBJECT: 405<sup>th</sup> AFSB Stuttgart, Logistics Readiness Center, Central Issue Facility (CIF) External Standing Operating Procedures (SOP)

**1. REFERENCES:**

- a. AR 710-2, Supply Policy Below the National Level
- b. AR 735-5, Policies and Procedures for Property Accountability
- c. AR 700-84, Issue and Sale of Personal Clothing
- d. DA PAM 710-2-2, Supply Support Activity Supply System, Manual procedures
- e. DA PAM 710-2-1, Using Unit Supply System
- f. AR 25-400-2, The Army Records Information Management System
- g. CTA 50-900, Clothing and Individual Equipment
- h. CTA 50-970, Expendable/Durable Items

**2. APPLICABILITY:** This external SOP applies to the 405<sup>TH</sup> Stuttgart AFSB CIFs, customers, and supported units who require the issue, exchange or turn-in of Organizational Clothing and Individual Equipment (OCIE).

**3. MISSION:** The mission of the 405<sup>th</sup> AFSB Stuttgart CIF is to operate issue/turn-in points for OCIE in support of all tenant units within their supported community. To accomplish this mission, the CIF stores, requests, receives, accounts for, classifies, exchanges, provides repair of selected items, maintains records and files, and publishes operational procedures.

**4. LOCATION:**

CIF-PBO (Main) Stuttgart  
Panzer Barracks, Building 2931  
DSN: 596-3210 (Comm. 07031153210)  
Fax: 596-2135 (Comm. 07031152135)

SUBJECT: 405<sup>th</sup> AFSB Stuttgart, Logistics Readiness Center, Central Issue Facility (CIF) External Standing Operating Procedures (SOP)

**5. OPERATING HOURS:**

CIF Stuttgart:

Thursday 08:00-12:00

Closed for Administrative Purposes

Monday-Friday 08:00-1530

PCS, ETS Turn-In, Initial Issue, and Deployment Issue by Appointment

Partial Turn-in, DX, and Additional issue (Walk-Ins)

\*NOTE: Exceptions will be made for emergencies or special circumstances (such as block appointments for pre-deployment or post-deployment) with prior coordination

CIF is CLOSED on American Holidays with limited services on German holidays

**6. SUMMARY:** This external SOP prescribes general policies and outlines responsibilities and procedures for the issue, exchange and accountability of OCIE drawn from CIF within the 405<sup>TH</sup> AFSB Stuttgart Area of Responsibility (AOR).

a. Suggested Improvements: The proponent of this external SOP is the 405<sup>TH</sup> AFSB Logistics Readiness Center (LRC), Supply & Service Division, and CIF PBO). User may send suggestions to improve this SOP to the 405<sup>TH</sup> AFSB Logistics Readiness Center, ATTN: ASEU-LSG, Unit 30401, APO, AE 09107.

The CIFs are elements of the 405<sup>TH</sup> AFSB LRC, and operate in accordance with applicable regulations, directives and policies set forth by governing military authority.

## **7. RESPONSIBILITIES:**

a. Individual: Military and civilian personnel are responsible for the proper care and safekeeping of property issued to them, and in their custody. A signed hand receipt (DA Forms 3161, 1150, 2062 and 3645) is true evidence of property responsibility. Each Soldier/Civilian must inspect and account for equipment prior to signature. The Soldier/Civilian is responsible for reporting, on time, to the CIF for his/her appointment. It is the responsibility of the individual to ensure that all equipment issued is maintained, clean, and in serviceable condition. Soldiers/Customers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE. Any OCIE damaged due to improper cleaning or failure to properly maintain an item will not meet the "Fair Wear and Tear (FWT)" criteria. Any loss or damage of OCIE while participating in alerts, field training exercises, or duty performance (i.e. guard duty or reserves) must be reported immediately to their supervisor or Commander. 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.

b. Unit: Provide the CIF with an Annual report on OCIE requirements. Meaning specify what unit specific items are needed and which items are not required per our OSIL menus. This can also be done on a quarterly basis during your reconciliation. Ensure that every Service Member in the unit properly processes in and out of the CIF. Reconcile individual due-outs of OCIE on a monthly basis with the CIF. Prepare and forward required signature cards (automated or hardcopy DA Form 1687) to the CIF. Ensuring that expired DA Form 1687 and Assumption of Command are updated promptly. When property becomes lost, damaged, or destroyed, adjustment documents

