



FORT CARSON LOGISTICS READINESS CENTER (LRC)

Central Issue Facility (CIF) External Standard Operating Procedure (SOP)

27 June 2016



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Section: CIF	Originator: Supply Manager <i>JN</i>	Approval: PM <i>MJ</i>

Revision History		
Revision #	Date of Issue	Summary of Changes
0	29 June 16	Implemented new document



MEMORANDUM FOR ALL Fort Carson LRC Customers

SUBJECT: External CIF SOP

1. Enclosed is the LRC External CIF SOP for your use. This document is intended to guide you, our customer, in order to achieve the best mission support and enhance your equipment readiness.
2. CIF provides central management of Organizational Clothing and Individual Equipment (OCIE) within the Fort Carson Community. Manages property accountability using the Installation Support Module – Central Issue Facility (ISM-CIF). ISM-CIF is a web-based centralized information-processing environment. Processes automated unit and individual requests and turn-ins for OCIE. Coordinate equipment delivery to and from customers. Ensures adjustment documents are prepared and processed IAW prescribed regulations. Provides training to supported units. Maintain records, functional files and library IAW prescribed regulations. Submits recommended software changes for the automated system. Manages fielding plans and state standard issue menus.
3. We are pleased to have the opportunity to support you and look forward to significant mission support success.
4. POC is the CIF Supervisor at 719-526-6477.



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ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT

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ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT

1. **PURPOSE:** To prescribe agency responsibilities and policy for requisitioning, distribution, care, replacement, accountability, security, stockage, marking, inspection, inventory, recovery and disposal of organizational clothing and individual equipment (OCIE) authorized by Section II, Chapter 10, Common Table of Allowances **CTA 50-900**, Clothing and Individual Equipment.
2. **REFERENCES:** See Paragraph 16.
3. **APPLICABILITY:** This regulation applies to Fort Carson units, activities, satellite units, and other customers. Once approved by the central issue facility property book officer.
4. **GENERAL:** Specific individual, organizational, staff agency, and Central Issue Facility (CIF) responsibilities for OCIE are defined. Reference to male gender pertains also to the female gender, unless otherwise specified.
 - 4.1. OCIE will be requisitioned, stocked, issued and recovered only by the Fort Carson Central Issue Facility.
 - 4.2. When possible, each Soldier assigned to Fort Carson is issued an appropriate set of OCIE within FIVE working days of signing in for duty.
 - 4.3. Each Soldier personally clears the CIF except under extreme/extenuating circumstances (i.e., hospitalization or death).
 - 4.4. Each Soldier is responsible for the custody, care, and safekeeping of OCIE. Every effort will be made to reconcile responsibility for lost or damaged OCIE. Commanders may consider accountability adjustments, as well as other administrative or Uniform Code of Military Justice (UCMJ) provisions.
5. **RESPONSIBILITIES:**
 - 5.1. The Logistics Readiness Center (LRC), Fort Carson:
 - 5.1.1. Oversees contractor CIF operations IAW US Army regulations.
 - 5.1.2. Recommends and approves local policy for CIF operations.
 - 5.1.3. Identifies and approves OCIE stockage levels.
 - 5.1.4. Approving authority for adjustment documents.
 - 5.1.5. Validates, approves, or disapproves OCIE requisitions.
 - 5.1.6. Sets required stockage levels for contingency stock of Class II, Clothing and Equipment.
 - 5.1.7. Approves exception to policy.
 - 5.1.8. Establishes required unit menus.
 - 5.2. The Site supervisor :
 - 5.2.1. Staffs, manages and operates the CIF IAW:
 - AR 710-2, Chapter 2-9, Inventory Management Supply Policy below the National Level.
 - DA Pam 710-2-1, Using Unit Supply System (Manual Procedures).

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- CTA 50-900, Clothing and Individual Equipment.
- Central Issue Facility Installation Support Module, (CIF-ISM),

5.2.2.Enforces local policies for operations, responsibilities and accountability of OCIE in accordance with the PWS.

5.2.3.Identifies OCIE for stockage and issue. The stockage objective is computed by CMO through CIF-ISM.

5.2.4.The appointing authority for adjustment documents originating from the CIF.

5.2.5.Coordinates Operational Maintenance and maintains statistical data Personnel Status, IAW CIF-ISM.

