



**DEPARTMENT OF THE ARMY**  
405<sup>th</sup> ARMY FIELD SUPPORT BRIGADE  
Logistics Readiness Center - Stuttgart  
UNIT 30401  
APO AE 09046

REPLY TO

ATTENTION OF

ASEU-LRC-STU

27 APRIL 2020

MEMORANDUM FOR RECORD

SUBJECT: CENTRAL ISSUE FACILITY IN / OUT BOUND HOW TO GUIDE

**INBOUND**

1. Inbound personnel should call (314-596-2154) or email [us.army.stuttgart.405-afsb-lrc.mbx.cif@mail.mil](mailto:us.army.stuttgart.405-afsb-lrc.mbx.cif@mail.mil) the Central Issue Facility (CIF) to schedule an appointment for In-processing. All active duty Army Service members, regardless of rank, must in-process with the CIF. This does not apply to civilians, Air Force, or Navy personnel in the Stuttgart Military Community.
2. Per USMC Policy letter 1-20 dated 06 March 2020, all Marines assigned to MARFOREUR / AF, and local outlying commands must check in with CIF within **30** days of arrival into the garrison footprint. Please call or email the CIF to schedule an appointment.
3. All service members that In-process the CIF are required to bring a hard copy of their orders that brought them to Stuttgart and their ID Card. A copy of your orders may be emailed to the CIF before your appointment. During your In-processing appointment, CIF staff will determine what you need to be issued locally. Initial Entry soldiers will receive a full issue based on the USAREUR standard menu. Career soldiers will be issued items that are not currently on their clothing record based on the same USAREUR menu.
4. By everyone scheduling an appointment to check-in, we are limiting the amount of face to face traffic that enters and exits the CIF at the same time in a way to safeguard the service members and the CIF staff.
5. Upon arrival to your appointment, please sign in, have your ID card in hand with a copy of your orders. The CIF staff will call you to the counter and scan your ID card. Once you confirm that what is on your clothing record is correct, the service member will input their ID card in the external CAC reader on the other side of the counter and digitally sign their record. This process should take 5-10 minutes. The CIF staff will then provide the service member with a signed copy of their clothing record.

**OUTBOUND**

1. Outbound personnel scheduled to ETS / Retire should contact CIF within **60** days of their move to ensure they have adequate time to process all the gear for turn-in. In case you have to find something that is missing or lost. Outbound personnel that fall into the PCS category should contact and schedule an appointment **30** days out from the date they are

supposed to leave. This ensures that necessary equipment remains on hand if needed for any mission requirements.

2. When service member contacts the CIF to schedule their appointment please provide your DOD ID number, the CIF staff will pull their clothing record, review and highlight the items you need to bring to your appointment, or determine if the service member needs to come to CIF at all and this is determined on a case by case basis. This screening allows CIF to Pre-Clear personnel and also limit face to face customer service.
3. If you are Air Force, Navy, Marine, and you drew gear from the CIF, your turn-in will be an ETS / Retirement turn-in. Please schedule your appointment promptly that aligns with your departure date and mission requirements.
4. Once the appointment is scheduled, the service member needs to arrive at the CIF with a copy of their PCS / ETS / Retirement orders and your OCIE. Please ensure your OCIE is clean. Dirty and damaged equipment will not be accepted.
5. Sign in and have a seat, the staff will provide instructions to as which equipment, and where, the inventory of your OCIE and turn-in process will take place.
6. Once the inventory and turn-in is complete service member can have a seat while the staff makes necessary adjustments to service member clothing record in the automated system. If a service member is a go at this station, they will receive a “cleared” stamp on their clothing record. If the service member still has equipment that has issues, the staff will print and explain the next steps for the service member to receive a “cleared” stamp.
7. If the service member has to come back to CIF to finish his transaction, we will schedule an appointment at the end of the last attempted appointment.