(DD 362 Statement of Charges and DD 200 Financial Liability Investigation of Property Loss) must be initiated to account for the property and/or to obtain relief from responsibility and accountability.

c. Stuttgart LRC: Ensure that CIF follows prescribed procedures and has the necessary resources and guidance to meet mission requirements. Act as liaison between CIF and customer units, CMO, USAREUR, IMCOM-E, 405<sup>th</sup> Army Field Support Brigade (AFSB), and Theater Logistics Support Command – Europe (TLSC-E).

d. CIF PBO: Maintain 100% accountability of OCIE in the CIF and on individual OCIE records. Provide required equipment in serviceable condition to Service Members with updated and accurate records. Maintain contact with customer units and inform them of requirements and updates. Maintain adequate stockage of OCIE and turn in all excess and obsolete OCIE promptly.

e. USAREUR: Maintains contact with IMCOM-E, AMC, LRCs, CMO, and DA G4 on all OCIE matters, particularly deployment requirements. Promptly disseminates all guidance to USAREUR units and ensure compliance with directives. Coordinates with PEO-Soldier, LRC, and deploying units to plan Project Management Soldier Protection and Individual Equipment (PM SPIE) [formerly Rapid Fielding Initiative (RFI)] events.

f. OCIE Central Management Office (CMO): Provides funding for OCIE stockage and replacement for all CIFs. Keeps CIFs, USAREUR, IMCOM-E, TLSC-E, and 405<sup>th</sup> AFSB informed of updates regarding OCIE and the Installation Support Module (ISM) system. Conducts annual on-site Management Assistance Visits (MAVs) at the CIFs.

g. 405TH AFSB: Coordinates with USAREUR, LRC's, and CMO to identify and resolve all issues regarding OCIE. Monitors reports and ensures CIFs are in compliance. Conducts workshops at least semiannually to provide updates and open forum. Ensures that CIFs have adequate resources to meet all requirements.

## **8. POLICIES AND PROCEDURES:**

### **a. APPOINTMENTS**

(1) The CIF operates the in/out processing of personnel on an appointment basis. In/out-processing appointments are made by the Central Issue Facility. Army Personnel as well as Non-USAREUR service members (civilian, Air Force, Navy, and reserves) will need to contact the CIF directly to set-up their appointments.

(2) Appointments for issues will be made by calling the Central Issue Facility (CIF) upon arrival to USAG Stuttgart. If unforeseen circumstances preclude completion of service to Service Member/civilians at an appointed time, arrangements will be made to handle any remaining transaction later.

(3) Appointments for turn-ins (clearing) are made through the CIF. During the time of appointment, Service Member/Civilian must provide a copy of their separation or

transfer orders. Clearing papers are not required. Service Members/Civilians are required to come in person or call for an appointment. Service Members/Civilians with no clothing record will be pre-cleared through UCAS (User Community Automated System) and will not be required to make an appointment with the CIF. This will be reflected on the individual's clearing papers from the CPF (Central Processing Facility).

(4) Failure to be on time for CIF appointments will be reported as a No-Show. If an Individual is a No-Show, the appointment will have to be re-scheduled through the CIF, and will be reported to the chain of command. If a Service Member/civilian is unable to report to the CIF at the designated time, the Service Member/civilian should notify the CIF to reschedule the appointment.

(5) All CIF appointment must be made by the Individual. POA (Power of Attorney) is and will not be acceptable for any transaction. Unit personnel on the DD form 1687 are the only one who can act on other member behalf.

## **9. IN-PROCESSING (ISSUES)**

a. All military personnel (Army Service Members) assigned to units supported by 405<sup>th</sup> AFSB Stuttgart CIF must in process through their respective CIF. The Soldiers will be issued the items listed on the OCIE Standard Issue List (OSIL). See appendix.

b. All personnel in processing at the CIF must meet the following criteria in order to be service:

(1) Possess valid military ID CARD

(2) Provide one copy of ORDERS assigning service member to their unit, to be retained by the CIF in the Soldier's clothing record. (The organization routinely assigning personnel to units in the USAG Stuttgart footprint must provide a copy of the assignment orders to the specific unit. Orders assigning individuals to a Replacement Detachment in Germany are not acceptable documents for the CIF to provide support to a Soldier).

c. Soldiers not assigned to a MOS, but requiring an issue of USAREUR authorized MOS-related supplemental OCIE, must have a memorandum signed by their unit Commander certifying that the Soldier requires the OCIE for his/her specific duties.

d. Emergency Essential Civilians (EEC) - Department of Defense, Federal Employees ONLY-requiring issue of OCIE for special projects/deployments, will provide a memorandum to the CIF from their commander/supervisor (head of organization) and a copy of the deployment orders.

e. In cases where a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) or a Statement of Charges (SOC)/Cash Collection Voucher (CCV) (DD Form 362) has been processed against an individual, and a replacement of the lost item is not available at the CIF, the database will be adjusted to delete the item from the record.