5.2.6.Requests approval for exception to policy.

5.3. The Central Issue Facility Staff:

5.3.1.Operates a customer service facility from Building 1525

5.3.2.Operates Central Issue Facility Installation Support Module System (CIF-ISM) accounting for and maintaining an audit trail for OCIE.

5.3.3.Issues OCIE to Soldiers in-processing IAW unit assignment and Military Occupational Specialty (MOS) and receives OCIE turn-in during out-processing. Performs other issues and turn-ins as necessary. Ensures Soldiers receive 100 percent of their authorized OCIE during in-processing except, special measurement items.

5.3.4.Receives and processes relief documentation IAW AR 735-5 and CIF-ISM and replaces those items when appropriate.

5.3.5.Performs Statement of Charges, Financial Liability Investigations of Property Loss (FLIPL), Cash Sales for lost, damaged or destroyed OCIE.

5.3.6.Exchanges OCIE items rendered unserviceable due to Fair, Wear, or Tear.

5.3.7.Performs annual and directed inventories of OCIE stockages.

5.3.8.Determines serviceability and cleanliness of OCIE.

5.3.9.Turn-in OCIE over and above authorized stockage levels as directed by the PBO.

5.3.10. CIF employees stamp and initial DA Forms 137-1 and DA Form 3645 (Automated), after Soldier has completed OCIE turn-in.

5.4. The Commander of the Post Replacement Company:

5.4.1.Ensures Soldiers are in receipt of assignment orders, stamped and initialed DA Form 3645, (record of previous OCIE issue) or DA Form 3078 (personal clothing request), and STRIKE Common Access Card, and complete individual CIF Sizing Sheet for OCIE Issue for submission to CIF.

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- 5.4.2. Arranges transportation for unaccompanied enlisted Soldier's pre-packed OCIE issues, Monday through Friday.
 - 5.5. The Directorate of Resources Management (DRM), Finance and Accounting Office (FAO):
 - 5.5.1. Receives Transmittal Letters with attached DD Form 362 (Statement of Charges/Cash Collection Voucher), for lost, damages or destroyed government property.
 - 5.5.2. Processes DD Form 362 and DD FORM 200, (July 2009) (Financial Liability Investigation of Property Loss) for deduction from Soldier's pay (IAW AR 37-104-2, Military Pay and Allowances Policy, Joint Uniformed Military Pay System (JUMPS).
 - 5.5.3. Follows-up on DD Form 362, for Transmittal Letters older than 15 days, upon notification that no receipt record data was received by the CIF.
 - 5.6. The Directorate of Health Services/MEDDAC will assist with special measurement and podiatry documentation for individuals having unique foot problems or any special needs.
 - 5.7. Customers will safeguard and care for OCIE received from the CIF. The customer has responsibility for periodic cleaning and minor repairs of OCIE. All cloth OCIE, except wet weather gear, waterproof bags, ponchos and load-bearing equipment (LBE) can be laundered at government expense. Individual Soldiers can drop off their items or the unit supply sergeant can turn-in bulk to the installation contracted laundry facility.
 - 5.8. Unit commanders and supervisors have command/supervisory responsibility (as defined in AR 735-5), for OCIE issued to Soldiers under their control. Commanders will ensure Soldiers care for, safeguard, and properly utilize OCIE. Each unit-level commander is specifically tasked to accomplish the following:
 - 5.8.1. Conduct semi-annual inventories and inspections of OCIE.
 - 5.8.2. Verify circumstances contributing to unserviceable OCIE and initiate appropriate property accountability adjustment documents.
 - 5.8.3. Ensure unit level maintenance is performed IAW TM's 10-8400-201-23&P and 10-8400-203-23&P, Organization and Direct Support Maintenance Manuals: General Repair Procedures for Clothing and Individual Equipment.
 - 5.8.4. Ensure the unit copy of the automated OCIE record (substitute for DA Form 3645), Organizational Clothing and Individual Record, is on file in the unit supply room.
 - 5.8.5. The unit commander will have OCIE inventoried and secured upon notification that a Soldier is hospitalized or absent without leave (AWOL), for more than 72 hours.
- 6. OCIE AUTHORIZATIONS:**
- 6.1. Each Soldier assigned to a TOE or MTOE organization, on Fort Carson, will receive their unit specific standard issue.
 - 6.2. Each Soldier assigned to a TDA organization on Fort Carson will receive the Garrison issue.
 - 6.3. Soldiers with a MOS requiring special equipment will be issued those items during the initial in-processing. A Soldier having a non-specialty MOS, but working in a specialty duty MOS position, is authorized special equipment. To receive equipment, unit commanders will forward a memorandum to the CIF indicating the Soldier's name, MOS, or duty MOS, and special OCIE.