However, if they items are listed on the CIF issue menu the Service Member will be reissued the items.

## **10. OUT-PROCESSING (TURN-IN)**

a. All Service Members assigned to units or elements supported by USAG Stuttgart must out-process through the CIF. Individual Service Members must make Turn-In appointments by calling the CIF.

b. CIF customers/Service Members who need a copy of their individual clothing record to conduct an inventory of their OCIE issue items prior to their clearing appointment or having questions as to what items to turn in may receive assistance when they call or come in to make their appointment. Army Personnel can also obtain their CIF Clothing Records ONLINE at (AKO) “Army Knowledge Online”, click on the “Army Select Links” tab and then on “My Clothing”. This link will take customers into specific Clothing Records on the Installation Support Module (ISM). Additionally, Soldiers also have the option to verify and digitally sign for their clothing records on AKO.

c. Before customers turn-in their OCIE, the Unit Supply Sergeant or first-line supervisor must ensure that they have all items listed on their OCIE records as required in para 10-10 a (2), DA Pam 710-2-1 and prepare an adjustment document Cash Collection Voucher or Statement of Charges (CCV/SOC or FLIPL) for missing and/or damaged items before they come to their CIF appointment. Purchase from the Military Clothing Sales Store (MCSS) is the other option of replacing lost OCIE.

d. Certain “carry forward”, items on the clothing records with “Y” on top will transfer with the Soldier. “N” or (\*) asterisk indicates Turn-In to CIF). To assist in identifying OCIE to be turn-in or transferred, refer to Appendix F, CTA 50-900. (Note: Some items are “Y” for PCS and “N” for ETS). Soldiers should always review and confirm prior to outprocessing. The list of “carry forward” items is subject to change. Changes are downloaded in the ISM database and are automatically posted to the OCIE records.

e. Aviation personnel who remain in flight status must show “flight status” orders to retain flight gear with the exception of the kit Bag Flyer’s, Hood Flyers and Heavy Weight jacket. These items will be turned-in.

g. If a Service Member is unable to complete a turn-in, due to soiled/missing equipment, the Service Member can utilize the walk-in times (Afternoon) to finish clearing.

h. OCIE will be return to the same CIF site from which the issue was made unless reassigned to a unit served by another location.

i. Soldiers out-processing the CIF must have in their possession: Installation Clearance Record, transfer/separation orders and OCIE to be turned-in and; if applicable, documentation to account for missing or unserviceable OCIE. (Note: if Soldiers have not



received PCS/ETS orders or Clearance Paper and will no longer require OCIE prior to departure, a memo signed by the Unit Commander is required to clear (Sample shown in Appendix B).

j. In cases when another individual is required to clear a Soldier (e.g. AWOL's, MEDEVAC's, etc.) the individual turning-in the equipment MUST have a memorandum signed by the Unit Commander authorizing the turn-in or clearing action. The individual must be listed on the current Unit DD Form 1687. (Sample shown in Appendix A).

k. For damaged OCIE other than FWT, customers need a damage statement signed by their Commander (Sample in Appendix C). When clearing, it is not necessary to DX these items before the turn-in appointment. These items will be turned in along with the rest of the equipment during the turn-in appointment accompanied by the statement.

l. All personnel, who PCS as a result of an Intra-Theater Transfer (ITT), are required to clear the CIF. A copy of the individual's orders must be presented to the CIF prior to clearance papers being stamped. Soldiers retain authorized OCIE issued. If individuals have excess or obsolete OCIE, they are encouraged to turn it in to the CIF during outprocessing.

m. Quartermaster (QM) Laundry is available to Service Members for cleaning of OCIE items, which has been list as approved to be clean at the QM Laundry facilities. The turn- around time is normally 10 working days, so it is necessary for the Service Members to schedule the cleaning prior to outprocessing. The Improved Outer Tactical Vest (IOTV) is authorize to be clean at QM Laundry. However, the vest must be properly reassembled for turn in to the CIF. Dirty Vest as with any unclean gear will not be accepted by the CIF.

Location of the Quartermaster Laundry facility: Panzer Kaserne, Building #2981.  
Operation Hours: Mon-Fri from 0900 to 1700, Civ. 07031-4383901

### **10a. Other Armed Forces Air Force, Navy Etc Issued OCIE:**

The Unit Commanders that have Non-Army personnel assigned to their units must authorize with a Memorandum (See appendix I) issue of Army equipment to Service Members not in the U.S. Army. Service Members will not be issued Army equipment from the CIF without this memorandum. The Unit Commander or designated representative is responsible for tracking how many Non-Army personnel has drawn OCIE from the CIF and must ensure that each Service Member properly clears the CIF prior to PCS/ETS from USAG Stuttgart. If the individuals do not properly clear the CIF the unit is responsible for initiating a DD200 FLIPL.

### **11. DIRECT EXCHANGE (DX).**

a. Individual DX is conducted on a walk-in basis. All equipment MUST be clean, complete, and meet the required standards for exchange.

b. Equipment requiring organizational maintenance (such as flight helmets) will not be exchanged. The item will be repaired by the supporting maintenance activity as directed in FM 21-15 and TM 10-8400-203-23. Non-repairable items must be properly tagged by the maintenance activity prior to turn-in.

c. An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1, but will be required to return any excess OCIE (For example, if a Soldier receives two new Army Aircrew Combat Uniforms (A2CU), he/she must turn in two old A2CU sets so that he/she does not end up with more than a total of the authorized quantity. Also, when an individual receives a newer item during a PM SPIE fielding (such as a Sleeping System or Parka), the older item must be turned in to the CIF as soon as possible prior to deployment.

d. Clothing records are not required for the exchange of non-sized items.

e. Serviceable equipment will not be exchanged for cosmetic reasons. (I.e. change of command ceremonies, e.g.)

f. The CIF personnel will ONLY DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT). FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred, solely because of normal and customary use of the item for its intended purpose.

g. Any item rendered unserviceable because of an accident, failure to provide adequate care and maintenance, or improper use, will NOT be considered FWT damage and is subject to the provisions of AR 735-5.

i. Equipment damaged through other than FWT *MUST* be accompanied with an adjustment document (Damage Statement, CCV/SoC, or FLIPL), IAW AR 735-5.

j. The Advanced Combat Helmet (ACH) has several replaceable components, and will NOT be direct exchanged because of a missing component. Unit supply rooms should have replaceable components available. (Note: The Personnel Armor System for Ground Troops (PASGT) or “Kevlar” Helmet is obsolete and is no longer used. All PASGT Helmets must be stripped of all bolts and screws prior to turn-in).

## **12. INSPECTION AND REPAIR OF OCIE:**

a. OCIE issued will be maintained in a clean and serviceable condition at all times. Each Service Member is responsible for proper organizational maintenance, care, custody, and safeguarding of all OCIE issued to them.

b. Commanders and Supervisors are required to conduct OCIE record inventories as stated in DA PAM 710-2-1, paragraph 10-8b (1). As a minimum, these inventories should be conducted on an annual basis and before and after deployments. The Commander may accept a written statement from personnel in grades E5 and above, in lieu of an OCIE inventory, that all OCIE is on hand and serviceable (Note: If and when

the Commander or Supervisor discovers that a Service Member has excess, obsolete, unserviceable, or missing OCIE, the Service Member will be directed to report to the CIF to turn in or DX OCIE as appropriate and the Commander will ensure that the Service Member reports with the necessary documentation).

c. CIF Personnel will be the final governing authority in judging the serviceability of all equipment. The inspection standard for all OCIE is as follows:

1. CLEAN
2. DRY
3. FREE OF ODOR
4. FREE OF ANIMAL HAIR
5. FREE OF DUST
6. FREE OF ANY IDENTIFYING MARKS

d. Overshoes, entrenching tool covers and canteens must have the black marks, tapes and skid marks removed.

e. Coveralls that are saturated with petroleum will not be accepted. The Individual must first attempt to wash them and remove the petroleum. If the petroleum cannot be removed, then a turn-in to the Hazard Material (HAZMAT) Officer or the Safety Officer can be done. When this is done, the CIF will need a memorandum from the HAZMAT Officer or the Safety Officer to prove that the item was disposed of in the proper manner.