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6.4. Commanders wanting members of their command to be issued items not authorized by MOS or duty position must submit a memorandum for approval to the CIF PBO.

7. **ISSUE PROCEDURES:** The CIF issues authorized quantities of OCIE to customers.

7.1. Individual Soldier In-Processing Issues:

7.1.1. Within 72 hours of signing into Fort Carson, most Soldiers will receive OCIE at the Welcome Center. Soldiers will sign the original automated OCIE record created during the issue process. The original copy is filed by the Fort Carson CIF. The second copy is given to the Soldier. Personnel will wear a military uniform (Class A, B, C).

7.1.2. Upon arriving at the Welcome Center the Soldier is given a briefing :

- Administration
- What to expect while processing thru CIF
- Attitude while processing thru CIF
- Serviceability and cleanliness of OCIE
- Accountability of OCIE

7.1.3. The Soldier must immediately inventory IOTV, OTV, E-SAPI plates Large ACU Rucksack and ACH during the OCIE issue. The Soldier then has five duty days to return to BLDG 1525 if any OCIE is missing or damaged other than the five items listed above.

7.2. Partial Issues/Direct Exchange: Soldiers will be processed on a first come, first served basis from 0730-1530 Monday through Friday at the DX station in Bldg. 1525.

7.2.1. A partial issue transaction prompts an updated auto-OCIE in two copies. Distribution of copies is out-lined in AR 700-84.

7.2.2. Individual partial issues occur under the following conditions:

- Items not available for issue during in-processing.
- Reissue of equipment for items reported on a Financial Liability Investigation of Property Loss, Statement of Charges or Cash Sales document.
- Resulting equipment modernization or allowance changes.
- Issue of MOS specialty OCIE.

7.2.3. The following administrative steps are taken by employees:

- Ensure the Soldier is authorized specialty items and has a memorandum signed by the unit commander.
- Verify that the Soldier has an OCIE file record at CIF.
- Ensure the Soldier requires an issue.
- Ensure OCIE record data is annotated correctly.

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8. TURN-IN PROCEDURES:

8.1. Soldiers will clear no earlier than 90 working days prior to their expected departure from the Installation. Soldiers must do the following in preparation for clearing:

8.1.1. Soldiers are required to make an appointment with CIF within 90 working days prior to their ETS/PCS, there is no need to wait until orders are prepared a memorandum authorizing early turn-in is sufficient. CIF appointments will be given no more than 90 working days prior to departing the installation. To make an appointment please call 526-3321 or 524-0917. Turn-ins without appointments (first time walk-ins for ETS/PCS) are scheduled daily from 0730-1000 and are on a first come, first served basis with limited slots available.

8.1.1.1. You can also schedule appointments through your AKO account

8.1.1.1.1. Log on to AKO & click on the Self Service tab at the top of the page

8.1.1.1.2. Click the My Clothing link

8.1.1.1.3. Click the Individual Clothing Record link about mid-page und the LINKS section – this will take you to your OCIE record

8.1.1.1.3.1. While here, you can print your OCIE record. All items under the ETS (Trans) column marked “N” are required to be turned-in. If needed, a copy may also be obtained from the CIF customer service

8.1.1.1.3.2. NOTE: If you’ve deployed for 6 months or more, you do not need to turn-in uniforms

8.1.1.1.4. Click the Appointments link on the bottom left and follow the instructions

8.1.1.1.5. NOTE: You must have ETS/PCS orders to schedule an appointment through AKO

8.1.2. Soldiers must have their identification card, a copy of ETS/PCS orders, or other appropriate orders. A memo from the individuals commander, in lieu of orders, can be used in extenuating circumstances.