f. The All OCIE ex. sleeping bag must be cleaned of all foreign objects.

g. All adhesive glue/tape or with markings must be removed. OCIE will not be accepted until the glue/tape and/or markings are removed. Names and other methods of identification on the OCIE items will result in rejection of the items. **The only item issued from the CIF that is authorized to be marked is the Duffle Bag. The bottom of the bag can be marked with the required unit marking. However, at the time of turn in all markings must be neatly covered with tan/blk. spray paint.**

h. The use of body putty on the ACH Helmet is not authorized. ACH Helmets with any indication that a repair has been made will not be accepted without a damage statement or a FLIPL.

i. Repair Patches on clothing items are acceptable only if they are properly done. All clothing repairs must be made with thread the same shade as the item repaired. Sewn repairs that cause a wrinkle in the item are not acceptable. Repairs, when authorized, must have round corners. If iron-on/tape-repaired area exceeds size of hole by ½ inch, repair must be redone.

j. IOTVs: IOTVs or their components are NOT to be machine washed by Service Members. See care and maintenance label on all components of the Vest. Store IOTV in its upright position and in a clean dry place.

k. E-SAPIs: Service Members will clean their E-SAPIs using a soft brush, warm water, and mild soap or detergent prior to turn-in. Do not submerge in Water. Detailed instructions for care are provided in ALARACT 109-2009, dated 17 April 2009.

### **13. TEMPORARY HANDRECEIPTS (LOANS)**

a. Units requiring temporary loans will submit a memorandum to the CIF Manager/PBO requesting the items required, with a full justification, and the dates required.

b. Temporary loans of OCIE are permitted to support change of commands or other ceremonies and for TRAINING PURPOSES ONLY. Temporary loans will NOT be made for beautification purposes.

c. All temporary Loans will be for a period NOT to EXCEED 30 Days.

d. Extensions must be fully justified and the unit commander must sign the requests for extensions. No extensions will be granted beyond a total of 90 days.

e. Units requiring a temporary pre-positioned package of OCIE items to direct exchange OCIE rendered unserviceable, during major field problems, or training exercises need to request support from the CIF at least 30 days prior to the date requested. Support packages will be limited to no more than 5 % of the unit troop strength on exercises, and will not be used to direct exchange OCIE in a Garrison environment. Requirements that cannot be satisfied from local CIF stocks will be referred to the 21<sup>st</sup> Theatre Support Command, and the requesting unit will be advised accordingly. If the 21<sup>st</sup> TSC does not have the authorization and/or funding to fill the request, the unit must address the issue through its chain of command to USAREUR G4.

f. Units requesting temporary loans must have on file at the CIF a copy of the Company Commander's assumption of command orders and a valid DA Form 1687.

1. DA Form 2062 can only be issued to personnel on the valid DA Form 1687.

g. **Turn-in of loaned equipment to the CIF:** Units will establish an appointment for turn-in and must ensure that they bring with them the units copy of DA Form 2062. CIF will inspect the items for cleanliness and serviceability and annotate both the unit and the CIF copy of DA Form 2062 showing the items returned.

### **14. RECONCILIATIONS:**

a. All units will conduct QUARTERLY face-to-face reconciliations of OCIE records with the CIF, as required by DA Pam 710-2-1, para 10-16. Units will coordinate an

appointment time with the CIF PBO/Manager. **In the event a Unit is delinquent, on its quarterly recon the Unit Commander will be notified and all Services will be suspended until the reconciliation is completed.**

Quarterly Reconciliation of OCIE records. Unit and CIF Organizational Clothing and Individual Equipment (OCIE) records will be reconciled quarterly to ensure all assigned personnel have all of their required OCIE, and that departed Service Members have properly cleared through the CIF. Quarters are established by FISCAL Year, 1<sup>st</sup> Quarter (1 Oct – 31 Dec), 2<sup>nd</sup> Quarter (1 Jan – 31 Mar), 3<sup>rd</sup> Quarter (1 Apr – 30 Jun) and 4<sup>th</sup> Quarter (1 Jul – 30 Sep).

b. During the face-to face reconciliation the unit **MUST** have a valid current personnel roster (AAA-162), signed by the Unit Commander or his/her designated representative. Rosters must be in alphabetical sequence, regardless of rank. As a minimum, the roster will contain the rank, full name, duty MOS, social security number and DEROS of the individual. Any personnel attached/detached from the unit must be listed on the roster.

c. Commanders must have assumption of command orders on record at the CIF. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records, bulk issues, and additional OCIE requirements.

d. Unit Commanders must inform the CIF of the current assignment or transfer of individuals. When a Service Member is transferred from one unit to another unit within the same organization, a copy of the reassignment orders or memorandum must be provided to the CIF. In addition, the unit copy of the OCIE record must be transferred to the gaining unit.

e. For those units which have civilian employees and/or contractors for whom the Unit Commander has authorized possession of OCIE, the unit representative must verify, during each reconciliation, that the authorization document (individual orders or memorandum from the Commander) is current and up to date. If the authorization document is expired, the unit will either obtain and submit a new authorization document or contact the employee to turn all OCIE in to the CIF. If the individual has departed and there is no record in ISM of the OCIE being turned in to another facility, then the unit is responsible for submitting a FLIPL to adjust accountability and responsibility.

f. Failure of a Unit to comply with the above mentioned requirements will result in the Unit receiving reduced support from the CIF. Service Members assigned to this Unit can only receive support for Initial Issues and outprocessing Turn-Ins until the Unit completes the reconciliation. No DX or Supplemental Issue will be authorized during this time.

#### **15. NEW EQUIPMENT FIELDING:**

When new items of OCIE are received at the CIF for initial fielding to units, issue procedures will be coordinated between the CIF PBO/Managers and supported units.

(Note: If the fielding is conducted by an outside agency, such as Program Executive Office (PEO) Soldier, the issue procedures will be coordinated with the CIF PBO/Managers, 405<sup>TH</sup> AFSB Logistics Readiness Center (LRC), Battalion/Brigade S4/3, USAREUR G4/3, and the fielding agency. The agency will be responsible for providing copies of all issue documents and automated records to the CIF. The CIF will post all hard copy documents in the files and upload the data into ISM within 72 hours).

## **16. MATERNITY UNIFORMS:**

Pregnant Soldiers requiring maternity uniforms must bring a memorandum from their Unit Commander requesting the issue of maternity uniforms as well as a copy of their medical profile, confirming their pregnancy. (See appendix D)

## **17. ADJUSTMENT DOCUMENTS:**

a. Unit Commanders or the designated representatives are responsible for initiating SOCs, CCVs and FLIPLs IAW AR 735-5. When loss damage, or destruction (through other than FWT) to OCIE occurs and liability is not admitted, the unit commander will initiate a FLIPL. The initiated FLIPL will be forwarded (hand-carried if individual is clearing) to the CIF PBO for signature and assignment of a document number.

b. Once the customer receives a document number and a signature from the CIF PBO, the original copy of the FLIPL will be returned to the S-4 for processing. This action will clear the items from the customer's record and the Customer can turn-in the remaining OCIE during the appointment. When a FLIPL for OCIE is completed and signed by the Approving Authority, the Unit of assignment is responsible for providing a copy of the completed DD Form 200 to the CIF for filing.

c. Army Combat Uniforms (ACU, DCU, BDU, and MULTI-CAM): Due to a recent change in Appendix F, CTA 50-900, Uniforms that were issued to the Service Members as OCIE are no longer transferable when a Soldier reaches ETS. Soldiers who have uniforms listed on their OCIE records must turn them in prior to ETS along with the other OCIE items that are marked "N" as non-transferable, unless the Service Member can provide documentation showing that he/she was deployed for at least 30 days. If the Service Member cannot produce such documentation, the Service Members unit must initiate a FLIPL DD 200 or a DD 362 Statement of charges to obtain relief from responsibility.

## **18. UNIT DEPLOYMENTS:**

a. Deployment Requisitions: Service Members who are scheduled to deploy should receive all of their deployment issue (IOTVs, ESAPI-s, Gen III ECWCS, etc.) at the PM SPIE fielding. However, if the Service Member must deploy prior to the next scheduled PM SPIE fielding, the CIF will arrange to requisition the deployment issue OCIE for the Service Member. The Service Member must report to the CIF with a copy of his/her deployment orders or a memorandum from the Unit Brigade Commander (Appendix F). The CIF will confirm the Service Member's sizes and submit the order for the OCIE.

Once the OCIE arrives at the CIF within 10-14 days, the CIF will notify the Service Member's unit that the OCIE is available for issue. (Note: The CIF requires a minimum of 30 days lead-time to requisition the OCIE. If the Service Member is due to deploy in less than 30, Service Members will draw the deployment issue OCIE at the CIF at the deployment site.