8.1.3. Civilian employees of the Army/Contractors will present identification card.

8.2. OCIE is expected to be clean, dry, and serviceable.

8.2.1. One option, for the items listed below, is Post Laundry which is located in building 310 or building 1525 and can be reached at 526-8804/8806/8803 – Plan for a 72 hour turn-around time (Free Service)

- | | |
|--------------------------------------|--------------------------------------|
| 8.2.1.1. Ammo Pouches | 8.2.1.8. Liners |
| 8.2.1.2. Bivey Cover | 8.2.1.9. ECW Parka & Trousers |
| 8.2.1.3. Blankets | 8.2.1.10. Individual Equipment Belt |
| 8.2.1.4. Canteen Cover | 8.2.1.11. Rucksack LG (disassembled) |
| 8.2.1.5. Chemical Gear (top& bottom) | 8.2.1.12. Uniforms (top & bottom) |
| 8.2.1.6. Cook Apron | 8.2.1.13. ACU Flyers Mat |
| 8.2.1.7. LBE Suspenders | 8.2.1.14. Sleeping Bag |

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| 8.2.1.15. | Knit Cap | 8.2.1.23. | Field Jacket |
| 8.2.1.16. | First Aid Pouch | 8.2.1.24. | Stuff Sack |
| 8.2.1.17. | Gaiter Neck | 8.2.1.25. | Suspenders |
| 8.2.1.18. | Gortex (top & bottom) | 8.2.1.26. | Mittens & Gloves |
| 8.2.1.19. | Helmet Cover | 8.2.1.27. | Sweathers |
| 8.2.1.20. | ACU cap | 8.2.1.28. | ECW Hood |
| 8.2.1.21. | Shelter, Half-Tent | 8.2.1.29. | Coveralls |
| 8.2.1.22. | Duffle Bag | | |

8.3. If you have damaged or missing items, inform the receptionist and present one of the following documents.

8.3.1.A Damage statement signed by the commander verifying the circumstances of the damage.

8.3.2.A Statement of charges/cash collection voucher DD form 362

8.3.3.A Financial Liability Investigation of Property Loss (DD FORM 200).

8.3.4.A Cash Sale of OCIE.

8.3.4.1. CIF offers cash collection service (only cash, no Debit or Credit Cards), and per Army regulation 700-84 there is a 10% depreciation per item)

8.3.4.2. Exceptions: IOTV, Armor Plated, Kevlar items or items totaling over \$500 will require a memo from Company Commander.

8.4. Full Turn-ins clearing times are Monday thru Friday from 0730 to 1530. Partial Turn-ins are Monday thru Friday from 0730-1530. The CIF is closed for lunch from 1200-1230 hours and on Federal Holidays. Medical Hold and Chapter personnel will be serviced on a first come first served basis.

8.4.1.Chapter personnel must be accompanied by an E-5 or higher.

8.5. Turn-ins without appointments (first time walk-ins for ETS/PCS) are daily from 1230-1530. Walk-ins are very limited and seen on a first come-first serve basis.

8.6. Before loading a cart, please check with the receptionist and log-in to the CIF KIOSK. You will then be called to a turn-in station. If you are unsure about anything ask the customer service representative at the counters.

8.7. If you need a copy of your CIF Records prior to turn-in, come to the Customer Service counter and request a copy from the representative. These records can also be printed from your AKO under the My Clothing tab.

8.8. Those customers outside the Fort Carson installation can call the following CIF telephone numbers for assistance: (719) 526-3321 or (DSN) 691-3321 or FAX us at DSN 691-5992. We can send a copy of your records to a valid email account.

8.9. NOTE: You must be in a duty uniform (A, B or C) to conduct any business at CIF. Escorts of chapter Soldiers must also be in a duty uniform. For insurance and safety reasons, dependents below the age of 17 are not permitted in CIF.

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- 8.10. The following additional instructional/reminders apply:
- 8.10.1. OCIE must be CLEAN, DRY, and SERVICEABLE!!!
 - 8.10.2. Damaged OCIE will be accompanied by a commander's damaged statement if the property is other than fair wear and tear and occurred during a field training exercise. Otherwise submit a statement of charges, Cash Purchase Authorization or a Financial Liability Investigation of Property Loss.
 - 8.10.3. For your convenience, CIF has a cleaning contract for IOTV. As long as all the pieces are attached and there is no caked on dirt/mud, it can be turned in.
 - 8.10.4. The large ACU/OCP Rucksack must be disassembled prior to turn-in, medium rucksack must remain assembled.
 - 8.10.5. After Soldiers have successfully turned-in all items owed to CIF they will receive a "CIF CLEARED" stamp on their clearance form.
- 8.11. Requested adjustment documents for shortages or damaged equipment, (other than FWT), and process them as follows:
- 8.11.1. The appointing authority assigns a voucher number prior to forwarding. CIF will not process vouchers without a voucher number. The original and one (1) copy is brought to CIF.
 - 8.11.2. The CIF Cashier will assign a document number to the DD FORM 200. The Property Book Officer or their representative will sign the document in block 17e to authenticating the transaction.
 - 8.11.3. Statement of Charges: The CIF initiates the DD362 with the Soldier's working copy. The Cashier will assign a document number. The Soldier and unit commander will sign the DD Form 362 and the Soldier brings the DD362 to finance for a stamp prior to returning to the CIF.
 - 8.11.4. A Soldier who decides to pay cash for missing or damaged OCIE, may do so at the Cashier's station. He or she must complete Authorization for Cash Sale of Organizational Clothing and Individual Equipment. See para 8.2.4
 - 8.11.4.1. NOTE: The Soldier is responsible for the accuracy of this form and should ensure they are paying for the correct items as there is no process for the government to reimburse the Soldier for items that are paid for incorrectly.
 - 8.11.5. Soldiers will be in military uniform when clearing CIF and have the following in their possession:
 - 8.11.5.1. A valid Common Access Card
 - 8.11.5.2. Appropriate adjustment documentation (Statement of Charges, Financial Liability Investigation of Property Loss, Cash Collection Voucher or Damage Statement).
 - 8.11.5.3. A complete OCIE issue.
 - 8.11.5.4. One copy of PCS, ETS or other appropriate orders.
 - 8.11.5.5. Commanders may initiate a memorandum requesting clearance when the following applies:

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- A Soldier having 15 to 20 days and not in receipt of orders.
 - The Unit is preparing for a training exercise/movement and won't be in garrison for the out-processing of the Soldier, within thirty (60) days of departure.
 - Upon notification of elimination from the Army IAW a specific AR 635-200 Chapter.
- 8.11.6. Items to be transferred with, or retained by, the Soldier as determined by CTA 50-900, and listed at Appendix K.
- 8.11.7. Those Soldier's on Permanent Change of Station orders, are given a copy of the out processing automated clothing record for the CIF at their next duty station.
- 8.11.8. Name tapes and organizational insignia will be removed from garments prior to turn-in.
- 8.11.9. Clearing, hospitalized and dropped-from-rolls (DFR) personnel:
- 8.11.9.1. Commanders prepare a memorandum, authorizing unit supply personnel to turn-in OCIE.
 - 8.11.9.2. Medical Holding Detachment. On learning that a Soldier has been assigned to the medical holding detachment, the unit Commander will ensure the Soldier turns-in their OCIE as soon as possible to Bldg. 1525.
 - 8.11.9.3. Dropped from Rolls (DFR): Unit supply personnel or the designated unit representative will turn-in the Soldiers OCIE at Bldg. 1525.
 - 8.11.9.4. Soldiers receiving discharge under provisions of AR 635-200 (Enlisted Personnel Separation), Chapters 10, 11, 13 and 14 will be escorted by a E-5 or above (no exceptions) to the CIF.
- 8.11.10. Clean OCIE prior to turn-in.

9. REPLACING OCIE:

- 9.1. The CIF accepts and processes adjustment documents for accountability relief. If the Soldier presenting documents is clearing the Installation, CIF will adjust OCIE records to credit the property. If Soldier is not departing, OCIE accounted for, IAW AR 735-5, is/are reissued.
- 9.2. Cash Sales (AR 735-5, paragraph 2-3, Accounting for Lost, Damaged and Destroyed Property):
- 9.2.1. A customer admitting fault or neglect to loss or destruction of OCIE should be encouraged to replace them through cash payment. Maximum emphasis is placed on utilizing the Cash Sales method which decreases the losses of productive time and cost of processing Statements of Charges/Cash Collection Vouchers, and Financial Liability Investigation of Property Loss. The following applies to these transactions:
 - 9.2.1.1. The item(s) appear(s) on the OCIE record as having been issued.
 - 9.2.1.2. The customer pays in cash. PERSONAL CHECKS AND CREDIT CARDS ARE NOT ACCEPTED AT CIF.
 - 9.2.1.3. The price of each item is the current ARMYLOG/FEDLOG price minus 10 percent depreciation IAW with AR 735-5. The current price of OCIE is posted at the cashier's office in Building 1525.