**b. Name Tapes:** Nametapes (Multi-Cam version) arrive 2 -4 weeks after the electronic orders arrive. However, if the unit provides the CIF with a excel spreadsheet of names for service members for upcoming deployments (Send this list at least 60-180 days in advance of deployment) the names tapes will arrive before the scheduled departure date.

**c. Unit Deployments:** When a unit is deployed, the Rear Detachment is responsible for maintaining the unit account and completing the quarterly reconciliations. The Rear Detachment Unit Commander must submit a signed DA Form 1687 with a copy of his/her assumption of command orders.

**d. Unit Patches for OEF (Multi-Cam Patches):** If a unit requires bulk unit patches for a deployment to Operation Enduring Freedom where Multi-Cam is required contact the CIF Property Book Officer with a photo of each patch to be requested, quantity and required delivery date via email (60-180 days in advance of deployment) This service is only for Units that consistently deploy and do not have an RFI/PM SPIE fielding.

### **19. Point of Contact:**

For further guidance are Mr. Nathaniel Holmes, the Stuttgart CIF Property Book Officer at DSN 596-3210, e-mail: [nathaniel.holmes2.civ@mail.mil](mailto:nathaniel.holmes2.civ@mail.mil). Any additional questions or concerns can be obtained from Mr. Daniel Carroll, Chief, and Supply & Services Division, at DSN 596-3413, email: [daniel.e.carroll.4.civ@mail.mil](mailto:daniel.e.carroll.4.civ@mail.mil).

Craig W. Shields  
Director,  
Logistics Readiness Center Stuttgart

SAMPLE

APPENDIX A

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR 405<sup>TH</sup> AFSB Stuttgart CIF Central Issue Facility

SUBJECT: One Time Authorization to Clear for another Individual

1. (Rank & Full Name, SSN) is hereby authorized to turn in OCIE for the following individual:

NAME	SSN
Doe, John H.	123-45-6789

2. Individual above supplements individual on DA Form 1687 already delegated the authority to request and receive OCIE from the CIF.

3. Reason why individual cannot make the turn-in him/herself:

4. POC is the undersigned at DSN 467-0000.

John H. Smith  
CPT, OD  
Commanding



SAMPLE

APPENDIX B

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR 405th AFSB Stuttgart Central Issue Facility

SUBJECT: Authorization for Early Turn In

1. (Rank & Full Name, SSN), a member of Charlie Co, 1-501 AVN, is authorized to turn in all OCIE while awaiting clearing papers. This Soldier will supply PCS/ETS orders at time of appointment.
2. Soldier is within 30 days from rotation and no further commitments requiring items of OCIE is anticipated.
3. POC is the undersigned at DSN 467-0000

John H. Smith  
CPT, OD  
Commanding

SAMPLE

APPENDIX C

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR 405<sup>th</sup> AFSB Stuttgart Central Issue Facility

SUBJECT: Damage Statement

1. (Rank & Full Name, Last 4 of SSN) requires Direct Exchange (DX) for the below item(s). The damage occurred during field training exercise on (date of field training exercise). Exchange of these items for like serviceable items is hereby authorized:

NOMENCLATURE	NSN	SIZE	QTY	DAMAGE
Bag, Clothing Waterproof	8465-01-117-8699		2	Burned by rifle barrel
Parka, C/W	8415-01-228-1315	MR	1	Ripped on tank

2. I, or a member of my command, have/has reviewed the circumstances surrounding the damage to the above listed items and found no evidence of negligence or willful misconduct.

3. POC is the undersigned at DSN, 467-0000.

John H. Smith  
CPT, OD  
Commanding

SAMPLE

APPENDIX D

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR 405<sup>TH</sup> AFSB Stuttgart Central Issue Facility

SUBJECT: Request Maternity Uniforms

1. Request the following soldiers (Name, Rank, and SSN) be issued Maternity Uniforms to be worn during her pregnancy.

Name

Rank

SSN

JOHN F. SMITH  
CPT, AR  
Commanding

SAMPLE

APPENDIX E

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR 405<sup>TH</sup> AFSB Stuttgart Central Issue Facility

SUBJECT: Request for Supplemental Issue of OCIE

1. Request the following individual assigned to (Unit) \_\_\_\_\_ receive a supplemental issue OCIE equipment for training purposes.

NAME

Doe, John B.