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9.2.1.4. Purchase of OCIE is not for the individual's private use.

9.2.1.5. The commander's written authorization for OCIE Cash Sales (FC Form 28), validates a Soldier to purchase OCIE.

9.2.1.6. When a customer is replacing OCIE lost, damaged, or destroyed items (for which liability is admitted), the replacement need not be in new condition. It should be serviceable and meet standards per Appendix Q. (FC Reg. 700-9) Purchased OCIE remains the property of the US Government.

9.3. Statement of Charges:

9.3.1. If the Soldier admits fault or liability and doesn't elect to replace OCIE by cash payment, the cashier at the CIF prepares DD Form 362. The DD Form 362 is signed by the Soldier and the unit commander. Additionally, the data required by AR 735-5 on DD Form 362, and the Soldier's ETS/PCS date is included in the Name, Grade and Social Security Number (SSN) block. Failure to use current ARMYLOG/FEDLOG prices results in returning the DD Form 362 to the unit for correction.

9.3.2. Soldiers departing the Installation hand carry the DD Form 362 through CIF to the FAO out processing or Separation/Retirement Section, Building 1220. The FAO stamps the disbursing officer/payroll certifying officer's block, with a special rubber stamp, and signs above the stamp acknowledging collection completed.

9.3.3. The DD Form 362 is not initiated when the loss exceeds the Soldier's one-month base pay. In such cases, a DD FORM 200, OCT 1999 Financial Liability Investigation of Property Loss is initiated.

9.4. Financial Liability Investigation of Property Loss (FLIPL):

9.4.1. Initiation of DD FORM 200, for OCIE, issued to a customer is the responsibility of his/her commander. Soldiers out-processing CIF without sensitive, high dollar, and high theft equipment such as Improved Outer Tactical Vest (IOTV), Armor Plated, and Kevlar items must have a FLIPL signed by the unit commander explaining the circumstances for the loss prior to out-processing the facility. Furthermore the Criminal Investigative Division is provided the name of the individual requiring the FLIPL for the lost or destroyed equipment.

9.4.2. Unit Supply personnel will assist in preparing the DD FORM 200. If further assistance is needed, the Installation Coordinator for Financial Liability Investigation of Property Loss, Plans and Policies Branch, LRC, or the Central Issue Facility can help.

9.4.3. Applicable blocks on the DD FORM 200, are filled in IAW AR 735-5, Figure 13-18.

9.4.4. After preparing DD FORM 200 and receiving a Financial Liability Investigation of Property Loss number assigned by the approving authority in Block 2, the document is brought to the CIF PBO who assigns a document number, and dates and signs blocks 17e and f.

9.5. Commander's Damage Statement:

9.5.1. DA DCSLOG has granted authority for unit commanders to deviate from policy IAW paragraph 14-25B (2), AR 735-5. The deviation authority allows OCIE damage statements without regard to a limit. (IAW paragraph 14-18c, AR 735.5).

9.5.2. When preliminary investigation by the unit commander, or the Soldiers chain of command (e.g., squad leader, platoon leader/sergeant, or first sergeant), reveals damage occurred

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during a field exercise and neither negligence nor willful misconduct is involved, unit commanders are authorized to approve OCIE damage statements.

9.5.3. The commander states in a memorandum to the Central Issue Facility that he/she or a member of his/her command has reviewed the circumstances surrounding the damage to the OCIE and found no evidence of negligence or willful misconduct.

9.5.4. The Commander signs the damage statement.

9.5.5. The customer takes the damage statement and the OCIE article(s) to CIF within 30 calendar days of the approval and makes the exchange.

9.5.6. If the commander believes negligence or misconduct is involved, he or she initiates a Financial Liability Investigation of Property Loss.

10. **TEMPORARY LOANS:** Current DA policy doesn't allow for temporary loans as authorized stockage levels are computed on troop strength. Temporary issues of OCIE reduces operational stocks and can result in over-the-counter issue shortages to the Soldier. Therefore, temporary loans are held to an absolute minimum if they cause degradation of the stockage levels to where 100 percent issues to Soldiers can't be met during in-processing. Early planning and coordination with the PBO/Site Supervisor is a must.

10.1. Equipment can be loaned to a unit for special training or projects, NOT TO EXCEED 60 DAYS. A period in excess of 60 days will be determined on a case-by-case basis by the CIF PBO.

10.2. Unit personnel prepare a memorandum signed by the first O-3 commander listing OCIE requiring justification, time period used, and list of items required. Units submit memorandums to the CIF PBO for approval.

10.3. Approved requests are forwarded for processing and direct coordination with the requesting agency is authorized.

10.4. The requesting unit presents, or has a current DA Form 1687, Notice of Delegation of Authority for Receipt for Supplies, on file, signed by the Commander, and listing customers who can receipt, for and turn-in, temporary bulk loans.

10.5. The customer signing for a temporary loan has his/her personal clothing record flagged and is unable to out-process or clear CIF until the temporary receipt is settled.

10.6. Returned loans will be serviceable and clean.

10.7. Temporary loans are updated, periodically.

11. **DIRECT EXCHANGE:** 0730 to 1530, Monday through Thursday, on a first-come, first-served basis in building 1525.

11.1. OCIE meeting FWT criteria is exchanged on a one-for-one item basis and been previously issued to the individual. OCIE will be clean.

11.2. A customer may exchange OCIE that he/she was issued for the same item of a different size.

11.3. Military customers will be in uniform, have a valid Identification Card and bring a copy of their clothing records prior to exchange.

11.4. Customers out-processing the Installation, with less than 30 days, will not be served at the DX counter. OCIE meeting the DX criteria is accepted at turn-in appointment.

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11.5. OCIE is not exchanged for new items solely as a convenience to units participating in parades, retirements, inspections, etc.

12. **CARE AND MAINTENANCE OF OCIE:** Care instructions are found in General Repair Procedures for Clothing and Individual Equipment, TM's 10-8400-201-23&P and 10-8400-203-23&P.

13. **MARKING OCIE:**

13.1. Unit insignia, name tapes, etc., will be removed when returning items to CIF.

13.2. Stenciling on duffel bags will be blocked out. Use black marker and make a box around your name and color it in prior to turn-in. All blocks must be smaller than six inches in length and four inches in width

13.3. No other markings of any nature will be made on OCIE.

13.4. All tags on OCIE must remain free of all markings, be intact and cannot be removed. If item tags are removed from an item it will require a damage statement signed by the unit commander prior to turn-in.

14. **STORAGE AND SAFEGUARDING OCIE:**

14.1. Soldiers, authorized to live off-post may secure OCIE in their quarters. However, commander's prerogatives may require them to store OCIE on post.

14.2. Commanders should have a secure storage area for Soldiers not having adequate storage space. Commanders may provide locks for securing OCIE.

15. **EMERGENCY DEPLOYMENT READINESS EXERCISES (EDRE):**

15.1. When a unit/organization is scheduled for deployment, the Unit Commander notifies the CIF Site Supervisor or the Property Book Officer, of the move as early as possible.

15.2. Unit Commanders will provide a current listing, by name and Social Security Number, of Soldiers deploying (actual deployment only).

15.3. New OCIE, to CTA 50-900 and/or the Supply System, and not issued during the initial in-processing cycle, is bulk issued to the unit for further issue to Soldiers on DA Form 3161 and forwarded to the CIF for posting to individual clothing records.

15.4. OCIE shortages discovered during unit inspections are adjusted IAW AR 735-5 (i.e., Statement of Charges/Cash Collections/Financial Liability Investigation of Property Loss). Items will be reissued to the Soldier when adjustment documents are posted.

16. **REFERENCES:**

- a. AR 37-104-4
- b. AR 700-84.
- c. AR 710-2.
- d. AR 735-5.
- e. CTA 50-900.
- f. CTA 50-970.
- g. DA PAM 710-2-1
- h. TM 10-8400-201-23&P
- i. 10-8400-203-23&P

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- j. TM 10-8400-202-13**
- k. FC Reg. 210-8**
- l. FC Reg. 385-1**
- m. CIF-ISM.2.0.0.58**

17. POCs:

- 17.1. CIF Property Book Officer 719-524-1888
- 17.2. CIF Supervisor – 719-526-6477



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