SSN

123-45-6789

2. Soldier has just arrived in the community and their assigned OCIE equipment is still in transit with the HHG's.
3. Soldier understands this equipment is on temporary loan and must be returned to the Central Issue Facility NLT 45 days from issue.
4. Soldier understands this loan of equipment is not to replace accountability of equipment loss by the soldier.
5. If equipment is required past the initial 45 days the Unit Command must coordinate with the Central Issue Facility for an extension and provide justification.
6. POC: for this memorandum is the undersigned at DSN\_\_\_\_\_.

JOHN B. SMITH  
CPT, QM  
Commanding

SAMPLE

APPENDIX F

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol

DATE

MEMORANDUM FOR Commander, 405<sup>th</sup> AFSB, ATTN: CIF Manager

SUBJECT: Authorization for Issue of Operation Enduring Freedom Camouflage Pattern (OEF-CP) Individual Equipment and Uniforms for Atlantic Resolve

1. The below listed Soldiers will participate in (Mission) beginning (DATE) (Current date if status is be ready to deploy on short notice). This memorandum is issued in lieu of orders not yet available. Personnel are directed to draw an OEF-CP from their servicing Central Issue Facility (CIF).

- a. RANK, LAST NAME, FIRST NAME
- b. RANK, LAST NAME, FIRST NAME
- c. RANK, LAST NAME, FIRST NAME

2. The listed personnel have not received an issue of the OEF-CP for this Operation.

3. Soldier will provide all sizes and requirements to the servicing CIF manager either in person or via email.

4. Point of contact for this memorandum is Rank, Name, DSN and [email](#).

O6 Commander Signature Block  
(Deputy or Executive Officer  
Signature for Commander  
Acceptable)

or

USAREUR HHBN O5 Commander  
Signature Block

SAMPLE

APPENDIX G

DEPARTMENT OF THE ARMY  
UNIT HEADER

Office Symbol

Date

MEMORANDUM FOR 405<sup>TH</sup> AFSB Stuttgart Central Issue Facility

SUBJECT: TA-50 Shipped in HHG

1. The following Service Member SGT Jane, Doe SSN#XXX-XX-1234 has shipped the below listed TA-50, which was required for turn in to CIF in his/her house hold goods. The Service Member shipped these items in error.

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>QUANTITY</u>
N39848	OVERSHOES SIZE 14	1

2. This Memorandum can only be used for individuals that have shipped or stored items that are doing a Permanent Change of Station move ( PCS). This memorandum cannot be used for Service Members that are ending their Term of Service (ETS).
3. Point of contact for this memorandum is the undersigned at DSN: XXX-XXXX

JOHN F. SMITH  
CPT, AR  
Commanding

SAMPLE

APPENDIX H

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR USAG CIF, ATTN: (Issue Line)

SUBJECT: Request for Issue of OCIE to Emergency Essential Civilians (EEC)

1. Reference USAREUR Regulation 710-2-1.
2. The position of the civilian employee indicated below, assigned to (activity or unit), is designated as emergency essential. Request the individual be issued the OCIE as indicated on the USAREUR OCIE Mandatory Issue List (OMIL) for EEC.

NAME	SSN	Unit
Doe, John C.	000-00-0000	EUCOM J-

3. If the individual departs the command without properly clearing from the CIF, I understand that my command is responsible for providing a MIPR for the entire replacement costs of the equipment in accordance with reference above. In addition, I will initiate appropriate action to establish property accountability, and for granting the CIF PBO further relief from property responsibility in accordance with Chapter 12, AR 735-5.

JOHN F. SMITH  
CPT, AR  
Commanding or Civilian Personnel Officer

SAMPLE

APPENDIX I

DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR 405th AFSB Stuttgart Central Issue Facility

SUBJECT: Authorization for Issue of CIF Equipment (Reservist, Air Force, Navy etc)

1. (Rank & Full Name, SSN), a member of Charlie Co, 1-501 AVN (UIC), is authorized to draw an Initial Issue of Garrison authorized gear Organizational Clothing and Individual Equipment( OCIE) from the Stuttgart CIF. The Unit will ensure the Service Member properly clears the CIF before departing the Installation. This Service Member will supply PCS/ETS orders at time of appointment.
2. If the Service Member does not properly clear the Installation CIF. The Unit will initiate a DD200 Financial Liability of Investigation of Property Loss.
3. POC is the undersigned at DSN 431-0000

John H. Smith  
CPT, OD  
Commanding